



Our Lady and St Joseph School Reopening Risk Assessment Coronavirus specific June 2020

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ul Hampton, Danielle Evans, Alex Ruddiman	Activity Description	Extended reopening of Schools
	Version	Final V1
ndon Borough of Hackney		
hools	Number of people at risk?	Approximately 25 as at June 1st 2020
tivity risk assessment - Schools extended opening - Draft	People at risk	Teaching and support staff. Pupils and parents. Visitors.
'5/2020	Review Date	June 5th 2020

Area of concern	People who may be at risk	Existing controls	Rating	Action taken	In place	People responsible	Current risk rating following action
Provision of risk assessment	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> Existing risk control arrangements with schools Schools subject to programme of audit of risk control arrangements by CHSW Team 	Critical	Risk assessment before opening. <ul style="list-style-type: none"> Initial risk assessments based on NEU version completed March 31st and reviewed again May 12th. Next version started on May 18th about buildings and premises initially. Completed on June 5th. All staff consulted. All risk and draft assessments to be shared and published. All employees have been consulted. 	Yes	Head and Premises Manager. H&S rep	Low
Staff availability Extremely Clinically Vulnerable	Extremely high vulnerability groups Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable from COVID-19 PHE Guidance	<ul style="list-style-type: none"> Staff identified as Extremely Vulnerable - Shielding at Home Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. The health status and availability of every member of staff should be known and is regularly updated so that deployment can be planned. Vulnerability risk assessments to be completed for all staff 	High	All staff asked to outline if they are available for work and any vulnerabilities. All who have highlighted any vulnerabilities have not been asked for any further evidence of proof. Situation to be kept under regular review. Following all latest guidance as to staffing levels and pupil: teacher ratios. BAME staff have been added to vulnerable group.	Yes	Head and Premises Manager. H&S rep Deputy head	Low
Staff availability Clinically	Very High and High vulnerability	<ul style="list-style-type: none"> Full use is made of those staff who are self-isolating or shielding but who are 	Medium	See above. Working from home has not been	Yes	Head and Premises	Low

vulnerable	groups BAME	<p>well enough to teach lessons online.</p> <ul style="list-style-type: none"> • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • Provision of education and information resources • Staff communications • Monitoring the well being of staff who are working from home and helping them to stay connected to the rest of the workforce especially if the majority of their colleagues are on-site. 		<p>requested thus far. All staff who wish to isolate are doing so including those with young children and those who are carers for the elderly and one member who is pregnant. Travel plans discussed and support and routes provided if needed.</p> <p>Deputy head to monitor and support staff working from home or isolating.</p>		<p>Manager. H&S rep Deputy head</p>	
Social distancing within school Circulation areas	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> • Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. • Agreed new timetable and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school with remote learning at home. • Provision of education and information resources • Coronavirus (COVID-19): implementing social distancing in education and childcare settings 	Medium	<p>Initial reviews completed with Premises Manager week of May 15th updated. All other areas outlined have been discussed and consulted on starting June 1st. INSET Day. School not re-opening for more pupils until June 8th. This allowed five days to finalise arrangements. Initial plans to re-admit Reception, Years 1 and 6 have been sent to parents with major caveats as to numbers and space. Circulation plans have been reviewed and revised. One-way systems are in place on entry. Corridors are divided where feasible</p>	Yes	<p>Head and Premises Manager. H&S rep</p>	Low

				<p>Some items removed which reduce the width of corridors</p> <p>Pinch points and bottlenecks are identified and managed accordingly</p> <p>Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.</p> <p>Lesson changeovers are staggered to avoid overcrowding.</p> <p>Pupils will be regularly briefed regarding observing social distancing guidance</p> <p>Appropriate duty rota and levels of supervision are in place</p> <p>Staff rooms, halls and offices have been reviewed and appropriate configurations of furniture and desks have been put in place to allow for social distancing.</p> <p>Staff have been briefed on the use of these rooms.</p> <p>Revised guidance briefed to all staff prior to reopening and includes:</p> <p>Infection control</p>			
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Social distancing within school Classrooms	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> • Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. • Agreed new timetable and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school with remote learning at home. 	Medium	<p>Yes. Classrooms measured already and a parent who is an architect has done distancing sketches. No more than 9 per class envisaged. Safeguarding policy updated in April and will be again in June. On website already. School has only closed for one day with an average of 12/14 pupils in per day. Most routines and problems already identified. Revised guidance briefed to all staff prior to reopening and included:</p> <p>Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management Use of outdoor spaces for teaching Ventilation of indoor spaces Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. Appropriate signage in place Constructive behaviour</p>	Yes	Head and Premises Manager. H&S rep	Low
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				management Safeguarding Coronavirus (COVID-19): implementing social distancing in education and childcare settings " procedures			
Social distancing within school break/lunch times	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> • Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. • Agreed new timetable and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school with remote learning at home 	Medium	<p>Break/lunch times are staggered</p> <p>The number of entrances and exits to be used is maximised.</p> <p>Different entrances/exits are used for different groups.</p> <p>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</p> <p>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</p> <p>Floor markings are visible where it is necessary to manage any queuing.</p> <p>Attendance patterns have been optimised to ensure maximum safety.</p>	Yes	Head and Premises Manager. H&S rep	Low
Social distancing during peak times, i.e start	Employees Contractor Pupils Members of the	<ul style="list-style-type: none"> • Provision of education and information resources • https://www.gov.uk/government/pu 	Medium	<ul style="list-style-type: none"> • Start and departure times are staggered • The number of entrances 	Yes	Head and Premises Manager.	Low

and finish of day	Public Vulnerability groups	blications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings <ul style="list-style-type: none"> • Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing. • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations • have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms. • Appropriate signage in place • Coronavirus (COVID-19): implementing social distancing in education and childcare settings 		<p>and exits to be used is maximised</p> <ul style="list-style-type: none"> • Different entrances/exits are used for different groups. • Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. 		H&S rep	
First aid provision	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> • Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way 	Medium	<ul style="list-style-type: none"> • Provision of appropriate level of first aid to support extended opening of the school (paediatric first aid) - at least one 12 Hour paediatric first aid course Level 3 qualified person available at all times • Provision of fluid 	Yes	Head and Premises Manager. H&S rep First aiders all.	Low

				<p>resistant surgical face mask, where a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return and social distance of 2 metres cannot be maintained</p> <p>Gloves should be provided as part of the enhanced first aid kit</p> <p>St John Ambulance advice for First Aiders</p> <ul style="list-style-type: none"> • 3 First aiders have always been on site on rotation. PPE, masks, visors and gowns all bought for staff. Masks are FFP3 standard. Staff shown how to use high quality surgical standard equipment. Updated first aid training to be provided shortly. 			
Attendance	Employees Contractor Pupils Members of the Public Vulnerability groups	https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020?utm_source=3daf3f8c-87d9-4a78-90ec-6196e4a070e5&utm_medium=email&utm_campaign=coronavirus-prepare-for-wider-opening	Medium	<ul style="list-style-type: none"> • Identification of minimal permissible staffing levels to support extended opening of the school • New government guidance and HLT 	Yes	Head and Premises Manager. H&S rep Attendance Officer	Low

		m_campaign=govuk-notifications&utm_content=immediate <ul style="list-style-type: none"> • Staff and pupils must be advised to not attend School if they have any COVID 19 symptoms • Communication with staff, parents and pupils 		guidance clear and will be followed.			
Preparation and serving of food	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> • Provision of education and information resources Coronavirus (COVID-19): guidance for schools and other educational settings • Cleaning in non healthcare settings • Staff communications 	Medium	<ul style="list-style-type: none"> • Packed lunches to be provided in classrooms only by catering company. All fully in place. • No lunches from home. • Kitchens are closed. 	Yes	Head and Premises Manager. H&S rep Catering company	Low
Hygiene control and cleaning	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> • Communications and signage in place • Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. • Agreed new timetable and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school with remote learning at home. Share with parents, pupils and staff that fresh clothing should be worn daily. 	Medium	<ul style="list-style-type: none"> • Enhanced cleaning regime in place, particularly for frequently touched surfaces • cleaning in non healthcare settings • Pupils use only their own resources and do not share DfE Guidance implementing protective measures in education and childcare settings 	Yes	Head and Premises Manager. H&S rep Cleaning contractor.	Low

		<p>Pupils to use same desk if returning next day. Teacher (and/or teaching assistant) are assigned to the same pupils throughout the day (and on subsequent days)</p>		<ul style="list-style-type: none"> • Regular hand washing for staff and pupils for at least 20 seconds practised • Availability of soap and hot water in every area. • New Hand sanitisers provided where required • Tissues and lidded bins now available • Planned approach to the provision of hand washing/hand sanitiser, with adoption of • availability of soap and hand washing to all staff and pupils across premises • (within classrooms) • Coordinated approach adopted to the placement and replenishment of hand wash/sanitisers • Review of arrangements for waste disposal - tissues etc with classroom settings • Sufficient supplies of tissues, hand wash and sanitisers arrived in time. • Shields being installed in Reception and markings outside the school. No parent to be allowed in 			
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				until further notice. All parents already informed. Appointments only. Cleaning rotas changed and company have provided everything such as hand sanitisers, coverings, bins etc. Extra cleaning hours being bought in from June 8 th .			
School premise	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> Managing school premises during the coronavirus outbreak 2020 	Medium	<ul style="list-style-type: none"> Assessment of air conditioning systems Programme of pre-reopening checks on any school premises that have been completely closed Water systems Fire safety systems 	Yes	Head and Premises Manager. H&S rep	Low
Preparing for a school closure <ul style="list-style-type: none"> lockdown reopening phased return second wave. 	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> The school has an up-to-date Disaster Recovery Plan in place – the plan is reviewed as necessary. Communication is provided to parents and staff on any subsequent closure to the school. The school adheres to and keeps up-to-date with the latest local and national advice about school closures and reopening information – advice is sought from HLT or DfE helpline where required. The school communicates with 	Medium	Constant vigilance and keeping informed.	Yes	Head SLT and Premises Manager. H&S rep	Low

		<p>parents via letter- text- phone call- email- website- class dojo updated as soon as possible about a school closure and the cancellation of any school trips or extra-curricular activities. In addition to this – the school communicates with parents regarding reopening and its phased approach.</p> <ul style="list-style-type: none"> • Pupils are informed what is expected of them should they need to work from home/smaller class sizes/staggered lunch/break times. 					
Extra information and guidance		<ul style="list-style-type: none"> • The Staff Code of Conduct must be adhered to at all times, even while working remotely. • Communication lines are kept open between staff during a school closure – staff know to report to their line manager SLT headteacher if there is an issue. • The headteacher SLT ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. • The SBM SLT works with the ICT technicians to ensure that all technology used is accessible to all pupils. 		<p>Daily meetings to share with staff guidance and observations from reopening. Share best practice from other schools and settings. Contact contractor such as ICT / Toucan about visits. Look at webinars for Year 6 etc.</p>		Head SLT and Premises Manager. H&S rep	Low

		<ul style="list-style-type: none"> • The headteacher SLT liaises with the relevant organisations to ensure adequate provision is in place for all pupils (remaining year groups pupils not back to school) to be able to work from home, e.g. learning support. • The Premises and H & S Manager arranges for the school to be deep cleaned in the event there is another school closure. 					
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Risk Matrix - Likelihood x Severity = Risk Rating

		Severity/Consequence				
		1Negligible	2Minor	3Moderate	4Major	5Significant
Likelihood	5Almost Certain	5Medium Risk	10Medium Risk	15High Risk	20Critical	25Critical
	4Very Likely	4Low Risk	8Medium Risk	12High Risk	16High Risk	20Critical
	3Likely	3Low Risk	6Medium Risk	9Medium Risk"	12High Risk	15High Risk
	2Unlikely	2Low Risk	4Low Risk	6Medium Risk	8Medium Risk	10Medium Risk
	1Very Unlikely	1Low Risk	2Low Risk	3Low Risk	4Low Risk	5Medium Risk

Risk Assessment by: Sean Flood	Job title: Headteacher	Covered by this assessment: staff, governors, parents, volunteers, pupils and visitors.
Date of assessment: June 2020	Review interval: Weekly	Date of next review: July 2020

