

# St Teresa of Calcutta Catholic Multi Academy Trust



## Coronavirus (COVID-19): Risk assessment for reopening St Monica's RC High School in September 2020

### St- Monica's RCHS – RA Covid 01

Assessment conducted by: Chris Foley	Job title: Head Teacher	Covered by this assessment: <b><u>staff, pupils, parents, visitors</u></b> and <b><u>volunteers</u></b> .
Date of assessment: 9.11.20	Review interval: <b>Weekly</b>	Date of next review: 16.11.20

#### Related documents

**Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy,**

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
1)Policies and procedures	<b>H</b>	A) All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>- <u>Health and Safety Policy</u></li> <li>- <u>Infection Control Policy</u></li> <li>- <u>First Aid Policy</u></li> <li>- <u>Parents, Pupils and Staff guide to return</u></li> </ul>	Yes	Headteacher	6/09/2020	M
		B) All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>-Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.Our health and safety policy states that any incident for pupils is recorded using the LA SMART system..</li> <li>-The Health Protection (Notification) Regulations 2010</li> <li>-Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>-DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</li> <li>- DfE – (2020): guidance for full school re-opening.</li> <li>-DFE (2020) – Updated guidance for schools for second lockdown,</li> </ul>	Yes	Admin	3/09/2020 Onsite Briefing	M
		C) The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training.	Yes	SLT	02/09/20	M
		D) The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE – including use of face coverings in communal areas.</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> <li>- The school’s local health protection team (HPT)</li> </ul>	Yes	Headteacher	Daily	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		<p>E) All staff and volunteers are made aware of any infection control procedures and social distancing arrangements via email online briefing and then onsite briefing.</p> <p>F) All pupils and parents are made aware of any ongoing infection control procedures and social distancing arrangements via;</p> <ul style="list-style-type: none"> <li>i. Headteacher guide for Parents, Pupils and Staff</li> <li>ii. Video guide for each element of the school day shared with all pupils, parents and staff through online meetings</li> <li>iii. Regular assembly and form period briefings</li> <li>iv. Weekly update letters to parents</li> </ul> <p>G) The <u>Business Manager</u> conducts a review of all supplier arrangements to ensure they are appropriate for the school reopening to more pupils.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>	<p>1/09/2020</p> <p>1/09/2020</p> <p>15/07/2020</p> <p>8/09/2020</p> <p>6/09/2020</p> <p>Weekly</p> <p>Weekly</p>	<p>M</p> <p>M</p> <p>M</p>
2)Premises	L	<p>A) The <u>site manager</u> checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress.</p> <p>B) The <u>site manager</u> identifies any signs of unauthorized access, arson, vandalism or anti-social behavior on the premises.</p> <p>C) A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress.</p> <p>D) Roof and loft inspections are not carried out by untrained personnel.</p> <p>E) A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order.</p> <p>F) The <u>site manager</u> checks all areas of the school grounds, including car parks and walkways, for any potential hazards.</p> <p>G) The <u>site manager</u> checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches.</p> <p>H) The <u>site manager</u> checks all security systems for integrity and that they are in working order.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Business Manager</p> <p>Business Manager</p> <p>Business Manager</p> <p>Business Manager</p> <p>Business Manager</p> <p>Business Manager</p> <p>Head Teacher</p> <p>Head Teacher</p>	<p>Weekly</p> <p>Daily</p> <p>Weekly</p> <p>As needed</p>	<p>L</p> <p>L</p> <p>L</p>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		I) The Head teacher makes insurers aware of the building's state of use.	Yes	Business Manager		L
		J) The <u>headteacher</u> ensures that the insurer's risk mitigation requirements are enacted and observed.	Yes	Business Manager	As per inspection schedule	L
		K) All key holder information is updated in accordance with the insurer's instructions, where required.	Yes	Head Teacher		L
		L) The <u>site manager</u> checks for any signs of pests, and any damage or loss of supplies as a result of pest activity.	Yes	Headteacher		L
		M) External signage is visible to show that access to the school premises is restricted.	Yes	Business Manager		L
		N) Any hazards found during checks on the premises are reported to the <u>headteacher</u> as soon as possible and issues are resolved prior to school reopening to more pupils.	Yes	Business Manager		L
		O) The <u>Headteacher and chair of LGB</u> ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.	Yes		14/07/20	L
		P) The <u>headteacher</u> identifies which areas of the school may be used for school activity and communicates this to staff, pupils and volunteers accordingly.	Yes		14/07/20	L
		Q) Areas of the premises which remain closed are adequately secured and clearly identifiable.	Yes			L
		R) The <u>site manager</u> arranges for any changes to the premises to be made to account for social distancing measures.	Yes			L
		S) The Headteacher and site manager review all office spaces to ensure occupancy is in line with 2 metre distancing.	Yes		02/09/20	L
		T) The site manager measures staff social spaces to ensure that seating is clearly defined as being two metres apart.	Yes		21/9/20	M
		U) Classroom spaces are measured to ensure that as far as is practicably possible teachers desks are two metres away from pupils desks	Yes		21/9/20	M
		V) Staff are reminded of the need for open windows to ensure sufficient teaching space ventilation is in place.	Yes		21/9/20	M
					9/11/20	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
3) Gas supply, systems and equipment	L	<p>A) A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety.</p> <p>B) Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</p> <p>C) A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order.</p> <p>D) A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity.</p> <p>E) The <b>site manager</b> checks that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible.</p>	Yes	Business Manager for all elements of (3)	As needed per inspection schedule	L
4) Electrical supply, systems and equipment	L	<p>A) A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety.</p> <p>B) Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</p> <p>C) The relevant staff check that all phone and broadband connectivity is in working order.</p> <p>D) A suitably trained technician checks that the main and emergency lights are in working order.</p> <p>E) The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets.</p> <p>F) The <b>site manager</b> ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible.</p>	Yes	Business Manager for all elements of (4)	As needed per inspection schedule	L
5) Heating and ventilation	L	<p>A) The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school reopens.</p> <p>B) Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.</p> <p>C) The <b>site manager</b> checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents.</p>	Yes	Business Manager for all elements of (5)	As needed per inspection schedule	L



Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		C) A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up-to-date – the site manager ensures any required inspections take place as soon as possible.				
9) Enhanced Cleaning	M	<p>A) The <u>head teacher</u> arranges enhanced cleaning to be undertaken where required. The focus will be on;</p> <ul style="list-style-type: none"> <li>I. Spaces used by Key Worker/Vulnerable pupils</li> <li>II. Spaces used for general circulation</li> <li>III. Toilet Facilities</li> <li>IV. Space proposed to be used for Year 10 Phased reopening</li> <li>V. High contact surface areas</li> </ul> <p>B) Where necessary, the number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection and minimise the costs of cleaning.</p> <p>C) The necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and in line with the <u>COSHH Policy</u>.</p> <p>D) All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</p> <p>E) All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.</p> <p>F) Adequate amounts of suitable cleaning agents are available.</p> <p>G) Where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners.</p> <p>H) As needed increase hours of cleaning staff and employ additional staff if required.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Business Manager</p> <p>Headteacher</p> <p>Business Manager</p> <p>Headteacher</p> <p>Business Manager</p> <p>Business Manager</p>	<p>From 18/5</p> <p>From 1/09/20</p> <p>From 01/09/20</p> <p>By September 1<sup>st</sup></p> <p>By September 1<sup>st</sup></p> <p>By September 1<sup>st</sup></p> <p>By September 1<sup>st</sup></p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
10) Infection control and social distancing	M	<p>a) Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's <u>guidance</u>.</p> <p>b) Where necessary, school transport is restricted to essential use only.</p> <p>c) Where practicable, infection control and social distancing measures are put in place on school transport.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Head Teacher</p> <p>Head Teacher</p> <p>Headteacher</p> <p>Business Manager</p>	<p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		d) Visual aids are in used to display social distancing measures, e.g. floor tape to mark two-metre spacing.	Yes	Business Manager	01/09/20	L
		e) Infection control stations are set up, where necessary, providing soap and water, bins and alcohol-based hand sanitiser.	Yes	Headteacher	14/07/20	L
		f) Adequate amounts of soap, tissues and bins and alcohol-based hand sanitiser are available in the relevant areas.	Yes	Headteacher	14/07/20	L
		g) Any reopening plans are in line with the relevant local and national advice.	Yes	Headteacher	14/07/20	L
		h) The <u>headteacher</u> identifies which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control during busy periods, e.g. zoned break and lunch times and collection of pupils from zones prior to return to lessons.	Yes	Headteacher	01/09/20	L
		i) Pupils are movement is limited through introduction of longer sessions of learning.	Yes	Headteacher	01/09/20	L
		j) Departure times for pupils are staggered to avoid spread of infection.	Yes	Headteacher	01/09/20	L
		k) Where required, the <u>headteacher</u> works with teaching staff to ensure a suitable plan is in place to maximise infection control during class changes, e.g. one-way systems and staggered movement based on room cluster and location.	Yes	Headteacher	01/09/20	L
		l) The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required.	Yes	Headteacher	01/09/20	L
		m) Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the <u>headteacher</u> assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.	Yes	Headteacher	01/09/20	L
		n) Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and are sent home as soon as possible.	Yes	Headteacher	01/09/20	L
		o) Where possible the headteacher limits the number of pupil interactions through supervised movement at social times.	Yes	Headteacher	01/09/20	L



Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		<p>p) Where possible the headteacher limits interaction at social times in the canteen by recommending pupils bring a packet lunch</p> <p>q) Where possible the headteacher limits risk of infection by requiring pupils to come to school wearing PE kit on the appropriate day.</p> <p>r) Where possible the headteacher limits risk of infection by reducing form times to 3 per week, thus reducing lesson transition occasions</p> <p>s) Where possible the headteacher limits risk of infection by only holding online assemblies in rooms, not the main hall.</p> <p>t) Each subject area develops a method statement to outline additional actions they will take to reduce the risk of transmission <b>alongside</b> the actions already taken.</p> <p>u) Guidance is sought from Bury LA regarding peripatetic music teachers, LA support officers and other staff not employed by the trust to ensure risk of transmission is limited.</p> <p>v) As per local mandatory guidance, all individuals (unless exempted) are expected to wear face coverings when moving around the building when social distancing is difficult to maintain.</p> <p>w) As per national guidance, pupils and staff will be expected to wear face coverings in all communal spaces.</p> <p>x) Extra-curricular sport activities remain suspended as per national guidance</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Heads of Department</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>	<p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>1/09/20</p> <p>9/11/20</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
11) Community wellbeing	H	<p>A) Parent and pupils' surveys are sent out to assess how they feel about the school reopening and to enable staff to act on any concerns pupils and parents may have.</p> <p>B) Staff are given the chance to express their views on reopening</p> <p>C) The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</p> <p>D) Staff, volunteers and pupils notify the <u>headteacher</u> and their line manager if they need to be shielded because they:</p> <p>a. Have an impaired immune system.</p> <p>b. Have a medical condition that means they are more vulnerable to infections or becoming seriously ill due to coronavirus.</p> <p>c. Are aged 70 or over.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Deputy Headteacher</p> <p>Headteacher</p> <p>Deputy HT</p> <p>Deputy HT</p>	<p>13/07/20</p> <p>08/07/20</p> <p>Since 23/3 weekly</p> <p>Weekly Since April 27<sup>th</sup></p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		<p>d. Are pregnant.</p> <p>e. Are classed as clinically extremely vulnerable and must work from home as part of the November 2020 lockdown</p> <p>E) The <u>SLT</u> considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. Essential for critically vulnerable staff, parent or partner</p> <p>F) The <u>headteacher</u> ensures that the school can be adequately and safely staffed when it opens.</p> <p>G) The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress.</p> <p>H) The <u>headteacher</u> and the <u>SENCO</u> identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</p> <p>I) The <u>headteacher</u> and <u>DSL</u> ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Deputy HT</p>	<p>June 12<sup>th</sup></p> <p>In place since March 20<sup>th</sup></p> <p>June 12<sup>th</sup></p> <p>01/09/20</p> <p>01/09/20</p>	<p>L</p> <p>L</p> <p>L</p>
12) Access to learning	L	<p>A) The headteacher works with the ICT technicians to ensure enough ICT devices, e.g. computers and laptops, are available to all pupils when the school reopens, where required.</p> <p>B) The headteacher liaises with the relevant personnel to ensure adequate provision is in place for all pupils to be able to work effectively in school, e.g. learning support.</p> <p>C) The headteacher and curriculum leaders work with teaching staff to ensure a plan is in place to provide adequate learning material during all phases of reopening, where required.</p> <p>D) The headteacher and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>	<p>June 01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p>	<p>L</p> <p>L</p> <p>L</p>

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13)Safeguarding	M	<p>A) The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying.</p> <p>B) The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</p> <p>C) The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</p> <p>D) Staff and pupil bereavement is managed in line with the Bereavement Policy.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Deputy HT</p> <p>Deputy HT</p> <p>Deputy HT</p> <p>Deputy HT</p>	<p>Ongoing</p> <p>As needed – weekly check</p> <p>As needed</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
14) Communication	L	<p><b>A)</b> headteacher liaises with the LA/CMAT about reopening the school and includes any local guidance into the reopening action plan, where required.</p> <p><b>B)</b> The school’s website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements.</p> <p><b>C)</b> Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</p> <p><b>D)</b> All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</p> <p><b>E)</b> The headteacher liaises with the governing board about possible arrangements for reopening the school, where necessary.</p> <p><b>F)</b> Pupils are informed via letter about the relevant information regarding reopening, e.g. social distancing measures and how lessons will be delivered.</p> <p><b>G)</b> The SBM/Bursar communicates with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods.</p> <p><b>H)</b> The headteacher informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Head Teacher</p> <p>Deputy HT</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Business Manager</p> <p>Headteacher</p> <p>Headteacher</p>	<p>26/08/20</p> <p>Weekly</p> <p>Weekly (at least)</p> <p>Weekly</p> <p>Daily</p> <p>14/07/20</p> <p>Daily</p> <p>Weekly</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

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		<p><u>1)</u> The Headteacher works with stakeholder, community and local law officials to ensure pupils follow the legal requirements when on public transport.</p>				L