



Our Lady and St Joseph School Risk Assessment Hackney Tier 2 Coronavirus specific October 2020

rne Thorburn		
ul Hampton, Danielle Evans, Alex Ruddiman	Activity Description	Update in light of London Tier 2 October 16 th 2020
	Version	Final
ndon Borough of Hackney		
hools	Number of people at risk?	210 pupils and 45 staff
tivity risk assessment - Schools full opening - Draft	People at risk	Teaching and support staff. Pupils and parents. Visitors.
'10/2020	Review Date	October 21 st 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	<p>Risk assessment updated October 2020 London on Tier 2. Risk assessment before opening.</p> <ul style="list-style-type: none"> Last risk assessment for full reopening in September drafted on August 27th All employees will have been consulted by September 1st. 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. 	Yes	Head and Premises Manager. H&S rep	Low
Staff availability Extremely Clinically Vulnerable	Extremely high vulnerability groups Guidance on shielding and protecting people	<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 	High	Vulnerability risk assessments have been completed July 2020 for all staff. To be further updated October 16 onwards 2020. All staff have been asked to	Yes	Head and Premises Manager. H&S rep SBM and AO Deputy head	Low

	defined on medical grounds as extremely vulnerable from COVID-19 PHE Guidance	every member of staff should be known and is regularly updated so that deployment can be planned. <ul style="list-style-type: none"> Vulnerability risk assessments to be completed for all staff 		outline if they are available for work and any vulnerabilities. All staff returned in September. 100% 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.			
Staff availability Clinically vulnerable	Very High and High vulnerability groups BAME	<ul style="list-style-type: none"> Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. 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. 	Medium	See above. Vulnerability risk assessments completed for all staff. Working from home has not been requested thus far.	Yes	Head and Premises Manager. H&S rep SBM and AO Deputy head	Low
Social distancing within school Circulation areas	Employees Contractor Pupils Members of the Public Vulnerability	<ul style="list-style-type: none"> Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support 	Medium	Latest review October 19 th 2020. Reviews completed with Premises Manager week of July 12th updated. No	Yes	Head SLT and Premises Manager. H&S rep	Low

	groups	<p>pupils when not at school with remote learning at home.</p> <ul style="list-style-type: none"> • Provision of education and information resources • Coronavirus (COVID-19): implementing social distancing in education and childcare settings 		<p>changes. All other areas outlined have been discussed and consulted on. starting June 1st. INSET Day. School re-opening for all pupils September 2nd. All pupils to be in class groups. No assemblies, contact sports, visits until at least half-term. Similar with breakfast and after school clubs. New plans drawn up for break times and playgrounds are zoned for individual classes. Staff reminded about social distancing especially in staff rooms.</p> <p>Circulation plans have been reviewed and revised. One-way systems are in place on entry. Corridors are divided where feasible. Some items removed which reduce the width of corridors. Pinch points and bottlenecks are identified and managed accordingly. Movement of pupils around school is minimised as much as possible, with pupils</p>			
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				<p>staying in own classrooms. Lesson change overs 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</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>			
Social distancing within school Classrooms	<p>Employees</p> <p>Contractor Pupils</p> <p>Members of the Public</p> <p>Vulnerability groups</p>	<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>Primary school so no requirement to maintain social distancing. However pupils will be encouraged not to touch each other.</p> <p>Safeguarding policy updated in June and again in August. On website already. Latest version approved by governors October 14th with KCSIE 2020 included.</p> <p>Revised guidance briefed to all staff prior to reopening and included:</p>	Yes	<p>Head SLT and Premises Manager.</p> <p>H&S rep</p>	Low

				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 staff social distancing. Appropriate signage in place Constructive behaviour management Safeguarding Coronavirus secure(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. 	Medium	Break/lunch times are staggered The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups.	Yes	Head SLT and Premises Manager. H&S rep	Low

		<ul style="list-style-type: none"> • Arrangements in place to support pupils when not at school with remote learning at home 		<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. Staggered start and collection for all pupils.</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>			
Social distancing during peak times, i.e start and finish of day	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> • Provision of education and information resources • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • 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 	Medium	<ul style="list-style-type: none"> • Start and departure times are staggered parents informed already. • The number of entrances and exits to be used is maximised • Different entrances/exits are used for different groups. • Temperature checks in place at all gates and for all visitors. Taken by medically trained staff wearing PPE. Latest Non Contact Infra Red Thermometers (NCITs). • Guidance to be issued to 	Yes	Head SLT and Premises Manager. H&S rep	Low

		<p>social distancing.</p> <ul style="list-style-type: none"> • 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>pupils on the use of face masks. Parents already informed that pupils may wear them if they wish.</p> <ul style="list-style-type: none"> • 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. 			
First aid provision	<p>Employees Contractor Pupils Members of the Public Vulnerability groups</p>	<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 resistant surgical face mask, where a child, young person or other 	Yes	<p>Head and Premises Manager. H&S rep SBM First aiders all.</p>	Low

				<p>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. <p>Updated first aid training to be provided shortly.</p>			
Attendance and engagement with the NHS Test and Trace process	<p>Employees</p> <p>Contractor Pupils</p> <p>Members of the Public</p> <p>Vulnerability groups</p>	<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school • Communication with staff, parents and pupils • If anyone in the school becomes unwell with a new, continuous cough or a high 	Medium	<p>A record is kept of all visitors.</p> <p>School fully understands NHS Test and Trace process and how to contact local Public Health England.</p> <p>Staff will be reminded of PHE guidance about self isolating and testing.</p> <p>Hackney and City Standard Operating Procedures October 2020 available to all staff.</p>	Yes	Head, SBM, AO and First Aiders	Low

		<p>temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <ul style="list-style-type: none"> 					
Attendance	Employees Contractor Pupils Members of the Public Vulnerability groups	<p>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=govuk-notifications&utm_content=immediate</p> <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 	Medium	<ul style="list-style-type: none"> Government guidance and HLT guidance clear and will be followed. Attendance as at October 20 running at 98%. 	Yes	Head and Premises Manager. H&S rep Attendance Officer	Low
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 may be eaten. Daily hot meals provided. Kitchens are already open Kitchen fully compliant with government guidance. 	Yes	Head and Premises Manager. H&S rep Catering company	Low
Hygiene control and cleaning	Employees Contractor Pupils Members of the	<ul style="list-style-type: none"> Communications and signage in place Agreed number of pupils who can attend the premises on any given day 	Medium	<ul style="list-style-type: none"> Enhanced cleaning regime in place, particularly for 	Yes	Head and Premises Manager.	Low

	Public Vulnerability groups	<p>to enable compliance with social distancing rules.</p> <ul style="list-style-type: none"> • 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. <p>Share with parents, pupils and staff that fresh clothing should be worn daily.</p> <p>Pupils to use same desk if returning next day.</p> <p>Teacher (and/or teaching assistant) are assigned to the same pupils throughout the day (and on subsequent days)</p>		<p>frequently touched surfaces</p> <ul style="list-style-type: none"> • Extra cleaning hours in place cleaner on site most of the day. • Cleaning in non health care settings • Pupils use only their own resources and do not share • DfE Guidance implementing protective measures in education and childcare settings • 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) 		H&S rep Cleaning contractor.	
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				<ul style="list-style-type: none"> • 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 are all in situ. • Shields now installed in main Reception area and markings outside the school. No parent to be allowed in 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 8th. and to be continued in September. 			
School premises	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 	Yes	Head and Premises Manager. SBM. H&S rep	Low

				<ul style="list-style-type: none"> • Water systems • Fire safety systems • All been carefully checked over Summer 2020. 			
School Transport	Employees Pupils	<ul style="list-style-type: none"> • Not applicable for the Autumn Term 	N/A	<ul style="list-style-type: none"> • Will not be used until further notice. 	Yes	Head	Low
Use of equipment	Employees pupils	<ul style="list-style-type: none"> • Existing risk assessments 	Medium	<ul style="list-style-type: none"> - For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared - Classroom based resources, such as books and games, can be used and shared within the groups; these should be cleaned regularly, along with all frequently touched surfaces - Resources that are shared between classes, such as sports, art and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between 	Yes	Head, SLT Cleaning contractors	Low

				<p>use by different groups.</p> <ul style="list-style-type: none"> - Outdoor playground equipment will be more frequently cleaned - pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. - Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided - Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources 			
Educational visits	Employees and pupils	<ul style="list-style-type: none"> • Existing risk assessments 	Medium	No trips or visits until 2021. May make use of local area for walks etc	Yes	Head	Low
Physical activity	Employees and pupils	<ul style="list-style-type: none"> • Existing risk assessments 	Medium	Pupils to be kept in groups Equipment to be cleaned regularly and not shared. Contact sports avoided. Outdoor sports a priority.	Yes	Head, SLT and sports coach	Low

Preparing for a school closure <ul style="list-style-type: none"> • lockdown • 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 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. • Pupils are informed what is expected of them should they need to work from home/smaller class sizes/staggered lunch/break times. 	Medium	Constant vigilance and keeping informed. Remote learning policy now in place September 2020.	Yes	Head SLT and Premises Manager. H&S rep	Low
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 				Head SLT and Premises Manager. H&S rep	Low

		<p>between staff during a school closure – staff know to report to their line manager SLT headteacher if there is an issue.</p> <ul style="list-style-type: none"> • 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. • 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: October 21st 2020	Review interval: Weekly	Date of next review: November 11 th 2020