

COVID 19 Risk Assessment



Subject: COVID 19 School Premises Risk Assessment

Date of Assessment: 15th July 2020 (Updated 29th August 2020)

Assessor: Mr M Love – Deputy Headteacher / Mr R Ingrey – Governors’ Health & Safety Representative & Caretaker

School Name: St John Baptist Church in Wales High School

The risk assessment needs to be read in conjunction with “Return to School Guidance” written by SLT.

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
School drop off/Pick up – Infection control	All Persons	<ul style="list-style-type: none"> • Parent/carer pick up and drop off protocols have been developed to minimise adult to adult contact and avoid gatherings (signs and floor markings made available from RCT) • Arrangements in place to supervise pupils arriving/leaving on contracted transport to ensure social distancing. • One parent encouraged to drop off/pick up. • Additional entrances used to reduce gatherings at peak times • Parents / carers instructed not to attend school if symptomatic • Handwashing/hand sanitiser available at all entrance. 	<p>Walkway alongside of building marked and used to socially distance pupils on entry to building. Pupils walk away from building, enter via side entrance and up past science rooms. Pupils in Years 7 – 9 to enter via middle gate next to Science labs. Year 10 -13 and staff to enter via main entrance. SLT on duty to monitor exit from buses/transport and entry. In wet weather the covered walkway will be used.</p> <p>RCT transport has been unable to stagger start times but pupils and staff</p>

			<p>aware to be socially distanced upon entry to the school and supervised by SLT.</p> <p>Pupils to leave school at end of day in a staggered manner.</p> <p>Tannoy system to be used to call classes for lunch and breaks and end of day. SLT on duty to monitor pupils exit.</p> <p>Parents instructed that no visitors are permitted on site. If a pupil is ill and needs to be collected they must wait at main gate strictly observing 2m social distancing</p> <p>Hand sanitiser available at main foyer and in classrooms/toilets.</p> <p>CVC buses have been agreed by the local authority.</p> <p>Seating plan with pupils from different schools seated together and not mixed. This will be the same on the buses.</p> <p>Pupils leaving their own school to go to a lesson in another school will have their temperature taken.</p> <p>Consortium pupils to be met by their classroom teacher from the bus. The member of staff will advise pupils of</p>
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			fire evacuation routes, one way system and location of toilets.
<p>Circulation Routes – Infection control</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible. • Floor markings and signage is provided to assist with social distancing. • Doors kept open (where safe to do so) to reduce physical contact. We will ensure that this does not affect our fire safety procedures as set out in RAMIS. • Class times have been staggered to prevent large numbers moving around the premises at the same time. • Cloakrooms are managed to ensure social distancing – coats/bags can be placed on backs of chairs/under tables. 	<p>Pupils will be using ground floor classrooms for the majority of their lessons. Pupils in Years 7, 8 and 9 will be placed in the same rooms for the foreseeable future. This will help with the track and trace system if needed. Pupils in Years 10 -13 will be able to move to different classrooms. However, the school timetable has been limited to three sessions per day to limit the contacts as well as minimise movement across the school.</p> <p>A one way system has been marked out.</p> <p>Face coverings will be worn by staff and pupils in all communal areas (see RCT guidance, letter to parents and staff 2020).</p> <p>Sixth formers are to wear face coverings in lessons if there are students from other schools in the lesson. This is a strong recommendation.</p> <p>SLT will be on duty inside building to direct staff and pupils to classrooms via one way system.</p> <p>Doors and windows to remain open, these are closed on exit if fire alarm sounds.</p>

			<p>Breaks, lunch times and end of school day will be staggered.</p> <p>No cloakrooms to be used.</p> <p>In the case of a fire evacuation all to leave via nearest exit, even if breaking one way system. Staff member to close door. All to assemble on yard in usual place in class. Staff member to use registers to check pupils – registers to be checked by Deputy Headteacher.</p> <p>If a sixth form pupil leaves school for any reason other than a sixth form lesson in another school, they are not allowed back into school that day.</p>
<p>Classroom/Teaching Environment – Infection control</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days. • Where possible pupils use the same desk and resources each day where they attend on consecutive days. Resources are placed in individual trays/bags. • The use of outdoor space is utilised wherever possible. • Arrangements put in place to avoid mixing with other groups. • Arrangements in place for the use of the playground, including equipment. <p>NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p> <ul style="list-style-type: none"> • Arrangements are also in place for social distancing in staff rooms and prep rooms. 	<p>Staff will arrive in classroom by 8.10am so that they can direct pupils.</p> <p>Pupils in Years 7, 8 and 9 will sit in same seat for the entire day.</p> <p>Pupils cannot share equipment. This information has been sent to pupils/parent(s)/carer(s) via Twitter, Gateway app and website. There are new pens/pencils/paper available. If pupils use these they are to take them with them.</p>

			<p>Pupils in years 7, 8 and 9 do not mix with other groups – all pupils are in the same group.</p> <p>Positive behaviour and exclusion policies have been amended to include possible exclusion for spitting, coughing and sneezing at another person. These have been adopted by Governors.</p> <p>Pupils' attendance will be monitored.</p> <p>YEPS worker will be located in usual outside pod. Perspex screen in place on desk. Hand sanitisers, tissues and pedal bin are present in pod.</p>
Pupil and Staff Toileting – Infection control		<ul style="list-style-type: none"> • The setting has introduced a one in/one out policy. • Distancing for queuing has been introduced e.g. through floor markings • Signage is in place in each toilet to encourage adequate hand washing takes place. • Similar arrangements are also in place for staff toilets. • Regular cleaning of touch points i.e. taps, doors, sinks, flushes will be undertaken during the day 	<p>Queuing markers have been put on flooring.</p> <p>Signage has been put in place.</p> <p>Policy of one in and one out for toilets for staff and pupils. Queuing to take place.</p>
Spread of COVID - 19/Social Distancing Infection Control (General)	All Persons	<ul style="list-style-type: none"> • Windows and doors are open to increase ventilation (where safe to do so) • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead • Appropriate signage is in place throughout the setting. 	<p>Staff to check window open upon arrival in classroom</p> <p>Pupils stay in same room in Years 7 - 9 and staff move. There are 3 sessions</p>

		<p>https://gov.wales/safety-and-physical-distancing-signs-employers-coronaviru</p> <ul style="list-style-type: none"> • Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation. 	<p>for all pupils and hence 3 different staff members.</p> <p>Signage in place.</p>
Staffing		<ul style="list-style-type: none"> • Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. Refer to the Council guidance 'Update for Chairs of Governors, Headteachers, Managers & Staff – Shielding and Childcare Responsibilities' & Staff COVID19 Risk Assessment Tool. • Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. • Teaching staff have breaks from their group during the day where possible, for example, by alternating between the teacher and teaching assistant, avoiding new staff covering from a different grouping. 	<p>Open communication with staff has taken place. Appropriate arrangements in place.</p> <p>SLT will monitor staff attendance and staff have been instructed to report any issues/concerns.</p> <p>Rota in place for staff including breaks.</p> <p>Staff are allowed to collect mail from their own individual tray in staffroom but must not stay in there. Door will be open.</p> <p>If a member of staff wants to remain on site after a session, he/she must inform Deputy Headteacher of day/time/place. Confirmation needed before this can be done. This will be used for any cases of Covid 10 and trace, test and protect along with staff rota/attendance sheet</p> <p>Photocopying room is one in and one out; staff to queue outside, Gloves, wipes and hand sanitiser available and must be used before and after use.</p>

			<p>Machine must be wiped down before and after use by member of staff.</p> <p>Admin/office staff- staff have been reallocated and are now in separate rooms.</p> <p>Fire management plan shared with all staff and appropriate number of fire wardens in place.</p>
Catering/Lunchtime Arrangements – Infection control		<ul style="list-style-type: none"> • Hand gel is provided for pupils and staff to use immediately before collecting their lunch. 	<p>There will be staggered lunch breaks for all pupils including zoning of yards to maintain the bubbles of pupils.</p> <p>Hand sanitiser is available in the dining halls.</p> <p>The dining hall will be zoned to allow one area to be cleaned whilst the other is being used.</p>
Pupils/Staff displaying symptoms whilst at school		<ul style="list-style-type: none"> • Arrangements in place to deal with pupil/staff who develop symptoms whilst at the setting – Follow the WG guidance • https://gov.wales/coronavirus-covid-19-educational-settings-guidance • An isolation room is available for pupils/staff. 	<p>Pupil/member of staff will be collected by a designated first aider who will be in full PPE. Parent(s)/carer(s) are to be contacted to collect child at front entrance.</p>
Cleaning/Waste Disposal		<ul style="list-style-type: none"> • All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. • Enhanced cleaning regime in place across the setting. 	<p>Cleaning staff provided by RCT will be on site all day.</p>

	<ul style="list-style-type: none"> • Adequate cleaning supplies and facilities around the school are in place. • A Clear desk policy in place for all pupils and staff. • Tissues should be placed in a separate waste bin and disposed of safely. All rubbish should be removed daily. If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is. 	<p>Cleaning of toilets will take place throughout the day.</p> <p>Staff have been instructed to clear desks</p> <p>Instructions are for staff to instruct pupils to put tissues in pedal bin.</p> <p>Any pupil wearing a face covering to school needs to be careful with its disposal. When removing face covering, pupils are not to touch face and place covering into a sealed plastic bag and either place in pedal bin or take home for disposal.</p>
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • PPE is not required for routine class activities but available to staff if required. • PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19. For further guidance on PPE requirements refer to the RCT Schools COVID 19 PPE Guidance Matrix. 	<p>First aider is to wear PPE</p>
Visitors	<ul style="list-style-type: none"> • Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. • Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens. • Our preferred option is that reception staff sign in visitors. Visitors do not use the same pen and touch screens are sanitised after each visitor. 	<p>Visitors are not permitted on site unless essential.</p> <p>If a parent(s)/carer(s) needs to collect their child they must wait at the front gate observing strict 2m social distancing. The school reception is open to receive phone call and emails.</p> <p>Any essential visitors to school are to ring the telephone number on display</p>

			on the main door. Reception will then contact a member of SLT or Estates team to allow the visitor entry to school if required.
Training		<ul style="list-style-type: none"> • Staff have been instructed on the nature of COVID-19 and its transmission. • The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff. • Any staff briefings are also conducted with social distancing considerations 	<p>All staff have signed to say that they have read the risk assessment</p> <p>All staff meeting held via Zoom</p> <p>Risk assessment has been agreed by Chair of Governors and Chair of Premises sub-committee</p> <p>The Governing Body receive regular updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</p> <p>Dialogue with Chair and Vice-chair of Governors</p>
Communication with parents		<ul style="list-style-type: none"> • Parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. • A COVID-19 section on the school website is created and updated. 	<p>Key messages in line with WG guidance are reinforced on a regular basis via email, Gateway app and the school's website.</p> <p>Guidance for parents(s)/carer(s) booklet shared with parent(s)/carer(s) and video for pupils</p>
Management of Fire procedures to cover new school arrangement's		<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> • Review and training of fire marshals • Social distancing rules during evacuation for staff and at muster points • Muster point(s) reviewed to enable social distancing where possible 	

		Staff and pupils briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately.	
Statutory building compliance		All statutory compliance is up to date. Water systems maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has completed. Fire management and relevant statutory tests completed on a regular basis	Water management file up to date RAMIS updated

The risk assessment should be signed by the Headteacher and the Chair of Governors:

Position	Name	Signature	Date
Headteacher			
Chair of Governors			