

Coronavirus (COVID-19) Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Students January 2021		<u>CARMEL COLLEGE</u>			Ref No	C19/002		
					Date	14/07/2020		
Task Description	Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Students	Location	All Areas		Date of Review	07/10/2020, 20/10/2020, 05/11/2020, 08/12/2020, 04/12/2021, 14/01/2021		
Persons Affected Individuals or Groups	Employees, students, parents/carers, contractors, visitors and members of the public		Risk Assessment					Revised Risk Assessment with Further Control Measures
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Spring Term 2021 – National Lockdown 3.0 Open to Critical Key Worker/Vulnerable Students	At 8pm on Monday 4 January 2021 the government announced a further National Lockdown.	3	4	M	See Organisational plan for specific group arrangements.	2	4	M
	A Full National Lockdown came into force Tuesday 5 January 2021. The school's risk assessment has been reviewed to reflect this and any changes required.				Student numbers restricted during national lockdown, to be reviewed in line with Government Guidance.			
	From Tuesday 5 January 2021 the school will be open for critical key worker and vulnerable students only .				Average numbers of students in school = 75 (6%)			
					All Students not in school will receive remote learning.			
					Average number of staff in school = 45 (20% Rota in place)			
Visitors to premises: Including Contractors and Parents	All visitors, including parents and contractors must have a pre-arranged appointment prior to arrival on site, where possible.	2	4	M	All students and visitors should wear masks (or visor if a face mask cannot be worn for medical reasons) when	2	4	M

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	<p>All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.</p> <p>There is a process in place for students using buses to remove their face coverings on leaving the bus should they chose to do so.</p> <p>Sanitising stations will also be in place for students after they have removed their face coverings.</p> <p>A visitor's risk assessment is in place and is communicated with visitors prior to attending school.</p>				<p>transitioning around the school and in All general communal areas (and where a 2 metre distance cannot be achieved).</p> <p>Wearing face visors is now mandatory for all staff throughout the day including lessons and/or a face mask in corridors and general communal areas which includes offices, staffrooms and catering areas (no face masks are to be worn in classrooms, other than for Students if they wish to wear one).</p> <p>Note: Face coverings including scarves and snoods are not appropriate.</p>			
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Entrance/Exit procedures	See organisational plan for specific group arrangements. Students will be divided into year groups. All lessons and social time will be 'zoned' to reduce student movement on corridors and avoid contact between year groups.		2	4	M	Each year group will have a dedicated entrance door and staircase.		2 4 M

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Staffing	See organisational plan for specific group arrangements.	2	4	M	Outside dining, Art balcony, Community Room, Hall, Staff Room and the Teaching School Main Training Room are available at lunch time. Teaching School room will be available every day up until February half term.	2	4	M
Handwashing	Students are encouraged to wash their hands for 20 seconds at a time throughout the day. Handwashing posters located in student and staff toilet areas and in the classroom areas. Students and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses whilst at school. Catch it, bin it, kill it posters located in student, staff toilet areas and around the school site.	2	4	M	All persons including students, staff, parents/carers and visitors are advised to sanitise hands on arrival (sanitising station in reception). Students and staff are advised to wash hands and/or sanitise throughout the day i.e. on arrival, breaktimes, lunchtime (before and after eating) and when changing rooms etc.	2	4	M

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	Students encouraged to cough and sneeze into their elbow and away from the direction of other pupils and staff.				Provision and time have been allocated to facilitate all necessary hand washing and/or sanitising. Disposal facilities for wipes available. Ongoing Monitoring			
Lunchtimes/Catering	See organisational plan for specific group arrangements. Cashless catering – sanitisers will be available at the entrances to the servery for students to use prior to using the finger print scanners. The finger print scanners will be sanitised regularly	2	4	M	School kitchens are fully operational but must comply with the “Guidance for food businesses on Coronavirus (COVID 19)” . Catering staff must wear either a face mask or visor when serving on the counter or at a till point as they will be in direct	2	4	M

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	<p>2 portable washing stations will be located in the dining areas to ensure students are given enough time to wash their hands as well as eating and drinking.</p> <p>Each year group will have a zone for outdoor social space.</p> <p>Lunchtimes will be staggered to avoid overcrowding.</p>				<p>face to face contact with students/pupils. Catering staff may choose to wear a visor when preparing food or working in the kitchen.</p> <p>Masks must not be worn when preparing food or working in the kitchen due to food safety issues as staff could touch the mask or face when wearing them.</p>			
Classrooms	<p>See Organisational plan for specific group arrangements.</p> <p>Soap, hand wash, tissues and other related products will be available in all teaching areas.</p> <p>Lidded bins will be provided in all classrooms for disposal of tissues and any other waste.</p>	2	4	M	<p>Revised classroom layout to include side by side and facing forward seating, rather than face to face or side on, where possible.</p> <p>Students to wear PE kit on days they have PE timetabled.</p>	2	4	M

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	Computers and desks wiped down by students before and after use.				<p>PE will be taught in forms for Y7 & 8 and not in gender groups. Provision for regular spot cleaning is located in each classroom.</p> <p>Wearing face visors is now mandatory for all staff throughout the day including lessons and/or a face mask in corridors and general communal areas which includes offices, staffrooms and catering areas (no face masks are to be worn in classrooms, other than for Students if they wish to wear one).</p> <p>All staff have been issued with a face visor.</p>			
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Resources/Pupil Supplies	<p>Student's individual equipment will be minimal and kept where possible at their table.</p> <p>Students will be encouraged not to share resources. Each student works from their own computer and does not swap computer stations.</p> <p>Students encouraged to wash hands / use hand gel before lessons and after each lesson.</p>	2	4	M	<p>Lesson equipment (books, Textbooks etc) will need to be stored wherever possible in each classroom.</p> <p>Marking in school will be done through whole class feedback, marking stations (visualisers) and when necessary hands sanitised between student books.</p> <p>When taking work home for marking, only essential items should be taken out of school.</p>	1	4	L
Facilities and Premises	<p>See re-opening checklist (attached).</p> <p>Complete all usual pre-term opening checks.</p>	1	4	L	<p>Site Team to ensure all PPM (planned preventative maintenance) is scheduled and carried out.</p>	1	4	L

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Offices/Meetings rooms/Staff Room	<p>All offices, meetings rooms and general communal areas i.e. Staff room have an agreed maximum amount of people allowed, with number clearly communicated.</p> <p>Offices have been reorganised to avoid face to face working and to reduce close contact, screens have been put in place where required. Minimal items to be left on tables and desks to reduce contamination surfaces. Windows are opened in the staff room when it is occupied by staff members.</p> <p>Position of furniture within staff room areas reviewed to ensure social distancing.</p> <p>Cleaning schedule in place, with time allowed between uses in meeting rooms for ventilation.</p>	2	4	M	Display the maximum occupancy of the offices, meeting rooms and communal areas i.e. Staff room. The maximum occupancy should be communicated with staff. Staff encouraged to clean as they go when accessing the staff room.	2	4	M
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Lettings	All lettings have been postponed. External sporting lettings have resumed, however internal lettings are on hold and will be reviewed after October half term.	1	4	L	All lettings other than essential wraparound care has been suspended until further notice.	1	4	L
Home Visits	No home visits will be carried out until further notice. To be reviewed after February half term. Only essential visits to be allowed and all visit must be approved by Trust/School. A home visits risk assessment is in place and is communicated with all parties prior to attending the visit.	2	4	M	Visits to be replaced with video conferencing where possible.	2	4	M
Educational Visits	All Educational visits are suspended until further notice.	1	4	L	Educational visits that enhance and/or are essential to the curriculum will be reviewed after February half term.	1	4	L

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Cleaning	<p>PPE will be worn by all cleaning staff (disposable gloves and aprons).</p> <p>Where possible cleaners will have own set of cleaning resources (with the exception of large equipment i.e. Floor buffers) to reduce the risk of indirect transmission.</p> <p>Engagement of NTH NHS to support identification of the main infection control routes, completing deep cleaning and bio-decontamination of those areas once per term. In addition, further training for existing cleaning staff will be provided as required.</p> <p>Cleaning schedule in place.</p>	2	4	M	<p>PPE will be worn by all cleaning staff (disposable gloves and aprons).</p> <p>Touch points and bio-decontamination is carried out termly by NTH NHS.</p> <p>All areas within school will be cleaned thoroughly on a daily basis.</p> <p>Particular attention will be paid to touch points such as door handles, light switches and handrails.</p>	2	4	M
Emergency Procedures	Fire Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation	2	4	M	Sequence of fire drills will be carried out per zones.	2	4	M

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	Plans consider social distancing measures where possible. Staff must maintain 2 metre separation as far as possible during evacuation and at assembly points. Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid.				Date to be confirmed – All drills will be carried out prior to February half term. The school's caretaker will carry out weekly testing of the fire alarm to ensure legal requirements are met.			
First Aid/Possible COVID-19 Symptoms	First Aid trained person/s in place. Disposable gloves and aprons available. Children showing signs of Covid-19 will be isolated until parents can collect them. P4L will be used as the primary room for isolation. The first aid room will be used as a	2	4	M	PPE is in place. Personal protective equipment must be worn when administering first aid. See link for instructions on donning and doffing. https://assets.publishing.service.gov.uk/government/uploads/syst	2	4	M

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	secondary area. Both areas have windows and can be ventilated.							
Staff/Student Wellbeing	Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).	2	4	M	em/uploads/attachment_data/file/877658/Quick_guide_to_doffing_standard_PPE_health_and_social_care_poster_.pdf There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19. See PPE Matrix.	2	4	M

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	https://www.gov.uk/government/collections/public-mental-health#improving-the-lives-of-people-with-mental-health-problems Staff receive sufficient breaks during the school day. Staff encouraged to leave the school site shortly after the end of the school day. Staff informed of 24 hour free counselling service.				support mental health and wellbeing. Mind will be available during the holidays. Mental Health First Aiders available and programs will be developed i.e. Watchful waiting.			
Known Behavioural issues	Students with known behavioural issues are identified. Behaviour Policy amended	2	4	M		2	4	M
Potential Symptoms (General) Significant breathing difficulty. High Temperature	General precautions as advised by the Government to be strictly observed: <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze 	2	4	M	Any member of staff presenting with symptoms whilst in school will inform the Head Teacher or SLT on rota. Advice will be	2	4	M

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Coughing and sneezing Loss of taste and smell	<ul style="list-style-type: none"> Put used tissues in the bin immediately Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available Try to avoid close contact with people who are unwell Don't touch your eyes, nose or mouth if your hands are not clean <p>Each person in school, staff, student or visitor will where possible maintain a practical distance away from each other and not get into close proximity with each other if it can be avoided.</p>				<p>sought from Public Health England.</p> <p>A flow chart has been created to ensure procedures are followed for any persons presenting with Covid-19 symptoms.</p> <p>To arrange a test call 119 or visit www.gov.uk/coronavirus</p>			
NHS Test and Trace/NHS Test and Trace App	<p>The school is following the updated guidance- Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</p> <p>School applies the following definition</p>	2	4	M	<p>Any member of staff contacted by Test and Trace must notify the school immediately.</p> <p>Any member of staff who receives a positive test result</p>	2	4	M

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	<p>of a close contact regarding a staff member/pupil who has tested positive:</p> <ul style="list-style-type: none"> • A person who lives with or spends significant time in the same household as a confirmed case of coronavirus (COVID-19) • Having direct face-to-face contact or direct physical contact with a confirmed case for any length of time. • Being less than 1m from a confirmed case for 1 minute or longer. • Being less than 2m from a confirmed case for more than 15 mins (as a sustained 15 mins one-off contact or a cumulative 15 mins contact added up over one day). 				<p>must be very clear of the definition of 'close contact' when communicating with Test and Trace.</p> <p>Staff or students bringing mobile phones in to school, must ensure they follow the school's phone policy along with Government Guidance for when to pause the App.</p> <p>E.g.: When an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone.</p> <p>https://www.gov.uk/government/publications/use-of-the-nhs-</p>			
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	<ul style="list-style-type: none"> Travelling in a small vehicle with a confirmed case. 				covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges			
Lateral Flow Testing - Weekly testing of asymptomatic staff and students	A risk assessment has been produced to ensure health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly.	3	4	M	No staff or students are allowed on site if tested positive or showing COVID 19 symptoms. All staff will be tested weekly or on their rota day. All consenting students onsite will be tested initially and then 3-5 days later. Staff or students recorded as positive will be isolated and must return home.	2	4	M

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Risk Assessment Notes:

There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high-risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.

[Guidance](#) for vulnerable persons

[Guidance](#) for Pregnancy taken from a link on the NHS FAQs [site](#).

General Advice:



- To ensure good hand hygiene we ask that where possible staff refrain from wearing jewellery including watches in school.
- If possible, hair should be tied back to reduce the risk of touching your face.
- Staff are advised that when passing in corridor to avoid unnecessary conversation and pass back to back if necessary.
- When assisting children, do not bend down to their level and wherever possible stand to the side or the back of the child.

****Throughout the re-opening process there will be incidents that require a dynamic risk assessment – an assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***

Coronavirus (COVID-19) Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Students January 2021		<u>CARMEL COLLEGE</u>			Ref No	C19/002
					Date	14/07/2020
Task Description	Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Students	Location	All Areas		Date of Review	07/10/2020, 20/10/2020, 05/11/2020, 08/12/2020, 04/12/2021, 14/01/2021
Persons Affected Individuals or Groups	Employees, students, parents/carers, contractors, visitors and members of the public	Risk Assessment				Revised Risk Assessment with Further Control Measures
Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Whole School	Modified
						L

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

Declaration of Competent Person	Print Name: Tracy Metcalfe	Head Teacher	Print Name: Mike Shorten
	Signed:  <i>I am satisfied that the controls within this risk assessment are sufficient to mitigate identified risks.</i>		Signed:  <i>I undertake to implement the control measures identified in this risk assessment and to review the assessment on a dynamic basis</i>






Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid consists of 6 rows and 6 columns of cells. The cells are colored as follows: Row 1 (Severity 1) is entirely green. Row 2 (Severity 2) has the first two columns green and the last four yellow. Row 3 (Severity 3) has the first column green, the next two yellow, and the last three red. Row 4 (Severity 4) has the first column green, the next two yellow, and the last three red. Row 5 (Severity 5) has the first column green, the next two yellow, and the last three red. Row 6 (Severity 6) has the first column green, the next two yellow, and the last three red. The words 'LOW', 'MEDIUM', and 'HIGH' are centered in their respective colored regions.</p>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

Personal Protective Equipment Matrix

The matrix below details the type (not make) of Personal Protective Equipment which may be suitable for a specific task. Government advice specifically states:

The majority of staff in education settings will not require PPE beyond what they would normally need for work, even if they are not always able to maintain a distance of 2 metres from others. PPE will only be required in a very small number of cases.

	(Not PPE) Sanitiser	Face Mask	Disposable Gloves	Disposable Apron	Full Face Shield
					
Teaching or Assisting Teaching	When hand washing facilities are not available	X	X	X	X
Cleaning / Site responsibilities	When hand washing facilities are not available	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	X
Kitchen/Dining roles	When hand washing facilities are not available	X	In line with normal guidance and while clearing used crockery/cutlery	X	X
First Aid	When hand washing facilities are not available	When close contact is needed whilst administering First Aid	In line with normal guidance	In line with normal guidance	X
Required close contact (within 2 metres) with an actual or suspected COVID 19 case	When hand washing facilities are not available	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site.
Cleaning an area after a suspected COVID 19 case	When hand washing facilities are not available	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	X
Transporting in vehicles	Required along with disposable wipes	Available and provided for employees. Students encouraged to use their own	X	X	X