

St Cuthbert's Covid 08 March School Return Safety Risk Assessment

Job roles: Teachers / TA's / Support Staff / Catering / Site

People who might be harmed: Staff, Students, Visitors

Are there any special considerations needed for new & expectant mothers or persons under 18, etc: **Yes**

If yes, specify: Possible risk of infection with Covid 19 and anxiety.

Names of all involved in assessment process: (e.g. Manager, Union rep, etc.): D. Shields (Headteacher), C. Hunt (Deputy Headteacher), D. Mainds (School Business Manager), J. Williams (Site Manager), D. Miller (Health & Safety Lead) K. Fairbrother (Wellbeing Officer) T. Logan (Assistant Head Pastoral)

Assessment date: 04.03.21

Review date: 01.04.21

Manager authentication: D. Shields

Hazard / risk identified <small>Task/ activity / process / stressor</small>	Current precautions in place	Improvement action needed <small>following incidents, changes, etc. Place these on an action plan.</small>
<p>Infection & Wellbeing Control: Students</p>	<ul style="list-style-type: none"> • Students will be placed into year group bubbles. • All bubbles will have their own designated classrooms, social areas and have separate break and dinner times to other bubbles. • A one way system is in place to avoid any possible contact between bubbles when they are moving, although movement is rare. • Three separate entry and exit points to the site will be used to keep bubbles apart at the start and end of the day. • Students will be given clear advice on what to do if using public transport to school. School buses will be supervised by staff when students are boarding or alighting. • All students will have an induction programme into the new routines and procedures. This will be on a day with reduced numbers in school to enable a fully accessible site as required at different times. • All rooms will have hand sanitiser which must be used upon entry. • The medical plans students are being constantly reviewed to ensure we are complying with medical advice and changes are implemented as required for individuals according to the needs of their plans and changing legislation. • Students will all be checked on to assess any additional mental health and pastoral needs they may have. Plans will then be established for individual or larger scale responses and support. • Detailed information about hygiene and social distancing will be placed in all key areas. • Implement personalised risk assessments for individual staff and students who experience significant stress. • All PE equipment will be cleaned after use. • An updated behaviour policy is in place which incorporates all required actions, processes and expectations of the current government guidance. 	<ol style="list-style-type: none"> 1. Students will need to be reminded of all processes 2. The testing centre will need to be monitored and reviewed immediately and regularly to ensure it is completely safe 3. Ensuring students wear masks in light of the contradictory guidance from the DfE

	<ul style="list-style-type: none"> • All EHCPs will be regularly reviewed to ensure needs are being met in the new circumstances. • All identified vulnerable students will have additional support via pastoral and safeguarding as required if their situation has deteriorated since March. • Students wearing facemasks must place the disposable ones in bins as they enter the site and store the other masks in a plastic bag and then again in their school bag. • Any student or member of staff displaying symptoms will be immediately isolated and sent home for: <ul style="list-style-type: none"> ✓ 7 days from the onset of symptoms. If asymptomatic, the 7 days would begin from the date of test. ✓ 10 days if identified as a close contact • Hand sanitiser stations will be at all entry points to the site and classrooms and must be used. This will apply equally to other areas e.g. when entering the dining room, in toilets. • School will actively engage with the NHS track and trace system and follow all relevant guidelines in the event of a confirmed case. • Students will be able to use the lift if necessary but only with other students from their bubble. • Students are expected to wear face masks when inside the building including classrooms as 2 metre distances cannot be in place. This is not compulsory but will be strongly advised. These must be appropriate as designated in government guidance (Grade 2 11R) and not for example bandanas. • All consenting students will be tested 3 times between March 8th and March 18th with between 3-5 days for all tests. The testing site is ready, staff are trained and in place and there have been a series of practices and real life tests to ensure it is fit for purpose. From March 18th, students will self-test from home as per government guidance. Testing kits will be supplied. 	
<p>Infection & Wellbeing Control: Staff</p>	<ul style="list-style-type: none"> • The Risk Assessment complies with government guidelines and legislation and will be made available to staff via the website. Staff have been informed through direct communication of the key details and changes to the previous risk assessment. • The school will be adopting the council FM safer working practice for cleaning and catering. The relevant risk assessments are attached. • All bubbles have been planned to ensure that all operations can continue and be covered in the event of unplanned staff absence. • All statutory checks on the site have continued as it has not been closed. A full Health & Safety inspection was carried out earlier this year and identified everything was fine. 	<p>1. Staff will need to be reminded of all processes.</p>

- Staff and with lift passes must travel alone and the changes to the school day make the required use of lifts very infrequent.
- Staff with existing medical conditions will have a meeting with the wellbeing and medical lead to establish what additional safety measures are required to support them.
- A staff wellbeing programme is in place. This will provide counselling, an audit of needs and signposting to any available support required.
- Staff (and students/parents) will be told under no circumstances to attend school if displaying any recognised symptoms of Covid 19.
- Detailed information about hygiene and social distancing will be placed in all key areas.
- Implement personalised risk assessments for individual staff and students who experience significant stress.
- Staff toilets, teaching desks and other areas used will be cleaned frequently in line with the schedule and cleaning risk assessment.
- Staff meetings where more than one department are required will take place remotely. Staff will only meet in person with colleagues in their own department bubbles and 2 metre spacing will be in place at all times.
- Classrooms have been set up so the teacher space is 2 metres from the nearest student. This will include the entrance, the desk and in effect create a 2 metre teacher only zone in each room.
- All shared office spaces have been rearranged to ensure colleagues are at least 2 metres apart.
- Staff involved in first aid have all required PPE equipment and clothing as defined by government guidance.
- A workspace will be created for staff not teaching on the dining room mezzanine area which allows for significant social distancing to be maintained.
- Staff will be told under no circumstances to come to school if displaying symptoms and to go for a test.
- Any staff displaying symptoms will be immediately isolated and sent home for:
 - ✓ 7 days from the onset of symptoms. If asymptomatic, the 7 days would begin from the date of test.
 - ✓ 10 days if identified as a close contact
- Staff will only be required to be in any contact with other staff from their teams to ensure there is a reduction in contact time with anyone they wouldn't normally see / work with directly.
- All staff to have the option of wearing a face shield while on site. But should also wear a Grade 2 11R mask in addition to a face shield or visor.

	<ul style="list-style-type: none"> Where staff are closer than 2 metres to anyone else they must wear a mask no matter for how long the contact takes place. Staff have been testing twice per week in school but from March 8th will test at home twice per week as per government guidance. Testing kits will be supplied. 	
Infection Control: Start and end of the school day	<ul style="list-style-type: none"> 3 separate entry and exit points will be used for students and a further 2 separate entry and exit points used for staff. Student entry and exit points and social areas will be supervised. Everyone will have had an induction into how, when and where they enter the site and the need to immediately use sanitiser on hands when entering the building. Sanitiser points will be at all classrooms before entry and compulsory to use. Students will be supervised boarding and alighting buses and have been provided with guidance on safe travel on public transport. Students have designated social spaces to go to upon entry. These areas are marked out for each of the 5 bubbles and are close to the entry points being used. Only one year group / bubble will remain at the end of the day for detentions and these will be on a rota. The year 11 study hall will run as normal but will include new areas to enable students to be supported by staff who are present. Students will be supervised on and off the buses. Students arriving with masks will remove them at site entry points and dispose of or put away any masks as appropriate. All staff will leave by 5.00pm to provide time which will ensure all areas have been thoroughly cleaned before the next day. 	1.
Infection Control: Lessons	<ul style="list-style-type: none"> The timetable has been temporarily changed to reduce the number of movements to break and dinner time only. All students will remain in the same rooms all day with only some minor movement of KS4 classes to use Science labs if required. All teacher spaces will be 2 metres from students. All teacher spaces will be wiped down after being used and before the next teacher arrives. Hand sanitiser will be available and compulsory upon entry and exit of anyone into the room. Students will use their own stationery but books etc will be kept in the rooms as only the same students will be sharing them. Classrooms will have appropriate information displayed re hygiene e.g. washing hands, catch it bin it kill it. They will also have lidded bins. All desks will be forward facing in all classrooms. 	1.
Infection Control: Break	<ul style="list-style-type: none"> All bubbles have separate break and lunchtimes. 	1. SLT and pastoral duties need to be reduced if possible

and lunchtime	<ul style="list-style-type: none"> • All areas including toilets used will be cleaned before being used by another bubble. • All bubbles have their own social areas which are supervised at all times when students are in them. 	
Infection Control: External Visitors	<ul style="list-style-type: none"> • Only 1 visitor will be allowed in reception at a time. A clearly marked queueing system is in place outside. • Reception staff have a protective screen. • Most meetings with external agencies etc. will be done via Zoom or Teams. • Meeting rooms in reception have been set up to provide 2 metre distancing for when they have to be used. • All visitors will be asked to use hand sanitiser upon arrival. • Site workers etc. will be asked to attend outside of working hours or granted access only when all staff and students are all in place. • Visitors will be signed in and a photo taken by reception so that nobody has to touch a screen. 	
Infection Control: Toilets	<ul style="list-style-type: none"> • Toilets are cleaned regularly throughout the day as part of the hygiene rota which is in place. • Necessary hygiene products are available at all toilets including hand sanitiser. • Student use of the toilets will be supervised to ensure they maintain social distancing. • Hand dryers are to be switched off and paper towels used. • A rota will be in place to make sure toilets are used per year group so there is always a set available for the next group which have been cleaned. 	
Infection Control: Exams	<ul style="list-style-type: none"> • There will be year 10 and 11 assessments as part of the rigorous process for providing Centre Assessed GCSE Grades. • All consenting students will have been tested prior to the exams. • Social distancing rules will be in place for entering and departing the exams. Students are seated as far apart as possible in the exams and much further away from others than they are in classrooms. • The room will be disinfected after each exam. 	
Infection Control: Cleaning	<ul style="list-style-type: none"> • The school will be adopting the council FM safer working practice for cleaning and catering. The relevant risk assessments are attached. • A rota for cleaning all used areas at key times is in place and staff have been allocated duties and hours. This is a significant increase in what would be normal practice with increased staffing, hours and areas of cleaning on the rota. • All products being used are from the recommended list to combat any potential Covid spreading. Where these are different to previously, COSHH assessments have taken place and staff informed of any required changes and precautions. 	

	<ul style="list-style-type: none"> • The Site Team, Health and Safety Officer and Headteacher have reviewed all aspects of the cleaning rota and procedures to ensure they comply with current guidance. This has been communicated to those involved in the actual process and work. • Thorough clean at the end of each day of all rooms as staff will be leaving earlier to allow free access. 	
Infection Control: Catering	<ul style="list-style-type: none"> • All staff will maintain a 2 metre distance wherever possible. Tape on the floor will indicate where this is. • Serving points will be set out to ensure a safe distance from students is maintained. • Food being served will only be of a 'grab bag' nature and require no handling at the point of service. • Correct PPE equipment will be used at all times. • Areas will be regularly cleaned and disinfected. • Supplies and deliveries will be accepted using the correct PPE, maintaining the required social distancing and keeping paperwork for 72 hours before handling it • All stock will be wiped down before being stored. • All service will be cashless 	
Infection Control: Site, ICT & Maintenance staff	<ul style="list-style-type: none"> • Staff will wear a Grade 2 11R face mask (and visor if they wish) when working in close proximity with students as they will need to mix in different bubbles due to the nature of the work. • PPE equipment will be provided as required. Training on how it is used will be given as appropriate. • Gloves will be worn when using computers or other items / areas that a range of students have touched. 	
Infection Control: First Aid	<ul style="list-style-type: none"> • There will be at least one designated first aider on the rota each day. • All first aiders will have a full range of PPE for use if required and how to use it / dispose of it. • Any student or member of staff displaying any symptoms of illness will be sent home and only allowed to return after having a test and being cleared or quarantining for the required amount of time. There is a designated toilet for these individuals outside of the attendance office. Contact home will be made by the Welfare and wellbeing lead / pastoral staff to ensure testing has taken place. • Accidents / incidents which are non Covid related will be logged by the first aider on the rota, usual procedures would apply in terms of communicating home, recording, reporting and providing first aid. • A medical room is fully equipped for dealing with any potential cases until they can be sent home for a test. 	

<p>Infection Control: Fire Procedures</p>	<ul style="list-style-type: none"> • All students would evacuate to the designated areas which remain the same. These are outside and students can maintain a distance of at least 1 metre from anyone else at all times. • Personal; Evacuation plans are being reviewed and staff assisting students would use required PPE. • The plans for Invacuation remain the same in that people would stay in the room and it would be locked. 	
<p>Infection Control: Buses</p>	<ul style="list-style-type: none"> • Students will be supervised boarding and alighting buses. • Queues will have clear markers for different year groups to stand at. • Students will be informed of the rules of travel e.g. staying in designated areas based around bubbles, not standing, wearing masks 	