

**The John Fisher School: COVID-19 Risk Assessment for full re-opening for students: September 2020/21**

<i>Description of Activity / Person / Area / Equipment being assessed</i>	Provision of childcare/education during the Covid-19 pandemic.	
<b>Section(s) / Team(s) covered</b>	The John Fisher School	
<b>Location(s) covered</b>	School Premises (to include Plough Lane)	
<b>Date of Original Assessment</b>	07.05.20 – 08.06.20 – 24.08.20 – 27.08.20 – 21.09.20	
When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	Risk assessment shared at FGB meeting on 16.06.20, shared with all staff on 16.06.20 and staff members can raise questions relating to it during one of three induction opportunities on 7.06.20	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No

Has action been taken	All actions which have been taken are documented in the risk assessment. Links for wider reading in relation to Government guidance have also been included.	
Confirmed by Line Manager?	Yes	
Lead Assessors name (print)	P E MCCULLAGH	
Lead Assessor's signature	P E MCCULLAGH	
Date:	08.06.20	

Has action been taken	Yes, and actions will remain ongoing	
Manager's name (print)	A SMITH	
Manager's signature	A SMITH	
Date:	08.06.20	

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**Review Dates**

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
16.07.20	22.06.20	Yes – PE & Chapel	TST/FJC	25.07.20
21.08.20	25.08.20	Yes – updates made	PMC	01.09.20
24.09.20				25.09.20

No:	Issue/hazard and what can go wrong	People at risk	Control measures/ mitigations to reduce the risk levels as low as practicably possible	Are Additional Controls Needed?
1	<b>Some staff or students may be more vulnerable to complications associated with COVID-19</b>	Staff Students	<ul style="list-style-type: none"> <li>Staff members and students invited to school will have to let the school know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: <a href="#">NHS list of high risk and moderate risk conditions</a></li> </ul> <p><b>Latest excerpt from the <a href="#">shielding guidance</a> (updated on 13th August):</b>  <i>“The guidance for the clinically extremely vulnerable is that shielding has been paused.                      This means:</i> <ul style="list-style-type: none"> <li><i>That the school does not need to follow previous shielding advice</i></li> <li><i>employees can go to work as long as the workplace is <a href="#">Covid-secure</a>,</i></li> <li><i>those considered ‘extremely vulnerable’ can go outside as much as you like but you should still try to keep your overall social interactions low.</i></li> <li><i>Where staff have ‘moderate risk’ medical conditions, they should work.</i></li> </ul> </p>	No

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			<ul style="list-style-type: none"> <li>• Where possible, those with ‘moderate risk’ conditions should avoid public transport and commute via walking, driving in a private vehicle or cycle, etc. The school has parking on site for them if there are any problems with parking on the nearby roads.</li> <li>• <a href="#">Occupational Health advice for employers and pregnant women.</a> This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk.</li> <li>• The school will review any individual staff risk assessments undertaken for pregnant staff and consider the advice – particularly in the case of those of 28 weeks gestation and beyond.</li> </ul>	
2	<b>People with symptoms of COVID-19 creating potential for transmission from person to person</b>	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Staff, students, parents/carers and any visitors, such as suppliers, are made aware that they must not enter the school if they or any member of their household are displaying any symptoms of COVID-19.</li> <li>• If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss of the sense of taste and/or smell, they will be sent home/their parents or carer are contacted to collect them and they are advised to follow the guidance: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection</a></li> <li>• This message regarding those with symptoms is continually reaffirmed through all written communication, via emails, letters, the website etc</li> <li>• The Government Guidance on full opening in September has changed the isolation period for those who test positive for coronavirus from 7 days to 10 days from the onset of symptoms.</li> </ul>	
3	<b>Stress and anxiety for staff members who are asked to return and who are worried about the risks to their health and the health of their family.</b>	Staff	<p><b>Link:</b> <a href="#">NHS list of high risk and moderate risk conditions</a></p> <ul style="list-style-type: none"> <li>• Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed.</li> <li>• School regularly receives updates from Council affiliated teams such as the H&amp;S Team and Education Teams.</li> </ul>	No

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			<ul style="list-style-type: none"> <li>• The school has reminded staff via an 'updates' email reminded of the availability of their Employee Assistance Programme, called 'Workplace Options'.</li> <li>• Staff members have access to official guidance from DfE and Public Health England.</li> <li>• Plans discussed with staff via an 'operational plan' (05.06.20), in meetings (SLT/ACB) and on invitation to a briefing/s (18.06.20). There will be a full induction for staff members to include a tour of the site on 01.09.20.</li> <li>• The School will continue to run confidential well-being calls on request, has a specific well-being email address and will promote specific websites via its 'updates' email.</li> </ul>	
4	<b>Testing</b>		<p>The government has widened the eligibility criteria for COVID-19 testing to include anyone with symptoms. Anyone with symptoms will need to be tested. This includes children aged 5 years and above.</p> <ul style="list-style-type: none"> <li>• <b>Link:</b> <a href="#">Guidance on Testing for Essential Workers (e.g. teachers)</a></li> <li>• <b>Link:</b> <a href="#">Guidance on Testing for Non-essential workers, e.g. parents and pupils</a></li> <li>• <b>Link:</b> <a href="#">Symptoms</a></li> <li>• <b>Link:</b> <a href="#">Essential Workers</a></li> </ul>	No
5	<b>Local Lockdowns</b>		<p>If a local area sees a spike in infection rates that is resulting in localised community spread, Public Health England (inc' the London Coronavirus Response Cell) will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice. The school will follow the advice provided by Public Health in these situations.</p> <p>In the event of a possible contagion at the school, the school will work closely with Public Health England and the Local Authority.</p> <ul style="list-style-type: none"> <li>• <b>Link:</b> <a href="#">Contingency Planning for Local Outbreaks (section 5 of Full Opening of Schools Guidance)</a> the Guidance includes educational aspects including the provision of remote learning if children are required to stay at home during these situations.</li> </ul>	

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6	<p><b>The potential for transmission of virus droplets from surfaces to the hands and then to the face –</b></p> <p><b>Handwashing</b></p> <p><b>Essential visitors</b></p> <p><b>Use of equipment including pens, keyboards</b></p>	<p>Staff Students Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• On arriving at school, all staff and students are required to wash their hands or apply hand sanitiser. Students will be well versed in the arrangements and handwashing methods, plus their role in infection control.</li> <li>• Specific document created on the role of the school, the role of the students, the role of the parents/carers and the role of staff members (circulated on 05.05.20)</li> <li>• On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors.</li> <li>• Prominent signage has been installed around the school up until 28.08.20 (including Plough Lane) so all are clear what is expected of them in relation to hand washing/hand sanitising.</li> <li>• Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place.</li> <li>• All staff and students will be reminded to wash their hands regularly during the day, especially before eating and drinking, and to avoid touching their nose, mouth or eyes.</li> <li>• Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments. Ensure hand sanitiser remains in stock.</li> <li>• Hand sanitisers are available throughout the school and soap will be available in the toilet areas.</li> <li>• <b>Link:</b> Guidelines on hand hygiene <a href="https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronaviruses%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf">https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronaviruses%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf</a></li> <li>• <b>Link:</b> <a href="#">Wash your hands poster</a></li> <li>• We will promote 'catch it, bin it, kill it'.</li> <li>• <b>Link:</b> Catch it, Kill it, Bin it poster <a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</a></li> <li>• First Aiders have access to local handwashing facilities/hand sanitiser.</li> </ul>	No
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	<b>Cleaning</b>		<ul style="list-style-type: none"> <li>• Staff, students and contractors use their own pens and stationery where possible, not sharing items with others.</li> <li>• Increased cleaning of frequently touched surfaces using standard cleaning products.</li> <li>• Both staff and students must adhere to the professional dress code for staff/full school uniform including wearing their id lanyards (Yr. 7-9 students can wear their Games kit on the days in which they have 'Games'). Visitors will wear disposable badges/labels.</li> </ul>	
7	<b>Social distancing -</b>  <b>Classrooms</b>  <b>Classrooms and offices</b>	Staff Students Visitors	<ul style="list-style-type: none"> <li>• Visitors to the school have been greatly reduced to only those people who need to undertake essential work. Visitors to the school are still reduced to those which are essential, with careful discussion and arrangements made.</li> <li>• Supply teachers are still permitted to move between classes although the school will try to keep these to a minimum depending on the level of need. Peripatetic teachers will deliver remote lessons. Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. The school ensures these individuals are aware of the handwashing and social distancing arrangements to be followed in school.</li> <li>• Seating is organised in classrooms so there is safe distancing as much as possible between students and staff members</li> <li>• 'Bubbles' are kept together as much as possible on school site.</li> <li>• There will be the rotation of staff members rather than the movement of students. The staff will wash their hands in-between sessions.</li> <li>• Students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</li> <li>• Desks can be arranged so students sit looking in the same direction</li> <li>• Where there is a ground floor classroom/access directly to a building these will be utilised as entry points to reduce congestion in the main entry points.</li> <li>• Classroom and office window(s) are kept open enough to maintain good general ventilation where possible.</li> <li>• For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and</li> </ul>	No

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			<p>games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. 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.</p> <ul style="list-style-type: none"> <li>• Sanitising wipes are provided for areas where students or staff are using keyboards and mice.</li> <li>• Where possible, those staff not supervising, or teaching students work alone in each office/room. Where this is not possible, staff maintain the safe distancing rule.</li> </ul>	
8	<p><b>Social Distancing -</b></p> <p><b>Travelling to and from school</b></p> <p><b>Drop off and collection times</b></p>		<ul style="list-style-type: none"> <li>• Unnecessary travel on coaches, buses or public transport will be avoided where possible.</li> <li>• Parents/Carers will be discouraged from gathering at the school gates and reminded of the safe distancing rule.</li> <li>• Start and finish times will be staggered to avoid larger groups gathering and the school will be using 3 different entry/exit points.</li> <li>• Students on dedicated school services do not mix with the general public on those journeys and tend to be consistent.</li> <li>• Organised queuing and boarding of Yr. 7 students only in Half Term 1 will take place.</li> <li>• The school checks the Government Advice daily.</li> </ul>	No
9	<p><b>Social distancing -</b></p> <p><b>Classrooms, Toilets, Dining areas</b></p>	<p>Staff Students</p>	<ul style="list-style-type: none"> <li>• Students will remain in their classroom environment. Students with FSM will still have their lunch items provided. The Quad area (outdoor venue) can continue to be used – tables to remain at a safe distance.</li> <li>• Entrance into venues will be controlled. A 'transition' rota will be implemented.</li> <li>• Exit doors/windows open and doors safely secured to provide good general ventilation.</li> <li>• Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. Staff should maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children (this will not always be possible). In particular,</li> </ul>	No

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			<p>they should avoid close face to face contact and minimise time spent within 1 metre of anyone. It will not be possible when working with many students who have complex needs or who need close contact care. These students' educational and care support will be provided as normal."</p> <ul style="list-style-type: none"> <li>• The Government Guidance notes:  <i>"Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</i>  <i>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</i> <ul style="list-style-type: none"> <li>• <i>children's ability to distance</i></li> <li>• <i>the lay out of the school</i></li> <li>• <i>the feasibility of keeping distinct groups separate while offering a broad curriculum."</i></li> </ul> </li> </ul>	
10	<p><b>Social distancing -</b></p> <p><b>Staffroom and staff toilet facilities</b></p> <p><b>Meetings</b></p>	Staff	<ul style="list-style-type: none"> <li>• Toilet areas in the Main building only permit one staff member at a time or a small number (where there are cubicles).</li> <li>• Staff will be encouraged to close toilet lids before flushing.</li> <li>• Staff make their own drinks and handle their own food.</li> <li>• Staff members must socially distance during meetings in an appropriately sized venue in relation to the total number of individuals.</li> <li>• Meetings with Governors and other external groups will still take place remotely.</li> <li>• Appropriate ventilation/window(s) opened where possible.</li> </ul>	No
11	<p><b>Social distancing -</b></p> <p><b>movement around school buildings</b></p>	Staff Students	<ul style="list-style-type: none"> <li>• Some windows along corridors are opened to help with general ventilation where possible.</li> <li>• To minimise close contact between users, lift will only be used by those with disabilities or for staff moving heavy or large objects. This applies to the lift in the Sir David Lane Building.</li> </ul>	



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			<p><b>Excerpts from Government Guidelines:</b></p> <ul style="list-style-type: none"> <li>• “Groups should be kept apart, meaning that schools should avoid large gatherings...” This includes Collective Worship and Team Meetings.</li> <li>• “Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.”</li> </ul>	
12	<b>Provision of First Aid and medication</b>	Staff Students	<ul style="list-style-type: none"> <li>• First Aiders will have access to local handwashing facilities including soap and hand sanitiser.</li> <li>• Disposable gloves will be provided for first aiders (preferably non-latex for allergy reasons).</li> <li>• First Aiders should wear a fluid-resistant surgical mask when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases.</li> <li>• Disposable plastic aprons have been purchased and will be available.</li> <li>• First Aiders need to consider each situation, whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.</li> <li>• Where possible a window is kept open in the first aid room to help ensure good ventilation.</li> <li>• Staff members will be asked to clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.</li> <li>• The following link provides information on how to safely remove the masks and other PPE: <a href="#"><u>Advice on removing surgical masks and other PPE.</u></a></li> </ul>	No

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	<p><b>Administering medication</b></p>		<ul style="list-style-type: none"> <li>• <b>Government Advice to First Aiders including Resuscitation:</b> <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></li> <li>• <a href="#"><u>Resuscitation Council Advice</u></a></li> </ul> <p><b>Medication</b></p> <ul style="list-style-type: none"> <li>• Staff dispensing medication to students in the Main Office will minimise contact.</li> <li>• Staff members will wash hands before and after dispensing the medication</li> <li>• Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> <li>• If required, gloves will be worn by staff members when giving medication.</li> </ul>	
13	<p><b>Someone develops COVID-19 symptoms whilst at school</b></p>	<p>Staff Students</p>	<p>If anyone is experiencing a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they will be sent home/their parent/carer will be contacted to collect them and they are advised to follow the <a href="#"><u>staying at home guidance</u></a>.</p> <ul style="list-style-type: none"> <li>• If a student is awaiting collection, they will be moved to the medical room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. The route can then be cleared as the person leaves the site.</li> <li>• Where possible, a window is opened for ventilation.</li> <li>• If the student needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a safe distance cannot be maintained.</li> <li>• If contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.</li> </ul>	<p>No</p>

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			<ul style="list-style-type: none"> <li>● If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>● The school will call 999 if they are seriously ill or injured or their life is at risk.</li> <li>● If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.</li> <li>● Staff members will wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell.</li> <li>● Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people.</li> <li>● <b>Link:</b> advice on cleaning in non-healthcare settings: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>● Where a student or staff member tests positive for Coronavirus, the rest of their group will be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</li> <li>● <b>Link:</b> <a href="#">What happens if someone attending school then tests positive for coronavirus?</a></li> <li>● <b>Excerpt from Government Guidance for schools:</b> <i>“Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</i> <ul style="list-style-type: none"> <li>● <i>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i></li> </ul> </li> </ul>	
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			<ul style="list-style-type: none"> <li>● <i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i></li> <li>● <i>travelling in a small vehicle, like a car, with an infected person</i></li> <li>● <i>the Health Protection Team will provide definitive advice on who must be sent home...</i></li> </ul>	
14	<b>Routine cleaning of communal areas of the school estate</b>	Staff/ Cleaning Contractors	<p>For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following is in place by the cleaning contractors who have their own risk assessment but will also follow the school's procedures:</p> <ul style="list-style-type: none"> <li>● Disposable gloves will be worn by contractors.</li> <li>● Staff members will wear uniform.</li> <li>● Mops will continue to be used for tasks.</li> <li>● No jet washing takes place during the current Covid-19 crisis - not under any circumstances.</li> <li>● Cleaning staff members wash their hands when they have finished their task and dispose of the gloves.</li> <li>● As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19.</li> </ul>	No
15	<b>Cleaning Lifts</b>	Staff cleaning/ contractors cleaning	<ul style="list-style-type: none"> <li>● The lift should be interrupted with the doors open for a few minutes prior to it being cleaned. This allows time for any droplets in the air within the lift to be dispersed.</li> <li>● Cleaning procedure for lifts to include wiping of walls with warm soapy water or chlorine-based cleaning product, taking the electric controls into account.</li> <li>● Staff should wear disposable gloves and masks for cleaning and should not touch their face throughout the cleaning process.</li> <li>● Single-use clean cloths should be used, and safe disposal of cleaning products as detailed elsewhere in this risk assessment should be followed.</li> </ul>	No
16	<b>Storage and issuing of masks</b>	Staff / students	<ul style="list-style-type: none"> <li>● Staff and students are permitted to wear face masks in corridors, communal areas and classrooms. Masks and visors were made available to staff members.</li> </ul>	No

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	<p align="center"><b>Putting on the masks</b></p>	<p align="center">Staff</p>	<ul style="list-style-type: none"> <li>• Where masks have been supplied for staff members (e.g. First Aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean.</li> <li>• Most staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a small number of cases, including:             <ul style="list-style-type: none"> <li>• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained</li> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used”</li> </ul> </li> <li>• The following link provides information on donning masks:  <b>Link:</b> Advice on donning surgical masks and other PPE: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf</a></li> <li>• The following link provides information on how to safely remove the masks and other PPE:  <b>Link:</b> <a href="#">Advice on removing surgical masks and other PPE.</a>  <b>Video:</b> <a href="#">PPE Donning and Doffing PPE: https://youtu.be/-GncQ_ed-9w</a></li> </ul>	
<p align="center">17</p>	<p align="center"><b>Ventilation including mechanical ventilation</b></p>	<p align="center">All</p>	<ul style="list-style-type: none"> <li>• Reference has been made in this risk assessment to having some windows open in various areas, including classrooms, offices, corridors, and kitchens to help create general natural ventilation. Encourage staff members to keep windows open when the classroom is in use.</li> <li>• Re: ventilation systems/air handling units/ air conditioning, the following guide produced by the REHVA (Federation of European Heating, Ventilation and Air Condition Association):  <b>Link:</b> Guidance on Ventilation by REHVA <a href="https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf">https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf</a></li> </ul>	

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			<p><b>“Air conditioning”</b></p> <ul style="list-style-type: none"> <li>• The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low, as long as there is an adequate supply of fresh air and ventilation.</li> <li>• The school does not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. There is also no need to adjust systems in individual rooms or portable units as these operate on 100% recirculation.</li> </ul>	
18	<p><b>The potential for transmission of virus droplets from surfaces to the hands and then to the face</b></p> <p><b>Shared equipment</b></p>	All	<ul style="list-style-type: none"> <li>• Staff, students, and contractors use their own pens and stationery, not sharing items with others. If a school pen has to be used because an individual does not have a pen, then a pen is provided which is then wiped clean afterwards.</li> <li>• Sharing of computers and tablets should be avoided where possible. Keypads to be wiped at the start and the end of use.</li> <li>• Consider how play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</li> </ul>	No
19	<b>Fire</b>	All	<ul style="list-style-type: none"> <li>• Review fire evacuation procedures to consider if there are busy areas and whether the current assembly point presents social distancing issues. A Smith has taken advice from David Charles at the Local Authority.</li> <li>• Review whether some fire doors which are not currently held open with automatic door release mechanisms but are presenting issues (either in terms of having to be touched regularly as people move around the school or in terms of general ventilation). Procedures in place for regular cleaning of the areas of the door most frequently made contact with. Installation of new fire doors taking place in several areas across the school.</li> <li>• Doors will temporarily be wedged open to avoid physical contact and improve ventilation during the pandemic. These wedges will be removed during all evacuations. Only rooms with people in them will have their room doors wedged open. The wedged doors are checked during fire drills to see if they are closed. – The wedges are removed at night-time.</li> </ul>	No

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			<p>Storage of supplies of alcohol-based hand sanitiser</p> <p>The school will ensure that its supplies of sanitiser:</p> <ul style="list-style-type: none"> <li>• are not stored within fire escape routes including stairwells;</li> <li>• are not stored near ignition sources - they are kept from heat, hot surfaces, sparks, open flames and other ignition sources;</li> <li>• the containers are kept tightly closed;</li> <li>• located in a room with a fire door.</li> </ul>	
20	<b>Food and drink</b>	All	<ul style="list-style-type: none"> <li>• Staff to make their own drinks and not to share foodstuffs, cutlery, and cups etc.</li> <li>• Caterers to prepare a limited number of items for staff or students to pre-order which will then be collected.</li> <li>• Students are not allowed to swap food from their lunch boxes/plates.</li> </ul>	No
21	<b>Communicating with staff and parents/carers</b>	All	<ul style="list-style-type: none"> <li>• Parents/carers will be kept informed of the general arrangements being made and explain what is expected of them in terms of dropping off and collecting sons, use of public transport via letters (Edulink), the and the website.</li> <li>• Parents/carers will be informed that if their son feels in any way unwell, they may need to stay at home and not come into school. Any student who persistently fails to follow safe distancing guidance will be asked to study at home.</li> </ul>	No
22	<b>COVID controls declaration poster</b>		<ul style="list-style-type: none"> <li>• The Government has produced a declaration poster to display: <b>Link: <a href="#">Covid Secure Poster</a></b></li> </ul>	
23	<p><b>Sources:</b></p> <p>The following guidance has been considered in the preparation of this risk assessment.</p>		<ul style="list-style-type: none"> <li>• <a href="#">Government Advice on Implementing Social Distancing in Schools</a></li> <li>• <a href="#">Safe Working in Education, Child Care and Children's Social Care Settings</a></li> <li>• <a href="#">Reopening Schools and Other Settings - Information for Parents</a></li> <li>• <a href="#">Government Advice - Conducting a SEND Risk Assessment</a> (the SEND one states it will be updated before the 1st June 2020)</li> <li>• <a href="#">Government Guidance for Schools - shielding children and adults</a></li> <li>• <a href="#">Actions for Schools During the Coronavirus</a></li> <li>• <a href="#">Guidelines on hand hygiene</a></li> <li>• <a href="#">Advice on donning surgical masks and other PPE</a></li> </ul>	

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			<ul style="list-style-type: none"> <li>• <a href="#">Advice on removing surgical masks and other PPE</a></li> <li>• <a href="#">Video: PPE - Donning and Doffing PPE Video, Public Health England</a></li> <li>• <a href="#">School Premises - Managing Partially Opened Buildings</a></li> <li>• <a href="#">Guidance on Ventilation by REHVA</a></li> <li>• <a href="#">Guidance on cleaning in non-healthcare settings</a></li> <li>• <a href="#">DfE Summary of Government Advice Scientific Evidence Summary</a></li> <li>• <a href="#">Covid Secure Poster</a></li> <li>• <a href="#">Staying at home guidance</a></li> <li>• <a href="#">Catch it, Kill it, Bin it poster</a></li> </ul>	
24	PE/Sports	Staff and students	<ul style="list-style-type: none"> <li>• Refer to separate document below*</li> </ul>	Yes
25	Chapel	Staff/Students	<p>Refer to 'Guidance for the safe use of places of worship during the pandemic' which outlines information on: restricting numbers, use of shared items, wearing of face coverings, singing &amp; use of musical instruments, multiple entry/exits points, use of a one way system, social distancing, cash donations etc</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july">https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july</a></p> <p><b>Excerpt from the Archdiocese of Southwark:</b>          'The temporary suspension of the obligation on Catholics to attend Mass on Sunday remains in place because of the pandemic. Following due consideration, it therefore seems prudent, for the time being, to continue the deferral of the celebration of Mass within schools, including school Masses usually held in a local Church. It is also not possible to hold any school celebrations of Word and Communion, where Holy Communion is distributed in a liturgy outside of the Mass. These are provisional measures which will be reviewed on a half termly basis.'</p>	Yes



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<b>*PE</b>				
<b>No:</b>	<b>Issue/hazard and what can go wrong</b>	<b>People at risk</b>	<b>Control measure/mitigations to reduce the risk levels as practically possible</b>	<b>Are Additional controls Needed?</b>
1	Hand Washing facilities with soap and water in place	Staff/ Students	Hand washing facilities will be available to the students in the two toilets in the pavilion changing rooms. Each toilet facility on entering will have a hand sanitising station outside. They will then go to the toilet and wash hands. On exit on far end on the changing room the will hand sanitises again. Hand sanitiser will also be available at every training bubble. Hand sanitising station will also be at the entrance and exit from Plough Lane.	No
2	Stringent hand washing taking place	Staff/ Students	All signage will be on show to remind students and staff will brief students at the beginning, during every break and at the end of the sessions. During ball work regular pitch sanitising will take place as well as the procedures mentioned above.	No
3	Gel sanitiser readily available and used regularly	Staff/ Students	Gel sanitiser will be available at the following areas and will be compulsory <ul style="list-style-type: none"> <li>• Plough lane entrance/exit</li> <li>• Toilet entrance</li> <li>• Toilet Exit</li> <li>• At every 'training bubble'</li> </ul>	No
4	Disposable towels available and used to swipe sweat off face	Staff/ Students	A bin and disposable towels will be present next to every training bubble to avoid transmission. Hand sanitising will take place after use of towel.	No
5	Gel sanitisers in area where washing facilities are not easily accessible	Staff/ Students	Hand sanitiser will be located at the entrance and exit of the toilets. However, some training bubble areas further away so hand sanitiser will be pitch side for regular use.	No
6	Equipment cleaned and disinfected before and after use	Staff/ Students	All equipment will only be used by the specific bubble. It will be cleaned before and after every session to minimise transmission of Covid-19.	No
7	Equipment stored securely	Staff/ Students	All equipment will be stored safely in the pavilion and each bubbles equipment will be stored at a safe distance from each other. 'Bubble' signage will be put with every grouped equipment.	No

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8	Minimise sharing of equipment/kit	Staff/ Students	Each 'bubble' will have their designated piece of kits and practices will be planned to minimise equipment sharing.	No
9	No sharing of water bottles	Staff/ Students	All students/parents will be told the procedures around water bottles. Each students water bottle stays on their designated area and they must not share.	No
10	Social distancing - Classrooms, Toilets, Dining areas	Staff Students	Students will remain in their training environment. There will be no access to the pavilion for food or water. <ul style="list-style-type: none"> <li>● entrance into venues will be controlled with small numbers of students allowed in the space at any one time.</li> <li>● Exit doors/windows open and doors safely secured and open (so they cannot slam shut in the wind) to provide good general ventilation.</li> <li>● Students are only permitted to use the toilet facilities during agreed times which are in the same building as their classroom environment. Students will not be permitted to use these without permission unless necessary.</li> </ul>	No
11	Social distancing - movement around training area	Staff/ Students	Students will stay in their training bubbles until it is break where they will sit in their designated socially distanced areas. If the toilet is needed, they can go during the breaks. Breaks will be staggered.	No
12	No close physical contact	Staff/ Students	RFU road map to return to play will be adhered to. All training sessions will adhere to all current RFU guidelines	No
13	No hand shaking/high fiving	Staff/ Students	Students will be verbally reminded of this as well as relevant signage. Breaking of this rule will result in a warning plus an instant trip to the hand sanitiser	No
14	No huddles	Staff/ Students	Staff will ensure this does not take place as per RFU Guidelines and social distancing measures will always be met	No
15	If space allows, increase social distancing between players during heavy excursion	Staff/ Students	During heavy physical excursion students will be spread above the social distancing measures and spacing will increase to +2 meters to prevent transmission for elevated perspiration and sweat	No
16	Is there an effective plan to deal with someone with	Staff/ Students	If anyone is experiencing a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they will be sent home/their parent/carer will	No

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	suspected symptoms should it be necessary		<p>be contacted to collect them and they are advised to follow the staying at home guidance.</p> <ul style="list-style-type: none"> <li>● If a student is awaiting collection, they will be moved to the pavilion staff room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. The route can then be cleared as the person leaves the site.</li> <li>● Where possible, a window is opened for ventilation.</li> <li>● If the student needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a safe distance cannot be maintained.</li> <li>● If contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.</li> </ul>	
17	Ensure guidance signage is clearly visible	Staff/ Students	<p>Signage to be at the following locations</p> <ul style="list-style-type: none"> <li>● Entrance/Exit to Plough lane</li> <li>● Toilet mirrors</li> <li>● Kitchen area</li> <li>● Pitch side for each bubble</li> </ul>	No
18	Pavilion use	Staff/ Students	Pavilion is out of use unless there is a student who develops symptoms on site.	No
19	Track and Trace	Staff/ Students	A register will be taken for every group that takes part in the session to track and trace should a positive case emerge.	
21	People with symptoms of COVID-19 creating potential for transmission from person to person	Staff Students Visitors Contractors	<p>Staff, students, parents/carers and any visitors, such as suppliers, are made aware that they must not enter the school if they or any member of their household are displaying any symptoms of COVID-19.</p> <ul style="list-style-type: none"> <li>● If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss of the sense of taste and/or smell, they will be sent home/their parents or carer are contacted to collect them and they are advised to follow the guidance: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection</a></li> </ul>	No

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			<ul style="list-style-type: none"> <li>• The arrangements for this are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school' – noted further in the document.</li> <li>• Signage and posters, all written communication via emails, letters etc</li> </ul>	
22	Stress and anxiety for staff members who are asked to return and who are worried about the risks to their health and the health of their family.	Staff	<ul style="list-style-type: none"> <li>• Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed.</li> <li>• School regularly receives updates from Council affiliated teams such as the H&amp;S Team and Education Teams.</li> <li>• The school has reminded staff via an 'updates' email reminded of the availability of their Employee Assistance Programme, called 'Workplace Options'.</li> <li>• Staff members have access to official guidance from DfE and Public Health England.</li> </ul>	No
23	Testing		<p>The government has widened the eligibility criteria for COVID-19 testing to include anyone with symptoms. This includes children aged 5 years and above.</p> <ul style="list-style-type: none"> <li>• Link: Guidance on testing for essential workers (e.g. teachers) <a href="https://www.gov.uk/guidance/coronavirus-covid-19-gettingtested#contents">https://www.gov.uk/guidance/coronavirus-covid-19-gettingtested#contents</a></li> <li>• Link: Guidance on Testing for Non-essential workers, e.g. parents and students</li> <li>• Link: Symptoms <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#symptoms">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#symptoms</a></li> <li>• Link: Essential Workers</li> </ul> <p>The school encourages staff to follow Test, Track and Trace where required. Ongoing communication.</p>	No
24	Social Distancing - Travelling to and from school Drop off and collection times	All	<p>Unnecessary travel on coaches, buses or public transport will be avoided where possible.</p> <ul style="list-style-type: none"> <li>• Parents/Carers will be discouraged from gathering at the school gates and reminded of the safe distancing rule.</li> <li>• Start and finish times will be staggered to avoid larger groups gathering, for example different class groups at different times.</li> </ul>	No



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26	Someone develops COVID-19 symptoms whilst at training	Staff/ Students	<p>If anyone is experiencing a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they will be sent home/their parent/carer will be contacted to collect them and they are advised to follow the staying at home guidance.</p> <ul style="list-style-type: none"> <li>● If a student is awaiting collection, they will be moved to the medical room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. The route can then be cleared as the person leaves the site.</li> <li>● Where possible, a window is opened for ventilation.</li> <li>● If the student needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a safe distance cannot be maintained.</li> <li>● If contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.</li> </ul> <p>If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> <li>● The school will call 999 if they are seriously ill or injured or their life is at risk.</li> <li>● If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.</li> <li>● Staff members will wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell.</li> <li>● Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people.</li> <li>● Link: advice on cleaning in non-healthcare settings: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>● Where a student or staff member tests positive for Coronavirus, the rest of their group will be sent home and advised to self-isolate. The other household members of that wider group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</li> </ul>	No
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28	Food and drink	Staff/ Students	Staff to make their own drinks and not to share foodstuffs, cutlery and cups etc Students are not allowed to swap food from their lunch boxes/plates	No
29	Communicating with staff and parents/carers	All	Parents/carers will be kept informed of the general arrangements being made and explain what is expected of them in terms of dropping off and collecting sons, use of public transport and wearing of face coverings etc. <ul style="list-style-type: none"> <li>● Parents/carers will be informed that if their son feels in any way unwell, they may need to stay at home and not come into school. Any student who persistently fails to follow safe distancing guidance will be asked to study at home.</li> </ul>	No

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**Action Plan for Improvement**

**This action plan is to record where there are additional controls required or tasks that need to be completed.**

<b>No.</b>	<b>Hazard and what can go wrong</b>	<b>Action required to reduce risk so far as is reasonably practicable</b>	<b>Residual Risk</b>	<b>By Whom</b>	<b>Target Date</b>	<b>Completion Date</b>	<b>Completed By</b>
23	PE/Sports	PE Dept will review the sports and activities and list which can be continued, if any.	Low	PE Dept	22.06.20	22.06.20	TST
23	PE/Sports	PE Dept will record what additional controls, such as cleaning are required to carry out the above sports.	Low	PE Dept	22.06.20	22.06.20	TST
24	The Chapel	The Chapel will remain closed during the 4 weeks of a wider re-opening until 19.07.20	High	Chaplain	22.06.20	17.07.20	PMC/FJC