

**Risk Assessment for Returning to School - September 2020
Recent Updates November 2020 after guidance for National Lockdown**

**January 2021 - updated again for school return
March 2021 updated for full school return
Testing site RA completed**

Location / Site	
SACRED HEART OF MARY GIRLS' SCHOOL	
Activity / Procedure	
School Return March 2021	
Assessment date	
July and August 2020 for Sept 2020 November 2020 January 2021 March 2021	

People at risk	
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Control measures take into account Government Guidance for Full Opening: Schools published 2nd July 2020 and updated on 7 August 2020

November 2020 - schools to remain open in National Lockdown

Jan 2021 - school closed during National Lockdown

March 2021 - full return to school after lockdown

With a return to school we have taken into account the following:

- the likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school
- the likelihood that pupils from different year groups will mix within the school site
- the potential for broader social mixing outside school - young people find it significantly challenging to maintain social distancing when unsupervised

Hazard			
Lack of up to date information/ guidance from government and relevant authorities			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<p>Read daily emails from DFE & other relevant agencies Any change in information to be shared with SLT GB and staff via email (and parents and pupils where appropriate) Guidance from DFE which is ongoing. Guidance of November 2020, January 2021 and March 2021 NAHT /ACSL send briefings and there is useful FAQ section on their website to answer any queries - further advice can be obtained from this body. Ongoing NAHT support Follow the advice of the DFE and government which states that people who are unwell are to stay at home Follow the guidance to ensure that ‘sensible and proportionate control measures are put in place Ongoing liaison with the HPT and the LBH and discussion with the Diocese of Brentwood.</p> <p>We will follow Health Protection Team information: PHE North East and North Central London Health Protection Team</p> <p>Ground Floor South Wing, Fleetbank House 2-6 Salisbury Square</p> <p>London EC4Y 8AE</p> <p>necl.team@phe.gov.uk; phe.nenclhpt@nhs.net</p> <p>Phone: 020 3837 7084 (option 1)</p> <p>Fax: 020 3837 7086</p> <p>and contact the DFE Helpline as necessary 0800 046 8687</p> <p>HT has been part of the LBH briefings wit Dr L Dibsdale and is engaging with all the PH advice. Business Manager has been part of the One Source training regarding RA National vaccination programme roll ou</p>			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard			
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All pupils on site			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Pupils to continue to be in Year Group bubbles Year 7-11; Years 12-13 as one bubble 2. Pupils to be in allocated areas of the school - these set areas will ensure limited movement around the school during lesson time. Movement to specialist rooms will occur by Year 10-13. 3. Staggered pupil start times using three different supervised entrances and exits (2 front; 1 boundary) 4. Break and lunchtime will be staggered for each year group 5. Any movement to specialist rooms to be supervised by staff- Pupils encouraged to walk in single file on corridors and maintaining their distance 6. The 'catch it, bin it, kill it' approach continues to be very important, - tissues to be in all classrooms along with anti bac wipes and hand gel 7. Staff at each entry point of the school on duty to welcome and reassure 8. Pupils to use the sanitiser stations on each building entrance 9. Ensure that information regarding routines and opening are communicated effectively with all parents and pupils to ensure that if their child is ill or has returned from a quarantine area, they do not attend school until their isolation period ends 10. Face masks to be worn where social distancing is not possible including in classrooms and on public transport 11. Lateral flow testing in place for the majority of pupils - those who do not take part are encouraged to take part in in school or at home testing. Pupils not tested will remain in their main classes as they cannot be housed separately. 12. On March return pupils in form time period 1 to be reminded of the procedures in place 13. Pupils to wear face covering when they are not eating 14. Some pupils will not be consenting to lateral flow testing 15. If evacuation is needed to try and maintain bubbles if at all possible 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Hazard</u>	PE Lessons
Existing level of risk	

HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. The Guidance states that Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. 2. Outdoor sports should be prioritised where possible or if inside in a large space - The Guidance states '<i>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise</i>'. Larger space in the school eg New Hall can be utilised for PE as well as the gym and Sports Hall. The fogger is to be used to clean sanitise communal areas 3. Pupils to come in to school in kit on Core PE days (school leggings or track suit bottoms) to avoid changing room use 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Hazard</u>			
Lack of social distancing in corridors on staircases and when moving around site resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Limit number of pupils moving at one time - groups to be based in one area and therefore have limited movement between lessons 2. Pupils to use only dedicated classrooms and remain in same room throughout time on site therefore limiting the movement of pupils. They will be wearing face coverings 3. Arrival and departure of pupils to be staggered 4. Parents to be advised to remain in cars when dropping off / collecting and to avoid the use of Boundary Road 5. Pupils and staff to enter the school via different entrances 6. A member of staff on each gate duty to remind pupils of social distancing and hand sanitizing 7. Pupils to access and leave buildings via dedicated doors (outside doors where possible) 8. Masks to be worn in areas of the school and where social distancing is difficult, including classrooms and including visitors 			

Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Hazard</u>			
Lack of social distancing resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Pupils to stay within year team bubbles 2. Arrange classrooms with forward facing desks where possible 3. Pupils encouraged to maintain distance from each other 4. Pupils to work in allocated rooms for duration of time in school 5. Pupils are made aware of the appropriate and safe conduct re: entry to site and school buildings / one-way system as appropriate / use of toilets / use of equipment etc 6. Addendum to Behaviour Policy 7. Laminated reminders in rooms and corridors 8. Teacher interaction to be at a 2m distance and to stay at the front of the class as much as possible 9. Regular cleaning of hands 10. Bags to be kept under desks and limited equipment 11. Range of staff areas developed to ensure that staff are able to work safely and distance from each other 12. Screens placed between staff desks in staff areas 13. Masks worn in areas where socially distancing cannot be maintained, including classrooms 14. Limit of visitors to essential only 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Hazard</u>			
Lack of social distancing during breaks and lunch resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Staggered break and lunch in allocated areas 2. Canteen is providing hot food as of 2/11/20. 3. Range of 'selling hatches' around the school to ensure distancing can be maintained between year groups 4. Different areas of the school allocated for each year group 5. Staff supervision throughout breaks to ensure social distancing of year groups 6. pupils are very clear of their allocated areas 7. Canteen and midday staff clean the areas in between sittings 8. Pupils to wear face coverings except when eating or drinking 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Hazard</u>			
Contact of shared resources/ clothing resulting in indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Pupils to have own designated stationery and equipment 2. Tables, door handles and other surfaces cleaned and fogger to be used 3. Day cleaner regularly cleans the frequently touched areas 4. Lockers not be used 5. Pupils encouraged to wash hands / use hand sanitiser when entering and reentering classrooms 6. Classroom based resources, such as books and games, can be used and shared within the year group bubble 7. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Where possible the fogger can be used on these items 			

8. The Guidance states 'Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.' therefore pupils to attend in full school uniform

Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Hazard</u>			
Staffing and visitor concerns			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Staff meeting on 4/3/21 to explain the process. Ongoing weekly briefings and weekly bulletin to keep staff updated 2. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools and will follow the control measures of the school. 3. Visitors to school such as contractors - site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Regular contractors are being tested on site - lateral flow tests 4. Measures for staff - Handwashing/sanitiser used regularly/school cleaned and fogger used. Staff to stay at the front of the class, 2m away from pupils and windows to be opened. Visors to be worn by staff as appropriate. Desks will be forward facing. The policy the social distancing to be adhered to. To avoid staff taking books home, h/w can be set on googleclassroom. Staff areas will be rearranged and soft furnishing removed. Fogger to be used to sanitise areas, including toilets. Individual Risk Assessment for staff who feel that this is appropriate to support their needs. Staff who are CEV to stay at home. Staff who are more than 28 weeks pregnant to work from home 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Hazard</u>			
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Allocated toilets for different year groups of pupils depending on their base areas 2. Hand sanitiser station to be set up outside the entrance and exits and around the site as well as wall mounted sanitiser units 3. Soap for handwashing and gel stations to be checked at the start of every day, and during the course of the day and re-filled as necessary. 4. Pupils to handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 5. Washing hands posters replaced in all washing areas 6. All areas of the school are fogged 7. Face coverings to be worn where socially distancing is not possible 8. Ventilation is key throughout the school 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Hazard</u>			
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned using the fogger (min 72 hours protection) 2. PPE to be worn by all cleaning and premises staff as required 3. Fogger to be used daily to disinfect and provide protection against contamination in specialist rooms which may have the need for more than one group in them in a day 4. Day cleaner to be on site cleaning key communal areas eg door handles, bannisters etc 5. Cashless payments and fob used for lunch payment 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard			
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<p>The current Guidance is that: Following the reintroduction of shielding, clinically extremely vulnerable staff are advised not to attend the workplace.</p> <ol style="list-style-type: none"> 1. Otherwise the expectation is that most staff will attend school. The school has a range of control measures to try and ensure the safety of staff - Handwashing/sanitiser used regularly/school cleaned and fogger used. Staff to stay at the front of the class, 2m away from pupils and windows to be opened. Desks will be forward facing. The policy the social distancing to be adhered to. To avoid staff taking books home, h/w can be set on googleclassroom. Staff areas will be rearranged. Fogger to be used to sanitise areas, including toilets. The aim is that these measures will prevent staff members becoming ill with the virus and transmitting others at home 2. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace and to try and ensure staff safety the control measures are in place as previously stated eg. hand washing, use of the fogger, social distancing, 3. Individual risk assessment in place for vulnerable staff. <p><u>J</u></p>			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard			
Child or adult shows symptoms whilst at school			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. All staff understand the symptoms of COVID-19 and follow school agreed process 2. Where a pupil becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home, if a distance of 2 metres cannot be maintained, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn 3. All suspected cases must be reported to HT 4. Site Manager to be advised immediately on all equipment and all waste that has been in contact with the individual. The area must be evacuated and deep-cleaned and tissues put in a plastic bag and ties, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive to follow the advice of Health England. 5. Staff to self- isolate – journey home by car 6. Pupil displaying symptoms to be taken to designated area of isolation to await collection. This is behind a closed door, and with appropriate adult supervision if required depending on the age and needs of the pupil. 7. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else 8. If a member of staff has been in contact with a pupil who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. 9. When a pupil or staff member develops symptoms compatible with coronavirus, they should be sent home, access a test and advised to self-isolate for 10 days. 10. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace. 11. Where the pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation 12. Where the pupil or staff member tests positive, their contacts should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms. 13. Parents informed not to send their child to school if they have a temperature or if they are having to quarantine after travelling from a quarantine area <p>For someone with symptoms of coronavirus</p>			

1. isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 10 days. Anyone else in your household must self-isolate for 10 days from when you started having symptoms
2. test: order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access
3. results: if your test is positive, you must complete the remainder of your 10 day self-isolation. Anyone in your household must also complete self-isolation for 10 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate
4. share contacts: if you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that we can give appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of our contract tracers. For contacts in school you need to inform the HT of these so that these staff can be contacted and ensure that they isolate

Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Hazard</u>			
Non-compliance with control measures / safety guidance			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. HT to communicate to young people, parents, carers or any visitors, such as contractors and suppliers, before return by letter and email the importance of following national guidelines 2. Regular letters to parents 3. Behaviour policy updated with a COVID Addendum: compliance and to advise that sanctions will be imposed where there is serious / persistent disregard for safety measures 4. Parents and pupils to be advised of Behaviour policy updates 5. Front Office to share instructions with visitors regarding safety measures 6. Front Office to ensure all visitors should use hand sanitiser on arrival in school and that they are to wear masks 7. Teachers/ adults to reiterate safety messages in class 8. Pupils to be supervised at all times whilst on site. Staff to supervise corridors, outside areas, toilets. 9. Pupils and parents to be strongly advised of the risks of disregarding social distancing in social groups before and after school. Sanctions to be imposed where cases are reported 			

Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments	Insert comments relevant to findings as appropriate		
Risk assessment to be ongoing process throughout phased re-opening to reflect guidance received, age of pupils on site and consultation with staff and governors			

Name of assessor	Signature of assessor	Date
Vivienne Qurrey		Seen by Governors July 2020 August 2020 Updates November 2020 Updated Jan 2021 Updated March 2021