

St Ignatius College Risk Assessment September 2020

VERSION 4



EXAMPLE RISK ASSESSMENT – SECONDARY SCHOOLS DURING CORONAVIRUS PANDEMIC (COVID-19) for return in the Autumn 2020 Term

School:			
Headteacher:	Mary O’Keeffe	Persons undertaking the assessment:	Headteacher/ Senior Leadership Team/ School Business Manager
Work Activity being assessed:	Risk Assessment for Schools in response to Coronavirus in the Autumn 2020 term	Risk Assessment Number:	
		VERSION NUMBER	4
Date of assessment:	26/08/2020	Date of next review:	<i>Every 2 weeks from Sept or sooner if Government advice changes</i>

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SCOPE OF OPERATION, LOCATION AND PERIOD (i.e., AUTUMN TERM)	ASSOCIATED GUIDANCE
<p>SCOPE OF OPERATION (description of tasks being undertaken): The Key principles underpinning this risk assessment are:</p> <ul style="list-style-type: none"> • To take all reasonable measures based on the latest advice and guidance to limit the risk of infection and transmission of coronavirus for all members of our school community. • Fulfil the expectations around the reopening of school. <p>Schools are being asked to prepare for all pupils to return full-time from the start of the autumn term. Schools should not put in place rotas.</p> <p>Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:</p> <ul style="list-style-type: none"> • a requirement that people who are ill stay at home • robust hand and respiratory hygiene • enhanced cleaning arrangements • active engagement with NHS Test and Trace • formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable <p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> • grouping children together • avoiding contact between groups • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible <p>As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the</p>	<p>NHS 111 https://111.nhs.uk/covid-19</p> <p>https://www.hse.gov.uk/coronavirus/working-safely/index.htm</p> <p>https://www.hse.gov.uk/mothers/index.htm</p> <p>Government guidance: By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>

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practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

Education settings must be able to achieve the following controls as defined by the Department of Education guidance, before schools return full-time from the beginning of the Autumn term.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

What you should do

The current Risk Assessment must be updated and reviewed by the Headteacher, taking into account any practices and outcomes which have been developed. Consideration should be given to the additional risks and control measures so as to enable a return to full capacity in the Autumn term.

Where points are not completed but will need to be addressed, they should be placed in Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from>

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<p>Reference will be made to the various guidance documents available from GOV.UK as on the right-hand side of this document.</p> <p>This guidance is constantly updated and changes frequently so we will pay attention to these guidance notes and their updates is required</p>	<p>covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield</p>
<p>LOCATION: <i>St Ignatius College</i></p>	<p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p>
<p>WHEN DOES THE ACTIVITY TAKE PLACE (<i>early hours, during normal hours, after 6pm or at weekends</i>)</p> <p>The site will be open from 6.30am – 6 pm to allow for the cleaning of premises outside school hours.</p>	<p>https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</p> <p>https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>
<p>NOTES:</p> <p>As an employer, we must protect people from harm. This includes taking reasonable steps to protect your workers and others (pupils, visitors, contractors, delivery staff) from coronavirus. This is a COVID-19 model risk assessment and it'll help us manage risk and protect people. Applying the risk assessment process for COVID 19 requires that we must:</p> <ul style="list-style-type: none"> •identify what work activity or situations might cause transmission of the virus •think about who could be at risk 	<p>https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</p> <p>https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</p>

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- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

This risk assessment is designed to fulfil those requirements and is in line with the recommended process using the Health and Safety Executive's (HSE) approach as laid down in their 'Five Steps to Risk Assessment' This is a step-by-step process for controlling health and safety risks caused by hazards in the workplace- in this to reduce risks from COVID 19.

We will use this document to help us make sure we have covered what we need to do to keep teachers, workers, pupils and others safe. Once it is completed we will monitor to make sure that what you have put in place is working as expected.

The Layout

This risk assessment is laid out in two sections; '**Part 1 – General Risk Assessment for School**' and '**Part 2 – School Settings**'.

This document aims to look at and use guidance and advice from authoritative sources, in this case the HSE and UK GOV. (DofE).

Part 1 – General Risk Assessment for School, which takes into account most activities and visitors etc, is taken from the HSE's general guidance on risk management and example risk assessment for COVID 19. The content in this section is taken directly from the HSE model and points raised are recommended areas to cover in all workplaces. By checking through this it will enable you to; make sure you are looking at areas or groups that may not be necessarily covered in a straightforward school risk assessment, provide assessment for non-school activity e.g. building work etc, and can be used to consider if it can be applied to your school setting.

Part 2- School Settings, is as stated and is specifically centred on normal school operation. The information here is sourced from UK GOV documents and the links for these are listed in the main body and on the left of this document.

LEGAL REQUIREMENT

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

<https://www.gov.uk/coronavirus>

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>

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<p>The legal requirement in a nutshell is to reduce risk 'as low as reasonably practicable' (ALARP). You are required to do this using risk assessment and this document provides a model process for this. By so doing you are also meeting with the strong moral obligations to reduce risk in a school environment.</p>	
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Coronavirus Risk Assessment				
Activity:	Risk Assessment for Schools in response to Coronavirus – return for the Autumn 2020 term	No. of pages:		Page number:

PART 1 – GENERAL RISK ASSESSMENT FOR SCHOOLS				
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What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	CONTROLS What is currently done to reduce / control the risk?	What further action do you need to consider to control the risks? -What more can be done to reduce risk?	Action by whom, by when?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff Students Visitors Contractors/ Deliveries	<p>Follow the HSE guidance on cleaning, hygiene and hand sanitiser https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p> <ul style="list-style-type: none"> - Staff and students will be provided with information about when and where they need to wash their hands - Additional wash stations and hand sanitiser points have been installed throughout the site. - Information has been provided to staff and students on how to wash hands properly and display posters in relevant areas. 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls - Identify if and where additional hand washing facilities may be needed - Identify how you are going to replenish hand washing/sanitising facilities 	<p>SLT Sept Ongoing</p> <p>Site Team Sept</p> <p>Site Team Ongoing</p>

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		<p>- Sanitiser is available at all entrances and exits, and within all rooms in use. Additional external wash stations have been installed.</p> <p>-Students have also been directed to carry their own personal hand sanitiser.</p> <p>- Contractors and visitors will be reminded to use the sanitiser stations on entry to the site.</p> <p>Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Students will not be permitted to wear gloves.</p>	<p>Staff, pupils, visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p>	<p>KM to direct support staff on safe removal of gloves</p> <p>Regular briefings for staff and students - SLT</p>
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas.	Staff Students Visitors Contractors/ Deliveries	<p>Students have been separated into Year group bubbles to lessen the risk of infection by limiting movement.</p> <p>Separate Zones for each Year Group and staggered breaks/ lunches in separate zones. There will be limited movement of students on corridors due to zoning</p>	<p>- Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following YR group zone routes.</p>	SLT Ongoing

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		<p>Please see the Appendix 1 “School Day and Zones (Sept 2020)” for further details</p> <p>Re-open slowly to ensure staff and students are prepared and understand zoning.</p> <p>-Rooms to be kept well ventilated (opening windows)</p> <p>Staff to spread out when having lunch – use the staffroom and outside patio by staffroom. Due to staggered break and lunch times less staff using facilities. Staff to be allowed to use shared offices side to side and back to back working</p> <p>Staff and students will be allowed to wear masks or visors when traveling in high use areas.</p> <p>Guidance has been provided to staff about limiting the contact with door, handles and handrails. High traffic areas will receive regular cleaning.</p> <p style="color: red;">fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation.</p>	<p>Ongoing guidance and advice for staff and students regarding YR group zones/ routes and safety procedures in high traffic areas.</p> <p>- Near-miss reporting may also help identify where controls cannot be followed, or people are not doing what they should</p> <p>Foot handles being installed where possible.</p>	<p>Site Team/ School Business Manager Sept 2020</p> <p>Site Team Sept 2020</p>
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		<p>Guidance has been provided for all staff regarding areas and equipment where people will touch the same surfaces, such as the kitchens, eg kettles, shared condiments etc. Wipes and cleaning products have been provided to ensure cleanliness.</p> <p>School has been deep cleaned and the site team will continue to monitor areas and surfaces that are frequently touched but are difficult to clean.</p> <p>Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:</p> <p>Staff will be asked to socially distance within communal rooms and additional rooms will be provided to support social distancing. Staggered breaks will support reduced numbers.</p> <p>The facilities in communal areas such as the staff room and meeting rooms has been reorganised, spacing out tables so social distancing rules can be met. An additional staff space has been created in the stage hall.</p> <p>Perspex barriers are in place in reception and student services to reduce contact.</p> <p>Physical barriers will also be used for student zones to ensure Year Groups are kept separate. Eg between the two playgrounds.</p>		
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		<p>Wherever appropriate we will increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around . Alternatively staff meetings will take place in large space facilities to allow social distancing.</p> <p>Each YR Group zone will have specific movement routes to manage the flow of people moving around corridors and to allow social distancing rules to be met</p> <p>Clear desk guidance has been issued to all staff and rooms have been cleared of clutter to support cleaning. Surfaces, such as kitchen sides and tables, in communal areas will be monitored and kept clear for people to sit and eat at to make cleaning easier.</p> <p>Additional washing facilities and hand sanitiser points have been installed at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exits</p> <p>Staff Briefings/ Signs have been put up to remind people to wash and sanitise hands and not touch their faces</p> <p>Additional cleaning regimes have been put in place to make sure high traffic communal areas are kept clean.</p>		
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		<p>Each room in use also has a cleaning box which provides resources to deal with any immediate concern.</p> <p>Students will wear their PE kit to school on the day that they have PE to avoid extended use of the changing rooms.</p>		
Getting or spreading coronavirus through workers living together and/or travelling to work together	<p>Staff</p> <p>Students</p>	<p>Staff who live or travel together will be given guidance on measures to follow. Staff are not in specific bubbles, 2m teaching zones and staff social distancing in place to protect.</p> <p>Students who live together will be given guidance on measures for transport. They will continue to comply with year group zones.</p>	Staff will be reminded of safety measures for transport, including travelling together, public transport and the use of masks.	SLT September 02/09/20
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors/ Deliveries</p>	<p>We will use the guidance on cleaning and hygiene during the coronavirus outbreak https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p> <p>There will be an enhanced cleaning regime to ensure that all high traffic areas will be cleaned frequently (at least daily, more frequently in some areas eg door handles, bannisters) by the cleaning staff. Staff will be advised to limit unnecessary contact with such areas.</p> <p>Site staff and cleaners have received training on how to keep themselves safe and to safely dispose of waste products such as used tissues etc</p>	<p>Cleaning regime will be monitored by SBM/ Site Team.</p> <p>Staff will be asked to report where resources need replenishing. Site team to complete weekly checks</p> <p>Lewis & Graves have issued guidance and training to their staff</p> <p>Staff and students will be given guidance on use of</p>	SLT/SBM/ Site staff to monitor Sept 2020

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		<p>Cleaning boxes have been provided in all rooms in use for staff to use as necessary throughout the day should any need arise.</p> <p>Staff and students have been provided with guidance around limiting touching surfaces in communal areas. Reminders will continue to be provided through briefings.</p> <p>Where necessary staff will be trained how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean.</p> <p>The YR group zones reduce the need for people to move around the site as far as possible. This will reduce the potential spread of any contamination through touched surfaces Please see the Appendix 1 “School Day and Zones (Sept 2020)” for further details</p> <p>Staff have been advised to carry their own work equipment for personal use. Cleaning boxes are in place to allow staff to wipe down between each user</p> <p>Where possible we have identified where we can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork</p>	<p>cleaning boxes and how to safely remove masks.</p>	
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		<p>Clear desk guidance has been issued to all staff and rooms have been cleared of clutter to support cleaning. Surfaces, such as kitchen sides and tables, in communal areas will be monitored and kept clear for people to sit and eat at to make cleaning easier.</p> <p>Additional pedal bins have been provided in every room. They are emptied daily.</p> <p>Immediate cleaning of specific areas will be put in place to clean if someone develops symptoms of coronavirus at work.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		
<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p> <p>Potential for Stress or Anxiety caused by fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working.</p>	<p>All staff and students- anxiety stress or other mental health issues</p>	<p>Staff Staff given time over 3 health and safety (COVID) preparation and orientation days to ensure that all staff and students will be safe and follow safe practice 2-4th Sept to prepare.</p> <p>Phased return of students across the week 7th-11th September. This will provide staff with further preparation time.</p> <p>Blended learning guidelines and Lockdown protocol will be presented during initial Orientation Days with regards to expectations around remote learning.</p>	<p>Review impact of New timetable and school day timings.</p> <p>Usual cover arrangements will be in place and wherever possible internal cover supervisors used.</p> <p>Plans will be put in place with faculties to share responsibility for remote provision alongside in-school provision.</p>	<p>SLT</p> <p>DS/JT</p>

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<p>NOTE: NHS research shows that around 30% of staff may suffer from post-traumatic stress disorder and similar challenges in the wake of the pandemic crisis</p>		<p>New timetable and school day timings will be in place.</p> <p>In the case of any local lockdown or reduced students capacity due to new government guidance:</p> <p>Face to face staffing to be kept fair and manageable to enable staff to balance workload of face to face learning with any remote learning expectations.</p> <p>Consultation with departments/staff who teach face to face and agreement on who will set work for other classes eg staff who cannot come in to school or setting in advance.</p> <p>Google Classrooms allows for the pre scheduling of lessons.</p> <p>Student behaviour protocol for remote learning.</p> <p>Reassurance to staff of measures taken seriously to protect their safety.</p> <p>Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more.</p> <p>Regular communications from Headteacher including regular briefings to stay connected</p>	<p>Google Classrooms enable scheduling of lessons for pre-planning. Staff will not be required to teach live remote lesson on days they are required in school</p> <p>Blended learning guidelines and Lockdown protocol will be presented during initial Orientation Days with regards to expectations around remote learning</p> <p>Regular communication of mental health information communicated to all staff.</p> <p>Meetings held for all members of staff – in small groups to allow for social distancing.</p>	<p>CL 2-4th Sept</p> <p>SLT and well being team ongoing 4/9/20</p>
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		<p>and ensure regular communication of developments</p> <p>Mental Health Senior Leadership Team promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference – https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>Regular contact with line managers and colleagues to check on wellbeing.</p> <p>The Education Support Partnership provides mental health & wellbeing support to the Education sector: https://www.educationsupport.org.uk/</p> <p><i>Online guidance regarding bereavement during the coronavirus period</i> https://www.nhs.uk/conditions/coronavirus-covid-19/bereavement-advice-and-support/</p> <p>Students/ Parents</p> <p>Regular communication with parents to reassure (letters, video, phone calls, guidance leaflet)</p>	<p>Staff training before students return to school RA made available and plans for re-opening explained.</p> <p>Once approved, share the “School Day and Zones (Sept 2020)” with staff.</p> <p>Please see the Appendix 1 “School Day and Zones (Sept 2020)” for further details</p> <p>SLT to remain alert to worries / anxiety of staff</p> <p>HT & SLT to ring regularly staff that are off work due to bereavement, symptoms or shielding.</p> <p>Regular Briefings</p> <p>Staff wellbeing resources provided regularly</p>	
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		<p>Clear daily guidance given to all students attending school to reinforce safety measures and reassure them of measures taken</p> <p>Continued use of remote learning through Home learning to skill students up in case of future lockdown. Remote Learning plan in place for future lock down.</p> <p>Targeted vulnerable students/families by contacted pastoral team on return to school.</p> <p>Weekly phone calls to any students not attending school due to covid related illness.</p> <p>Regular attendance procedures will resume</p> <p>Daily tutor time will be used to check in on tutees by form tutors.</p> <p>Parental Survey to be conducted after 4 weeks to gain insight to student/ family wellbeing.</p> <p>Assemblies/Mass will be delivered in YR groups or remotely to reinforce sense of community</p> <p>Wellbeing activities and resources produced by Chaplain, pastoral and wellbeing teams will be used in tutor times with students.</p> <p>Pastoral team will work closely with students and families to support their reintegration to school life and to process their experiences.</p>	<p>Educational Psychology service staff telephone support line Education Staff telephone support line</p> <p>Clear communication of logistics of return to school to parents and expectations re YR Group zones, behaviour, equipment etc</p> <p>Guidance will be outlined to staff and parents around the action to be taken in case of suspected case in school Further advice and support</p> <ul style="list-style-type: none"> - Share information and advice with workers about mental health and wellbeing - Consider an occupational health referral if personal stress and anxiety issues are identified - Refer staff to the necessary HR/ wellbeing support and encourage staff to use it to talk through supportive strategies 	<p>MOK letter week of 24/08/20</p> <p>Phone calls ongoing</p> <p>SLT 02/09/20</p> <p>KMU/ Pastoral Team from Sept ongoing</p> <p>DSM 28/09/20</p>
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<p>Contracting or spreading the virus by not social distancing</p>	<p>Staff Pupil Contractors Delivery drivers to/from your workplace Visitors</p>	<p>Staff and students will be provided with regular safety briefings to remind about social distancing.</p> <p>Year Group Zones and staggered breaks and lunchtimes in place.</p> <p>Staff and students permitted to wear masks in communal areas where social distancing is not possible.</p> <p>Forward facing classrooms in place.</p> <p>Socially distance staff working areas and meeting set ups will be in place. Remote meetings will be used where necessary.</p> <p>Social distancing measures include:</p> <ul style="list-style-type: none"> ➤ using marker tape on the floor ➤ YR Group Routes ➤ holding meetings virtually rather than face-to-face where necessary ➤ staggering break/ lunch/ dismissal ➤ rearranged work areas to allow people to meet social distancing rules ➤ providing facilities to help people walk or cycle to work, eg bike racks ➤ minimising contact at security offices for drivers <p>- We have identified where it isn't possible to meet social distancing rules and identified other physical measures to separate people. These include:</p>	<p>SLT will monitor and supervise to make sure social distancing rules are followed.</p> <p>Staff will monitor pupils</p> <p>SLT will continue to provide information, instruction and training to people to understand what they need to do</p> <p>Where necessary, additional signage and ways to communicate to non-employees what they need to do to maintain social distancing on arrival.</p>	<p>SLT/Staff/Reception Team Ongoing</p>
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		<ul style="list-style-type: none"> > physical screens in reception and student services. > Teaching zones marked on the floors in the classrooms. <p>We have displayed signs to remind people to socially distance.</p>		
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Staff Pupils	<p>Staff will be provided with guidance on how to set up their homework stations.</p> <p>School has ordered laptops to support staff/pupils with home resources.</p> <p>Additional office chairs have been made available to staff for home working.</p> <p>Follow guidance on display screen equipment in the HSE Protect homeworkers page https://www.hse.gov.uk/toolbox/workers/home.htm</p>	<p>Staff will be surveyed about their home working set up. They will be offered additional resources as necessary.</p> <p>Parents will be surveyed about IT resources for students. Vulnerable students will be supported as appropriate.</p> <p>Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's https://www.hse.gov.uk/toolbox/workers/home.htm</p>	DSM Sept 2020
Poor workplace ventilation leading to risks of coronavirus spreading	Staff Pupils Contractors	All classrooms and office spaces with windows will have them open for good ventilation. Site team will open each morning before school.	<p>Review the policy on the rooms with air conditioning based on latest guidance.</p> <p>Site team to amend Fire Risk Assessment for</p>	SBM/Site Team Sept 2020

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		<p>Classroom and office doors will be wedged open where appropriate. This will include Fire Doors when areas are occupied.</p> <p>We will follow HSE guidance on heating ventilation and air conditioning (HVAC) https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=intro-1&utm_content=aircon-22-jun</p>	<p>changes made to fire doors being wedged open when area is occupied.</p> <p>Staff will be communicated to about the correct procedure with fire doors.</p> <p>We will identify if we need additional ventilation to increase air flow in all or parts of the school If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc</p> <p>We will switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p>	
<p>Increased risk of infection and complications for vulnerable workers</p> <p><u>Staff who have higher risk factors to Covid-19</u></p>	<p>WHO Staff with protected characteristics</p> <p>HOW Emerging evidence suggests that alongside underlying</p>	<p>SLT has consulted with staff to determine who can come into the workplace safely taking account of a person's journey, caring responsibilities, protected characteristics, and other individual circumstances. Extra consideration has been given to those people at higher risk.</p>	<p>Guidance will be signposted for staff who fall into these categories</p> <p>Risk assessments will be reviewed as necessary</p>	<p>MOK/SLT Sept 2020</p>

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<p>Such as:</p> <ul style="list-style-type: none"> • Shielding staff • Clinically vulnerable (over 70 or underlying health conditions) • Pregnant • BAME • Carer for a vulnerable person <p>Men over 40)</p> <p>Use of the building by staff with disability, & new mothers</p>	<p>health conditions, there are key demographic factors that can affect people's vulnerability or is a 'risk factor' in relation to COVID-19. Such as: Older people, Men (from 40 and over), and people from Black and Asian and Minority Ethnic communities (BAME) and a combination of these factors.</p> <p>The causes of these increased risk factors are not yet fully understood, and further research is taking place.</p> <p>Disability might impact on how staff can move around the building or use the adjusted workplace.</p>	<p>Consideration has been given to staff members if it is more suitable for them to in lower risk work or work remotely in the interim, and taken HR advice of any other measures if needed.</p> <p>SLT will discuss with and consider needs of staff with disability or pregnant and new mothers how the adjustments in the office will impact on them or might pose a new or different risk to them. Risk assessments have been completed and will be reviewed.</p> <p>We will follow the government guidance with regards to these identified groups.</p> <p>Individual risk assessments will be reviewed where appropriate.</p> <p>All staff will be expected to return to work in according with the guidance except in exceptional cases.</p> <p>Where appropriate working practices will be adjusted to support return to work or protection from risk. This will be done on an individual needs basis.</p> <p>SLT will discuss with and consider needs of staff with protected characteristics and how the adjustments in the school will impact on them or might pose a new or different risk to them.</p>		
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		People who are in the 'clinically vulnerable' category will be advised to follow the relevant guidance available for clinically vulnerable people .		
Staff with COVID-19 symptoms and potentially spreading to staff and others	Virus could spread to all	<p>Anyone with symptoms of COVID-19 must not attend school and report to the absence line.</p> <p>School staff must access NHS 111 online which is an online interactive and personal checklist: https://111.nhs.uk/covid-19</p> <p>The school will actively engage with the government track and trace guidelines.</p> <p>Any staff displaying symptoms will be advised to immediately attend a test site, stay at home until results return and report the results to the school immediately upon receipt.</p> <p>Any staff who needs to wait to be collected, will be isolated in reception meeting room.</p> <p>In case of an emergency, they will be isolated in a medical room and an ambulance called. First Aid staff will wear PPE.</p> <p>SLT will follow up with any member of staff who is displaying symptoms and has been sent for testing.</p> <p>School will ask staff to inform them immediately of the results of a test.</p>	<p>Staff are kept up to date with information via the regular briefings.</p> <p>Staff showing symptoms will be advised to visit testing sites by SLT https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>SLT line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Consistent monitoring of staff absence because of covid-19 contact /</p>	<p>SLT ongoing</p> <p>SLT</p> <p>SLT/HR</p>

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		<p>In the event of negative test – return to work, If the test in positive follow government guidance for track and trace.</p> <p>Links to current Government Guidance:</p> <p>Public Health England health protection team. book a test self-isolate testing and tracing for coronavirus website, ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p> <p>Staff who become symptomatic should self-isolate for 10 days. If a staff member is a household contact of someone who becomes symptomatic the staff member should self-isolate for 14 days. If the staff member starts symptoms they need to self-isolate for 10 days from that date</p>	<p>symptoms to ensure prompt return to work</p> <p>Staff/students with symptoms of concern, parents contacted and sent home.</p> <p>SLT will follow up with any member of staff who is displaying symptoms and has been sent for testing. In the event of negative test – return to work, If the test in positive follow government guidance for track and trace.</p>	
<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	<p>Wider community becomes infected</p>	<p>In the case of a positive test the school will act swiftly in accordance with the government guidance. We will contact the local health protection team and engage with their rapid risk assessment process.</p> <p>We will liaise with the local health protection team and adjust our practices as advised.</p>	<p>In case of positive test contact local health protection team and engage with rapid risk assessment process.</p> <p>The school will continue to work with the local health protection team and</p>	<p>SLT Ongoing</p>

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		<p>Relevant community members will be communicated with and advised as per the current guidelines.</p> <p>Links to current guidance:</p> <p>section 5 of system of control</p> <p>‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’.</p> <p>‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>	escalate or de-escalate procedures as guided.	
<p>Exposure to workplace hazards because it isn't possible to get normal PPE</p> <p>https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm</p>	Staff	<p>We will follow guidance on PPE during the outbreak https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</p> <p>Where tasks require the use of PPE staff will be trained in how to use and dispose of PPE. Eg First Aid.</p> <p>PPE stocks will be monitored by site team and good stock levels will be maintained.</p> <p>Staff and students will be permitted to wear face coverings in communal areas. They will</p>	Ensure adequate stock of PPE.	<p>SLT/SBM/Site Team Ongoing</p> <p style="color: red;">KM to provide guidance on safe removal of masks</p>

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		<p>be trained on the correct use of face coverings.</p> <p>- Where supplies are difficult to obtain we will follow the HSE guidelines and put in place suitable controls https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm</p> <p>(Please note – face coverings are not PPE and are not required to be worn in the workplace.)https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm</p>		<p>Bins provided in playground for disposable masks – site team</p>
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<u>PART 2 – SCHOOL SETTINGS</u>				
What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	What is currently done to reduce / control the risk?	What more can be done to reduce risk?	Action by whom, by when?
<i>Preparation of the school before re-opening</i>	Pupils Staff	Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist) <ul style="list-style-type: none"> • Usual premises checks • Water treatments/checks (eg legionella) • Fire alarm testing • Repairs • Grass cutting • Portable Appliance Testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements <p>Covid planning Move desks to allow rows and forward facing</p> <p>Mark out staff social distancing areas, one way flows including entrances and exits and queuing arrangements. Year groups assigned teaching zones</p>	Carry out a formal / recorded full pre-opening premises inspection. <p>Ensure classroom layouts are adapted to rows and forward facing</p> <p>Areas zoned. Posters displayed throughout the school. Colour coded</p>	Site team/contractors. Premises Checks - Weekly Water checks - Monthly last check 20/5/20 Fire Alarm -Weekly site staff, Last service 13/5/20 Grass Cutting – 26/5/20 Pest control – 1/6/20 PAT testing Annually – 26 Aug 20. Boiler – March 2020 Internet – 26/5/20 <p>Site team SBM/Admin team /site team August 2020</p>

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		<p>Posters erected about handwashing and persons with COVID symptoms not to enter the school</p> <p>Review evacuation routes and signage</p> <p>Lettings will continue to be suspended, but reviewed early in the Autumn term. Decisions will be made based on up to date external guidance.</p> <p>DofE advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings.</p> <p>In the autumn term, schools can resume non-overnight domestic educational visits and conduct a risk assessment.</p>	<p>Arrangements in place to support individuals with reduced mobility as needed for evacuation including cover arrangements in the case of reduced numbers of staff.</p> <p>Personal Evacuation Plan for individuals with reduced mobility.</p> <p>Lettings currently suspended, review in September</p> <p>Day trips will be on hold until a review in the autumn term.</p>	<p>MOK Sept 2020</p>
<p><i>Increased risk of infection and complications for vulnerable pupils and staff</i></p>	<p>Pupils/staff who are shielding</p>	<p>Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Please read current shielding advice</p> <p>Some pupils no longer required to shield but who generally remain under the care of a</p>	<p>Put systems in place so people know when to notify you if they fall into one of these categories</p> <p>YR Group Zones and staggering of break and lunches to reduce contact. Social distancing of staff work spaces/ staff room/ meetings etc.</p>	<p>MOK/ SLT 2/9/20</p>

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		<p>specialist health professional may need to discuss their care with their health professional before returning to school. Please read advice here</p> <p>We will follow the government guidance with regards to these identified groups.</p> <p>Individual risk assessments will be reviewed where appropriate.</p> <p>All staff will be expected to return to work in according with the guidance accept in exceptional cases.</p> <p>Pupils will be expected to return to school in September as per the government guidance.</p> <p>Where appropriate we will liaise with parents of students who fall into the 'clinically extremely vulnerable' category. We will provide guidance and support as needed.</p> <p>A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</p> <p>In individual cases where students cannot attend school due to extreme vulnerability, remote learning support will be put in place.</p>	<p>Increased hand hygiene measures for all members of the community.</p> <p>Regular staff Briefings</p> <p>Staff consulted to ensure that the school has identified all clinically extremely vulnerable staff</p> <p>Individual risk assessments have been completed where appropriate.</p> <p>In individual cases for 'Clinically extremely vulnerable individuals' remote working may be appropriate. This will be agreed on an individual basis.</p> <p>Consultation with parents to ensure that all students that fall into these categories are identified by the school</p> <p>Guidance included in information sent out to all parents</p> <p>In individual cases where students cannot attend</p>	<p>KMU Pastoral Team 04/09/20</p>
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			school due to extreme vulnerability, remote learning support will be put in place.	
<p><i>New and Expectant Mothers Contracting Corona virus, whilst at work or using public transport.</i></p> <p><i>NOTE: New or expectant mothers under Government advice are designated as Clinically Vulnerable (CV), and those at 28 weeks as Clinically Extremely Vulnerable (CEV).</i></p>	<p>Infection of Covid 19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary.</p> <p>New and expectant mothers are vulnerable, meaning they may be at higher risk of severe illness from coronavirus.</p>	<p>A risk assessment has been completed previously with the relevant member of staff.</p> <p>School will discuss with member of staff around support for expectant mothers in particular those in the CEV group (28 weeks) to work from home in the first instance. If it is not possible to work from home, we will ensure robust measures to mitigate risks: Expectant mothers can return to work as long as the workplace is COVID secure.</p> <p>Consultation on the general Covid risk assessments for the school and its arrangements</p> <p>Please review the New and Expectant Mother's guidance https://www.hse.gov.uk/mothers/index.htm</p>	<p>Review current risk assessment in line with new guidance. Complete new and expectant mothers risk assessment.</p> <p>Particular care will be given to follow the social distancing guidelines, by keeping 2 metres away from others wherever possible or 1 metre, plus other precautions.</p> <p>If there are any changes (ongoing) in government advice and possible outbreaks of COVID; this will require a full review of measures and this assessment.</p>	<p>SLT 02/09/20</p> <p>JCA Ongoing</p>
<p><i>Staff who have a protected characteristic (e.g. disability.)</i></p>	<p>WHO Staff with protected characteristics</p> <p>HOW</p>	<p>We will follow the government guidance with regards to these identified groups.</p> <p>Individual risk assessments will be reviewed where appropriate.</p>	<p>Guidance will be signposted for staff who fall into these categories</p> <p>Risk assessments will be reviewed as necessary</p>	<p>MOK/ SLT 2/9/20</p>

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<p>Use of the building by staff with protected characteristics (e.g. disability, pregnancy & new mothers, religion)</p>	<p>Disability might impact on how staff can move around the building or use the adjusted workplace</p>	<p>All staff will be expected to return to work in according with the guidance accept in exceptional cases.</p> <p>Where appropriate working practices will be adjusted to support return to work or protection from risk. This will be done on an individual needs basis.</p> <p>SLT will discuss with and consider needs of staff with protected characteristics and how the adjustments in the school will impact on them or might pose a new or different risk to them.</p> <p>People are in the ‘clinically vulnerable’ category will be advised to follow the relevant guidance available for clinically vulnerable people.</p>		
<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p>	<p>Staff</p>	<p>Staff with particular characteristics that have a comparatively increased risk, will be advised to raise any concerns with SLT Link.</p> <p>All staff will receive detailed information on the safety practices and procedures in place.</p> <p>Where appropriate SLT will meet with staff to discuss concerns, adjust working practices or conduct a risk assessment as appropriate.</p>	<p>SLT to follow up with any staff who raise concerns.</p>	<p>SLT September 2020</p>
<p>Potential transmission of Covid-19 Coronavirus from</p>	<p>WHO</p> <ul style="list-style-type: none"> • Pupils • Staff 	<p>Anyone with symptoms of COVID-19 must not attend school and report to the absence line.</p>	<p>Staff are kept up to date with information via the regular briefings.</p>	<p>SLT ongoing</p>

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<p>staff/pupils with symptoms</p>	<ul style="list-style-type: none"> • Visitors to School Premises • Cleaners • Contractors • Drivers • Vulnerable groups (i.e., pregnant workers, those with underlying health conditions, elderly etc. <p>HOW The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces</p>	<p>School staff must access NHS 111 online which is an online interactive and personal checklist: https://111.nhs.uk/covid-19</p> <p>The school will actively engage with the government track and trace guidelines.</p> <p>Any staff or students displaying symptoms will be advised to immediately attend a test site, stay at home until results return and report the results to the school immediately upon receipt.</p> <p>SLT will follow up with any member of staff who is displaying symptoms and has been sent for testing.</p> <p>School will ask parents and staff to inform them immediately of the results of a test. how to get tested</p> <p>If a child is awaiting collection will be isolated in the Isolation room by student services/ First Aid room will be used as back up facility. They will be supervised by student services staff until collection.</p> <p>Any staff awaiting collection will be isolated in the reception meeting room.</p> <p>If they need to go to the bathroom while waiting to be collected, they will use the toilet in the first aid room or disabled bathroom in reception based on circumstance. The bathroom will be</p>	<p>Staff showing symptoms will be advised to visit testing sites by SLT https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>SLT line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Consistent monitoring of staff absence because of covid-19 contact / symptoms to ensure prompt return to work</p> <p>Staff/students with symptoms of concern, parents contacted and sent home.</p> <p>SLT will follow up with any member of staff who is</p>	<p>SLT</p> <p>SLT/HR</p> <p>KM to ensure that all FA trained staff know procedures</p>
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		<p>cleaned and disinfected using usual cleaning products and normal household bleach before being used by anyone else. Please see advice on cleaning if someone develops symptoms in school</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>In the event of negative test – return to work, If the test in positive follow government guidance for track and trace.</p> <p>Links to current Government Guidance:</p> <p>Public Health England health protection team. book a test self-isolate testing and tracing for coronavirus website,</p>	<p>displaying symptoms and has been sent for testing. In the event of negative test – return to work, If the test in positive follow government guidance for track and trace.</p> <p>All pupils instructed to bring hand sanitiser and to use before entering the building. Additional wash stations installed in playground areas.</p> <p>Staff, pupils, visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>	
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		<p><u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u></p> <p>On arrival at school all PSV to wash hands/use sanitiser on arrival to school</p> <p>The school reserves the right to check all PSV temperatures throughout the day</p> <p>Visitors asked to confirm they do not have symptoms of C-19.</p> <p>Handwashing Staff and students are reminded regularly that stringent hand washing should be taking place with soap and water.</p> <p>See hand washing guidance: www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</p> <p>Disposable paper towels are in all toilets to enable drying of hands in this way which is recommended. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>The school will follow guidance around additional specific cleaning if there has been a Covid-19 case in school.</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p> <p>- https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Internal communication channels and cascading of messages through Senior Leadership Team will be communicated to all staff concerned.</p> <p>Year Groups will be zoned/ colour coded. Breaktime and lunchtime to be zoned and staggered to ensure year groups are kept apart.</p> <p>Staff to be reminded not to all occupy staff room and to maintain social distancing. Staff on diff breaks to avoid congestion</p> <p>Staff and students to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	
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		<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Social Distancing Social Distancing -Reducing the number of persons in any staff work area to comply with the 1 metre plus gap recommended by the Government/Public Health England. Zoned areas.</p> <p>Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Added to briefing</p>	<p>Write to parents re students wearing gloves</p> <p>Please see the Appendix 1 “School Day and Zones (Sept 2020)” for further details</p>	
Getting or spreading coronavirus by not washing hands or not washing them adequately	<p>Staff</p> <p>Pupils</p> <p>Contractors</p> <p>Visitors</p> <p>Drivers</p>	<p>Follow the HSE guidance on cleaning, hygiene and hand sanitiser https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p> <p>- Staff and students will be provided with information about when and where they need to wash their hands</p> <p>- Additional wash stations and hand sanitiser points have been installed throughout the site.</p>	<p>- Put in place monitoring and supervision to make sure people are following controls</p> <p>- Identify if and where additional hand washing facilities may be needed</p>	<p>SLT Sept Ongoing</p> <p>Site Team Sept</p>

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		<ul style="list-style-type: none"> - Information has been provided to staff and students on how to wash hands properly and display posters in relevant areas. - Sanitiser is available at all entrances and exits, and within all rooms in use. Additional external wash stations have been installed. -Students have also been directed to carry their own personal hand sanitiser. - Contractors and visitors will be reminded to use the sanitiser stations on entry to the site. <p>Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Students will not be permitted to wear gloves.</p>	<ul style="list-style-type: none"> - Identify how you are going to replenish hand washing/sanitising facilities <p>Staff, pupils, visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p>	<p>Site Team Ongoing</p> <p style="color: red;">LC to direct visitors</p>
<p>Potential transmission of virus from working within enclosed spaces, including Reception Office</p>	<p>Staff</p> <p>Pupils</p> <p>Contractors</p>	<p>Enhanced cleaning of school. Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p>	<p>Organise additional cleaning before school and at after each break and lunch time in addition to usual regime.</p>	

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<p>Classroom Staff Kitchen areas/Staff rooms Printers Meeting rooms Toilets</p>	<p>Visitors Drivers</p>	<p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods. Cordon off all potentially shared resources and equipment such as balls, books etc</p> <p>Premises Staff should carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Zoned areas are in place for each year group with controlled access points, staircases, classrooms, toilets and break spaces. Queuing arrangements will be clearly marked out.</p> <p>Taking steps to review work schedules to minimise the number of visitors, maintenance workers on site to the minimum at any one time.</p> <p>Fixed/standalone sanitisers stations or containers of hand sanitiser will be set up at various locations including entry and exit points and in all offices and classrooms</p> <p>Staff and students are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books,</p>	<p>Anti-bacterial gel at entrance to school and classrooms</p> <p>Ensure that soap, sanitiser and paper towels are checked and are replenished regularly. Checklist in toilets Daily janitor constantly wipes down high use areas such as door handles, bannisters, doors.</p> <p>All health and safety checks continue</p> <p>Posters and direction signs installed</p> <p>Each Year Group zone has a controlled access route, classrooms, toilet, staircase and break area.</p> <p>YR Groups will be zoned from arrival. Line up will be within zones and this will be clearly marked out. Students met at gate by a member of SLT informing students which</p>	<p>Ongoing. Weekly contact with Cleaning contractors. Site team/SBM</p> <p>Site team/Cleaning staff</p> <p>Carried out daily</p> <p>Areas zoned to ensure staff and pupils are aware of flows etc Site team ongoing</p> <p>Ongoing</p>
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		<p>moving from room to room, before eating. Frequent briefings and reminders will be given</p> <p>Avoid touching people, surfaces and objects and regular handwashing.</p> <p>Cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of their elbow if no tissue to hand) and wash hands afterwards.</p> <p>Open windows to ventilate rooms/corridors.</p> <p>Staff Toilets - operate on a one-in-one-out basis if the space is not allowing social distancing. Maintain hot water and soap at wash hand basins.</p> <p>Staff to refrain from using hot air dryers and use paper towels instead.</p> <p>Meeting rooms – will have signage with maximum number of occupants to maintain appropriate social distancing. Avoid inviting external visitors at present as far as possible.</p> <p>Reduce face to face meetings and use other digital/remote means is appropriate.</p> <p>Staff Kitchen areas/ Staff rooms - operate on a socially distanced basis. Staggered break and lunch breaks for pupils and staff.</p>	<p>colour zone in. Students will be escorted to zones.</p> <p>Finish times altered so that students can travel when transport is less crowded. Parents told that they cannot enter the building without prior appointment</p> <p>Please see the Appendix 1 “School Day and Zones (Sept 2020)” for further details</p> <p>Entry and exit points have sanitiser units. All classrooms will have a box clearly marked with wipes, hand-gel and tissues</p> <p>If digital devices are used they must be wiped own after use. All users supplied with wipes, spray etc</p> <p>Site staff to open windows when opening the school</p>	<p>Site team ongoing</p> <p>Site staff/admin/SBM ongoing</p>
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		<p>Sufficient rest breaks for staff are scheduled due to the staggering of break and lunch times</p> <p>Printers - operate on a socially distanced basis as per government guidance where possible. Queues will be managed. Cleaning wipes available at printers for touch points.</p> <p>Using back-to-back or side-to-side working (rather than face-to-face).</p> <p>Regulating use of locker rooms:</p> <ul style="list-style-type: none"> • Encouraging storage of personal items and clothing in personal lockers. • Staff to avoid sharing the lockers. <p>Student movement will be minimal during the day which will equal less mixing around the building</p> <p>Classrooms to be re-arranged to ensure forward facing and marked out teacher zones. This would also include other learning environments such as workshops, science labs etc.,</p> <p>Students accommodated according to social distancing requirements.</p> <p>If there are any shortages of teachers, then Learning Support Assistants can be allocated</p>	<p>Tissues positioned in all rooms. Bins with lids in all classrooms used. Bins to be emptied at lunchtime</p> <p>Hand dryers will be disconnected to avoid accidental use. Paper towel dispensers installed in all washroom areas</p> <p>Signs advising of minimum number of staff in any one area</p> <p>Wipes and sprays provided for photocopiers</p> <p>Due to increased number of breaks, it is not anticipated this will be necessary. This will be reviewed on a fortnightly basis and additional rooms will be allocated on a needs must basis.</p> <p>Lockers situated in staff room. Staff to be aware of</p>	<p>Site staff/admin/SBM ongoing</p> <p>Site team/Admin team/SBM</p>
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		<p>to supervise a group, working under the direction of a teacher.</p> <p>No unnecessary equipment to be brought into school and no equipment lent to students. Pupils must bring their own pencil cases and equipment from home. Staff to use own pen and not others.</p> <p>Pupils to be reminded on a daily basis of the guidance around Year group zones and hand hygiene in the School. Keep year groups of pupils together throughout the day and avoid larger groups of children mixing.</p> <p>Regular cleaning regime of classrooms. Removal of any unnecessary items from classroom.</p> <p>Regular/frequent cleaning of toilets for pupil use.</p> <p>Wipes and hand sanitisers available in class and pupils reminded to clean/wash their hands frequently.</p> <p>Staff to raise any concerns with a member of SLT as soon as possible.</p>	<p>social distancing when using them.</p> <p>Clear access route created for access to each year group, allocated break space, staircase and toilets - colour coded</p> <p>Classrooms have been re-arranged to ensure forward facing layout with teacher zones</p> <p>All teaching areas have been assessed to ensure social distancing for the teacher in marked teacher zones.</p> <p>Please see the Appendix 1 “School Day and Zones (Sept 2020)” for further details</p> <p>Parents informed that students must be fully equipped and will not be leant equipment</p>	
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			Staff to be issued pack of pens and board wiper	
Poor workplace ventilation leading to risks of coronavirus spreading	Staff Pupils Contractors	<p>All classrooms and office spaces with windows will have them open for good ventilation. Site team will open each morning before school.</p> <p>Classroom and office doors will be wedged open where appropriate. This will include Fire Doors when areas are occupied.</p> <p>We will follow HSE guidance on heating ventilation and air conditioning (HVAC) https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=intro-1&utm_content=aircon-22-jun</p>	<p>Review the policy on the rooms with air conditioning based on latest guidance.</p> <p>Site team to amend Fire Risk Assessment for changes made to fire doors being wedged open when area is occupied.</p> <p>Staff will be communicated to about the correct procedure with fire doors.</p> <p>We will identify if we need additional ventilation to increase air flow in all or parts of the school If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc</p> <p>We will Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air</p>	SBM/Site Team Sept 2020

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			https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems	
Potential transmission of virus from pupils presenting complex needs or challenging behaviours (eg spitting and biting)	Staff Pupils	Code of Conduct has been amended to include such behaviours and clarify the sanctions. Staff, parents and students have been informed.	Parents informed of behaviour expectations. Amendments to our Behaviour policy has been drafted to state that wilful coughing will result in pupils being sent home. Spitting could result in PEX. Students failing to socially distance will be sent home. The mobile phone policy will be amended and staff will be able to use mobile phones to alert SLT to any behavioural issues.	KM 4/9/20
Pupils with SEND and behavioural needs may need additional support in regards to changes in to routines.	Pupils with SEND who may find changes to routines difficult.	Ongoing risk assessments in place and regular contact with parents by SEN teachers. Support in place for pupils with SEND who may find changes to routines difficult. For Staff and Pupils (SEND) requiring Individual Risk Assessments, these will be reviewed in consultation with the member of staff, or parents in the case of the pupil, in light of the information and circumstances regarding COVID-19.	Additional support by LSA and learning mentor as required Advise students with particular conditions including sickle cell, severe asthma of the health and safety guidelines and preventative measures. Students with inhalers will	KM 4/9/20

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			be reminded to bring them in.	
Safeguarding issue arises with full reopening of school	Pupils parents staff Individual pupils may not be protected in line with Safeguarding expectations	<p>Full safeguarding team will return to school.</p> <p>Code of conduct/Safeguarding policies reviewed and communicated to staff during INSET Days.</p> <p>New Staff complete online safeguarding training during the summer.</p> <p>Student surveyed through extended form time on return to school to check in with students. Targeted vulnerable students/ families will be met with.</p> <p>SLT member allocated to each gate at start and end of each day.</p> <p>Child protection procedures remain in place so any concerns are reported through cause for concern forms Current safeguarding procedures and checks should be maintained</p> <p>First Aid trained staff are on site and list will be sent to all staff.</p> <p>All behaviour that is challenging will be managed using the school's behaviour policy</p> <p>Safer handling policy remains in place</p>	<p>There will always be a member of the Safeguarding team on site.</p> <p>If all DSLs are unwell then contact another school or LBE to gain advice.</p> <p>Update Child Protection Policy addendum in light of changes in provision & send to all staff.</p> <p>Ensure all staff know who the nominated First Aider is on the day.</p> <p>Update Code of Conduct in light of changes in provision and send to all staff and parents</p>	K Mullen 4/9/20

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		Learning Coordinators/ SLT on duty in YR Group areas at key times		
			Please see the Appendix 1 “School Day and Zones (Sept 2020)” for further detail	
Potential exposure to Coronavirus – Use of PPE	Staff and students become infected First Aid staff and Students Services staff at higher risk of infection	The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases including: Children, young people, and students whose care routine already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. PPE provided for First Aid staff and at Student Services. Training provided for these colleagues.	Masks and gloves provided for student services staff and all first aid trained staff. Staff permitted to bring in their own face coverings Students permitted to bring in their own face coverings.	Aug 2020 site team KM to train staff
Potential transmission of virus from Student Services and medical room	Staff Particularly First Aid Staff Pupils	Staff to adhere to safe practices as outlined in briefings Regular medication protocols to be followed. Washing facility and sanitisers available in the Student Services. Staff to frequently wash their hands. Avoid/reduce close contact with pupils.	Student services provided with PPE equipment when dealing with children who become ill Medical room to be thoroughly cleaned each evening A child displaying coronavirus symptoms will be isolated in Medical room,	KMU Sept 2020

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		<p>Use face mask/gloves where appropriate or where close contact is unavoidable. It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Only one person should be treated in the first aid room at a time and other children wait outside</p> <p>Those administering first aid must wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.</p>	<p>small office in swimming pool changing room area until parents can pick up.</p> <p>Take medical room and toilet out of use until thoroughly cleaned</p> <p>Maximum Room occupancy displayed on signs</p>	
<p>Potential transmission of virus from desks, monitors, keyboards and mouse</p>	<p>Staff Pupils</p>	<p>Desks to be located in line with guidance around forward facing classrooms and back to back/ side to side working in offices.</p> <p>All classrooms provided with a cleaning box.</p> <p>Clear desk policy will be robustly applied so as to enable effective cleaning</p> <p>Enhanced cleaning regime of all areas including teacher desks, keyboards, and computer mice. Teachers need to wipe down the desk and keyboard before and after use with materials provided.</p> <p>Cleaning wipes available on each desk to clean desks and equipment as needed before</p>	<p>Cleaning boxes have been made up for rooms</p> <p>Cleaners have been instructed to clean all desks in use every day</p> <p>Wipes provided. Cleaning staff to clean keyboards daily</p>	<p>Site Team Aug/20</p> <p>Ongoing Site staff/Cleaning staff</p>

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		<p>and after use desk and throughout day as needed</p> <p>Regular handwashing by staff and pupils, or use a sanitiser if not near a wash hand basin.</p> <p>Above applies to the ICT suite for pupil use as well.</p>	<p>Please see the Appendix 1 “School Day and Zones (Sept 2020)” for further details</p>	
<p>Kitchen Operations/food preparation</p>	<p>Staff</p> <p>Pupils</p> <p>Catering staff</p>	<p>The expectation is that kitchens will be fully open from the start of the autumn term. School kitchens can continue to operate, but must comply with the guidance for food businesses on covid-19</p> <p>Caterers have provided their own risk assessment. Food can be pre-ordered via an app. All food prepared in controlled conditions.</p> <p>Year groups divided into 3 different groups for break and lunch times</p> <p>When kitchen is operational: Catering staff to wear their usual PPE. Staff serving student in the outer canteen will wear masks. Staff behind the counter will not be required to.</p> <p>Food hygiene practices in place as per Better Food Guidance and accurate records maintained</p> <p>Each Lunch space has separate servery.</p>	<p>Cutlery will be pre-wrapped to prevent contamination.</p> <p>Water fountains - will be switch on and students able to fill bottles from them but not drink directly. The school will continue to adapt to the most up to date guidelines with regard to water fountains</p> <p>Staff reminded to wipe down kettle, fridge handles, microwave etc</p> <p>Consistent monitoring of catering staff absence because of covid-19 symptoms/contact to ensure prompt return to work.</p>	<p>SBM to liaise with catering manager sept 2020</p>
<p>Potential transmission of virus during lunch/play breaks /</p>	<p>Staff</p> <p>Pupils</p>	<p>Staggered break times with zoned break areas will be in operation. Lunch will be staggered with 2 YR groups at a time in</p>	<p>Students reminded that they cannot share food or drink</p>	<p>SLT Sept 2020</p>

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<p>food served in the dining hall</p>		<p>separate zones. There will be staff supervision rotas in place, supervised by SLT.</p> <p>Pupils to dispose of their left- over food in the bins.</p> <p>Ensure expectations for behaviour are set by staff before break and lunchtimes.</p> <p>Students stay in rooms if it is wet break. Additional wash basins installed in playground areas to assist with hand hygiene</p> <p>Ball games such as football, basketball and table tennis will not be permitted initially. This will be reviewed in-line with the latest government guidelines.</p>	<p>Students to eat in classrooms or dining hall when it is raining.</p> <p>Water fountains - will be switch on and students able to fill bottles from them but not drink directly. The school will continue to adapt to the most up to date guidelines with regard to water fountains</p> <p>Playgrounds will be used for separate YR groups at staggered times</p> <p>Site Manager to check play grounds daily and remove any hazards</p> <p>Please see the Appendix 1 “School Day and Zones (Sept 2020)” for further details</p> <p>PPT for students to show routines and expectations used each morning to remind students of expectations</p>	
<p>Handling Deliveries</p>	<p>Staff Delivery Drivers</p>	<p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p>	<p>Deliveries to be left in one place.</p>	<p>Site team/Reception staff/SBM Aug 2020</p>

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		<p>Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate.</p> <p>Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery</p> <p>Deliveries of items related to school business where teacher may come into contact with them will be placed in storage for 24 hours as advised.</p> <p>Wash hands after handling deliveries/packages</p>	<p>Staff to be issued with spray and wipes to spray parcels etc.</p> <p>Visitors will be spaced out appropriately allowed in the reception.</p> <p>Deliveries to be left outside reception or under stairwell where appropriate.</p> <p>Staff are not permitted to arrange personal deliveries at this time.</p> <p>Office to call for Site Manager to agree / collect deliveries.</p> <p>All unnecessary deliveries will be cancelled/ postponed</p>	
Potential transmission of virus from visitors/parents	<p>Staff</p> <p>Pupils</p> <p>Parents</p> <p>Visitors</p>	<p>Parents to observe social distancing when dropping and picking children from school by not entering the school site.</p> <p>Parents cannot visit reception office - to wait outside unless by prior appointment.</p> <p>Social distancing arrangements put in place with good signage, floor markings etc in Reception area</p> <p>Fixed sanitisers stations set up at various locations including entry and exit points.</p>	<p>Where parents wish to discuss any concerns with the teacher, this to be done on the phone, outdoors maintaining social distance, or by prior appointment.</p> <p>Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms and to remind the public to practice</p>	<p>SLT/SBM/ Reception Team Sept 2020</p>

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		<p>Screens installed at reception desk.</p> <p>Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.</p> <p>Reduce intake of any paper documentation from parents. Advise parents to email any documentation. Where it is unavoidable to take paper/documentation, staff to ensure wash and sanitise hands regularly.</p> <p>Parents to observe social distancing when dropping and picking children from school.</p> <p>Where possible, only one parent to pick/drop the children.</p> <p>Staggered/ supervised school dismissal to avoid crowding by the school gates. Parents visiting reception office to wait outside. When queues are likely, parents to maintain 2 metre distance.</p> <p>Social distancing arrangements put in place with good signage, floor markings etc</p> <p>Parent will be allowed into the school by appointment.</p> <p>Fixed/standalone sanitisers stations will be set up at various locations including entry and exit points.</p>	<p>social distancing when on school site.</p> <p>Pre-recorded advisory message on the school phone line about the COVID-19 symptoms and isolation.</p> <p>Screen installed</p> <p>Plasma screen in reception displaying messages of social distancing and hygiene measures.</p>	
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<p>Home visits</p> <p>Meetings with parents</p>	<p>Staff</p> <p>Pupils</p> <p>Parents</p>	<p>Home visits to be ceased for now. Information about the pupils to be obtained over the phone or other digital/remote means.</p> <p>Parents cannot enter the building without prior appointment. Information about pupils to be relayed over the phone and meetings only in exceptional circumstances and with prior appointment.</p>	<p>Office staff to pass on messages to staff if parents phone.</p> <p>Parents who arrive at school without an appointment will not be granted access and instead instructed to book an appointment.</p> <p>Meeting Rooms to be set up for social distancing.</p>	<p>MOK letter to parents</p>
<p>Potential transmission of virus from contractors attending the school site</p>	<p>Staff</p> <p>Pupils</p> <p>Contractors</p>	<p>Contractors to be notified in advance not to attend the premises if they have symptoms</p> <p>Attendance by contractors notified to reception desk in advance</p> <p>Contractors to sign in at reception desk and declare they do not have symptoms.</p> <p>Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.</p> <p>Site manager to liaise with and monitor the contractor maintaining social distancing.</p> <p>Sanitisers stations will be set up at various locations including entry and exit points.</p> <p>Supervised and limited access to other parts of the building</p>	<p>Site staff and SBM to observe and ask any contractors to leave the building if they have symptoms</p> <p>Contractors only admitted with prior appointment</p> <p>Daily janitor on site to clean regularly</p> <p>Contractors to supply risk assessments</p>	<p>SBM /Site team Aug 2020</p>

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		<p>Regular cleaning regime of public/communal areas.</p> <p>Contractors to be notified in advance not to attend the premises if they have symptoms</p> <p>Attendance by contractors notified to reception desk in advance</p>		
Potential Spread of virus from School Library	<p>Staff</p> <p>Pupils</p>	<p>Staff to make use of any digital resources for pupils.</p> <p>Book loaning suspended for time being. No one to touch/use the books in the library.</p> <p>Library will be used as a study space for 6th Form students and set up appropriately forward facing.</p>	<p>Signage and mark desks to ensure social distancing Books to be taped off for the foreseeable future. Student briefing to explain why YR12 using the library for mentoring/ teaching</p> <p>Please see the Appendix 1 “School Day and Zones (Sept 2020)” for further details</p>	<p>Site team/admin staff/ library staff 2/9/20</p>
Potential enhanced infection risk from music (eg singing, playing wind/brass instruments)	<p>Staff</p> <p>Pupils</p>	<p>Where it is appropriate, arrangements will be made for Music lessons to take place in appropriate spaces to allow for compliance with current guidance.</p> <p>If musical equipment is used it will be cleaned down in line with the current guidance.</p> <p>Where practical lessons and use of equipment are not appropriate or possible Music lessons will take place in classrooms and adapt as required.</p>	<p>Review the teaching spaces for Music</p> <p>Provide more regular cleaning of equipment.</p> <p>Adapt to future government guidance.</p>	<p>SLT SL Music Sept 2020</p>

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		<p>Peripatetic teachers will continue with lessons, but will be expected to follow social distancing guidelines.</p> <p>Any group practices or performances will be risk assessed before taking place.</p> <p>We will continue to monitor DFE guidance around the use of equipment in these areas and will adapt our plans to comply with any future guidance.</p> <p>Links to current guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>		
<p>Physical education, sport and physical activity (enhanced risk via exhalation during exercise)</p>	<p>Staff Pupils</p>	<p>Where it is appropriate, arrangements will be made for PE lessons to take place in appropriate spaces (Mostly outside) to allow for compliance with current guidance.</p> <p>If sporting equipment is used it will be cleaned down in line with the current guidance.</p> <p>Where practical lessons and use of equipment are not appropriate or possible PE lessons will take place in classrooms and adapt as required.</p> <p>We will continue to monitor the government and governing body guidance and will adapt our plans to comply with any future guidance.</p> <p>Links to current guidance:</p>	<p>Review the teaching spaces for PE</p> <p>Provide more regular cleaning of equipment.</p> <p>Adapt to future government guidance.</p>	<p>SLT HOD PE Sept 2020</p>

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		https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools guidance on the phased return of sport and recreation Sport England Association for Physical Education Youth Sport Trust		
Accidents, security and other incidents:	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>In an emergency, for example, an accident or fire, staff/visitors do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others must pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	<p>Staff to be briefed at the start of term re fire procedures ie on clear fire route and assembly points from each zone</p> <p>Staff informed of trained first aiders</p>	2/3/4 Sept SLT/SBM
Potential stress/anxiety caused by COVID-19	Staff	<p>Reassurance to staff of measures taken seriously to protect their safety.</p> <p>Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more.</p> <p>Regular communications from Headteacher including regular briefings to stay connected and ensure regular communication of developments</p> <p>Mental Health Senior Leadership Team promote mental health & wellbeing awareness to staff during</p>	<p>Regular communication of mental health information is communicated to all staff.</p> <p>Meetings held for all members of staff – in small groups to allow for social distancing.</p> <p>Staff training before students return to school</p> <p>RA made available and plans for re-opening explained.</p> <p>Once approved, share the “School Day and Zones (Sept 2020)” with staff.</p>	SLT and well being team ongoing 4/9/20

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		<p>the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference – https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>Regular contact with line managers and colleagues to check on wellbeing.</p> <p>The Education Support Partnership provides mental health & wellbeing support to the Education sector: https://www.educationsupport.org.uk/</p> <p><i>Online guidance regarding bereavement during the coronavirus period</i> https://www.nhs.uk/conditions/coronavirus-covid-19/bereavement-advice-and-support/</p>	<p>Please see the Appendix 1 “School Day and Zones (Sept 2020)” for further details</p> <p>SLT to remain alert to worries / anxiety of staff</p> <p>HT & SLT to ring regularly staff that are off work due to bereavement, symptoms or shielding.</p> <p>Regular Briefings</p> <p>Staff wellbeing resources provided regularly</p> <p>Educational Psychology service staff telephone support line Education Staff telephone support line</p>	
<p>Travel between schools or other travel whilst at work</p>		<p>Encourage pupils to walk, cycle or be dropped by car if possible.</p> <p>End of day adjusted so pupils are leaving school to avoid rush hour and reduce the risk</p>	<p>Pupils to be given information on how to stay safe whilst travelling.</p>	<p>MOK By 2/9/20</p>

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<p>Travelling to and from school</p>		<p>Reduce any unnecessary travel on coaches, buses or public transport where possible. (Coronavirus (COVID-19), safer travel guidance for passengers.</p> <p>Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. Students to be informed about wearing masks on public transport.</p> <p>Staff to maintain bus/train duties to supervise students use and adherence to guidelines. Student exit will be moderated to reduce numbers for supervision.</p> <p>Use of Supply teachers, peripatetic teachers and/or other temporary staff will be reviewed in September. If used, they should ensure they minimise contact and maintain as much distance as possible from other staff. Internal cover supervisors will be used wherever possible.</p> <p>Where a pupil routinely attends more than one setting on a part time basis (for example because they are dual registered at a mainstream school and an alternative provision setting or special school) we will work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p>	<p>Parents to be surveyed on how their children will travel to school</p> <p>Year Groups lined up in identified zones. Year Groups Colour coded zones to ensure clarity of process. Socially distanced assembly points to ensure entrance to the building is controlled.</p> <p>Write to parents and encourage them to ensure that students walk/cycle or are driven to school if possible.</p> <p>SLT to contact bus company to ensure buses are running and keep updated on current guidance and procedures</p>	<p>KM 4/9/20</p> <p>KM to provide guidance</p>
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		<p>Pupils or staff who wear face coverings when they arrive at school, will be instructed how to use them properly, including their removal. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and social services provides more advice.</p> <p>We will advise staff groups of workers who travel to work together. and group the. Staff should be discouraged from sharing vehicles unless part of the same bubble.</p> <p>School Buses</p> <p>Students and parents will be advised of current guidance for use of school buses. Students will be advised to:</p> <ul style="list-style-type: none"> • Use of hand sanitiser upon boarding and/or disembarking • Wear Masks • Use seats only/ no standing <p>There will be supervised organised queuing and boarding where possible.</p> <p>Public transport services (routes which are also used by the general public): Students will be advised to:</p>	<p>Large lidded bins for used masks to be placed in playgrounds</p>	
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		<ul style="list-style-type: none"> • Use of hand sanitiser upon boarding and/or disembarking • Wear Masks • Use seats only/ no standing <p>The staggered dismissal of students will enable more journeys to take place outside of peak hours.</p> <p>Students will be encouraged to use walking, cycling or own car rather than public transport if possible</p> <ul style="list-style-type: none"> • Families using public transport should refer to the safer travel guide for passengers 		
Extra-curricular provision	Staff Pupils	<p>The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.</p> <p>Extra curricular clubs/ Interventions will not resume initially, but we hope to resume in the autumn term, following the current guidance and limited in capacity where necessary.</p> <p>Assemblies/ Mass will be no more than one YR group or delivered remotely.</p> <p>Staff gatherings will be appropriately socially distanced or delivered remotely</p>	<p>All unnecessary school events cancelled until further notice.</p> <p>Future events deemed necessary to be completed remotely or planned and risk assessed as necessary.</p>	<p>MOK to review in September.</p> <p>SLT</p>

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		<p>Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term. Try to keep pupils within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.</p> <p>Schools can consult the guidance produced for summer holiday childcare, available at Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</p>	<p>Breakfast club and after school activities will be suspended for first fortnight in first instance and then reviewed.</p>	
<p>Governors, staff and parents are not kept informed of actions being taken by the school to facilitate the full reopening of school</p>	<p>All parties may feel uninformed and ill prepared for the full reopening of school</p>	<p>The College is consulting with staff and governors each step of the way.</p> <p>Governors, and separately the Chair of Governors, have been kept informed of developments.</p> <p>Teachers have been consulted to consider a possible model of return [this has been mindful of current Union advice]</p> <p>Parents have been kept informed by regular email correspondence of the current and ongoing situations, including plans for the phased return in September.</p> <p>SLT have shared the “School Day and Zones (Sept 2020)” with staff.</p> <p>Please see the Appendix 1 “School Day and Zones (Sept 2020)” for further details</p>	<p>Maintain the process of sharing all relevant information with all parties</p> <p>Plans and RA shared with Governors to agree plan for full reopening of school and that all necessary health and safety precautions are in place. RA to be uploaded to the school website RA to also be shared with the local authority Consult with staff about any future plans for changes to routines/ protocols</p>	<p>MOK/SLT Aug/Sep 2020</p>

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		SLT have informed parents of plans and consult on pupils returning to school – subject to Governor approval.		
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