All Hallows Catholic School

Re-opening Risk Assessment

Date	Version	Changes	Senior Leadership Team Approval	Governing Board Approval
12/06/2020	V1	Drafted by Mark Baines, June opening to Years 10 and 12	Mark Baines	Ian Anderson
21/08/2020	V2	Drafted by Mark Baines, September full reopening	Mark Baines	Ian Anderson
11/09/2020	v2.1	Revised by Mark Baines following updated Surrey CC and Government Guidance	Mark Baines	Ian Anderson

	Risk rating prior to action	Recommended controls/Mitigation and Protective Measures	In place?	By whom?	Deadline	Risk rating following action
	H/M/L		Yes No In progress N/A			H/M/L
erence to policies and procedures	H	Health and Safety Policy has been updated in light of the COVID-19 advice	Y	CAN	20/08/2020	M
		All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:				
	M	- Health and Safety Policy	Y	CAN	20/08/2020	M
	M	- Infection Control Policy	Y	CAN	20/08/2020	M
	M	- First Aid Policy	Y	CAN	20/08/2020	M
		All staff have regard to all relevant guidance and legislation including, but not limited to, the following:	Y	CAN	20/08/2020	
	H	- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013	Y	CAN	20/08/2020	M
	H	- The Health Protection (Notification) Regulations 2010	Y	CAN	20/08/2020	M
	H	- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'	Y	CAN	20/08/2020	M
	H	- DfE and PHE (2020) 'COVID-19: guidance for educational settings'	Y	CAN	20/08/2020	M
	H	The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.	Y	CAN	20/08/2020	M
		The school keeps up-to-date with advice issued by, but not limited to, the following:	Y	CAN	20/08/2020	M
	H	- DfE; NHS; Department of Health and Social Care; PHE	Y	CAN	20/08/2020	M
	H	Staff are made aware of the school's infection control procedures in relation to coronavirus via email and SharePoint;	Y	CAN	20/08/2020	M

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Awareness of and adh	H	Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance.	Y	MBA	11/09/2020	M
	H	Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell;	Y	TFA	20/08/2020	M
	H	Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff.	Y	TFA	20/08/2020	M
	H	The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.	Y	MBA	20/08/2020	M
Prevention dividuals who are unwell with COVID-19 symptoms	H	Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home.	Y	TFA	11/09/2020	M
	H	If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.	Y	TFA	11/09/2020	M
	H	If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people.	Y	DRA	20/08/2020	M
	H	If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.	Y	DRA	20/08/2020	M
	H	Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they	Y	DRA	20/08/2020	M
	H	PPE will 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 educ	Y	DRA	20/08/2020	M

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	H/M/L		Yes No In progress N/A			H/M/L
1.Minimise contact with ir	H	In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.	Y	DRA	20/08/2020	L
	H	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 (see below) or they have been requested to do so by NHS Test & Trace.	Y	DRA	20/08/2020	M
	H	The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area.	Y	CAN	20/08/2020	M
	H	Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy	Y	DRA	20/08/2020	L
	H	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance	Y	CAN	20/08/2020	L
Prevention 2.Good hand hygiene practice	H	The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.	Y	TFA	20/08/2020	L
	H	Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	Y	CAN	11/09/2020	L
	H	The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.	Y	TFA	20/08/2020	L
	H	Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a bin or place reusable	Y	TFA	20/08/2020	M
	H	Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments.	Y	CAN	20/08/2020	M
Prevention 3.Good respiratory hygiene	H	'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine.	Y	CAN	20/08/2020	L
	H	Younger pupils and those with complex needs are helped to follow this.	Y	TFA	20/08/2020	M
	H	Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.	Y	TFA	20/08/2020	L
	M	DFE guidance to be followed on the use of face coverings in education and clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings.	Y	TFA	01/09/2020	L

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	H/M/L		Yes No In progress N/A			H/M/L
Prevention 4.Enhanced cleaning	H	Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;	Y	CAN	20/08/2020	M
	H	More frequent cleaning of rooms and shared areas that are used by different groups	Y	CAN	01/09/2020	L
	H	Different groups/ "Bubbles" ARE allocated toilet blocks (with the exception of Years 7 and 8, who will share), toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet.	Y	CAN	20/08/2020	M
	H	The COVID-19: cleaning of non-healthcare settings guidance is followed.	Y	CAN	20/08/2020	L
		Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract.	N/A	CAN	20/08/2020	
	H	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance	Y	CAN	20/08/2020	M
	H	Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.	Y	CAN	20/08/2020	M
	H	The SBM arranges enhanced cleaning to be undertaken where required.	Y	CAN	20/08/2020	M
	H	The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	Y	CAN	20/08/2020	M

	H	The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:	Y	SPA	20/08/2020	M
		- Pupils ability to distance;		SPA	20/08/2020	
		- The layout of the school site;		SPA	20/08/2020	
		- The feasibility of keeping distinct groups separate while offering a broad curriculum		SPA	20/08/2020	
		More information on groups can be found in COVID-19: Guidance for full opening				
		All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.				
		Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.				
	H	Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone.	Y	MBA	01/09/2020	L
	H	Adults should maintain 2 metre distance from each other and from children where possible.	Y	MBA	01/09/2020	L
	H	Pupils old enough should be supported to maintain distance and not touch staff and their peers.	Y	MBA	01/09/2020	L
	H	If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups.	N/A			

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	H/M/L		Yes No In progress N/A			H/M/L
Prevention 5.Minimise contact	H	Pupils are seated side by side and facing forwards, rather than face to face or side on, where possible.	Y	TFA	20/08/2020	L
	H	Large gatherings such as assemblies are avoided, and groups kept apart.	Y	DRA	20/08/2020	L
		The timetable is revised to implement where possible:		SPA	20/08/2020	
	H	- Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;	Y	SPA	20/08/2020	L
	H	- Maximise the number of lessons or classroom activities which could take place outdoors;	Y	SPA	20/08/2020	L
	H	- Staggered assembly groups;	N/A			
	H	- Lunchtime are staggered to minimise pupils moving around the school at the same time; Different playgounds are allocated for each year group for break and lunch, as well different exit routes.	Y	LPO	20/08/2020	L
	M	- Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact;	Y	TFA	20/08/2020	L
	M	Pupils use the same zone or defined area for the majority of subjects throughout the day, with a thorough cleaning of the rooms at the end of the day.	Y	SPA	20/08/2020	M
		Mixing within education or childcare setting is minimised by:		SPA		
	M	- accessing rooms directly from outside where possible;	Y	SPA	20/08/2020	M
	H	- Implemented defined routes to keep groups apart as they move through the setting where spaces are accessed by corridors;	Y	SPA	20/08/2020	M
	H	- The number of pupils using the toilet at any one time is limited;	Y	SPA	20/08/2020	M
	M	The use of shared space such as halls is limited and there is cleaning between use by different groups;	Y	SPA	20/08/2020	M
	M	The use of staff rooms and offices is restricted to limit occupancy.	Y	JON	20/08/2020	M
	H	Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors.	Y	CAN	20/08/2020	M
	M	Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are 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;	Y	RHA	20/08/2020	M
	M	Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.	Y	TFA	20/08/2020	L
	M	Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;	Y	RHA	20/08/2020	L

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	H/M/L		Yes No In progress N/A			H/M/L
	M	Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximisi	Y	LPO	20/08/2020	M
	M	Singing, wind and brass instrument playing can be undertaken in line with the Music, Dance and drama in schools section in the full opening guidance and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, a	Y	SPA	01/09/2020	L
		The current advice is against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings.				
		In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.				
Prevention 6.Where necessary, wear PPE		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:		DRA		
	H	- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained	Y	DRA	20/08/2020	M
	H	- 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	Y	DRA	20/08/2020	M
		Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection and follow SCC PPE guidance.				
tion e	M	NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to:	Y	DRA	20/08/2020	M
	H	- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit	Y	DRA	20/08/2020	M

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	H/M/L		Yes No In progress N/A			H/M/L
Response to infec 7.Test and trace	H	- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace	Y	DRA	20/08/2020	M
	H	- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	Y	DRA	01/09/2020	M
	H	The school will ask parents and staff to inform them immediately of the result of the test:	Y	DRA	20/08/2020	M
	H	- If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.	Y	DRA	01/09/2020	M
	H	If someone test positive they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.	Y	DRA	01/09/2020	M
Response to infection 8.Managing confirmed COVID-19 cases	H	Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases.	Y	DRA	20/08/2020	L
	H	If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school .	Y	DRA	20/08/2020	M
	H	The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.	Y	DRA	20/08/2020	M
	H	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:	Y	DRA	20/08/2020	M
		- 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)				
		- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual				
		- Travelling in a small vehicle, like a car, with an infected person				
	M	Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has.	Y	DRA	20/08/2020	L
	H	Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.	Y	RHA	20/08/2020	M

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	H/M/L		Yes No In progress N/A			H/M/L
Response to infection 9.Contain any outbreaks	H	If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.	Y	DRA	20/08/2020	M
	H	Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.	Y	DRA	20/08/2020	M
	H	In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.	Y	MBA	20/08/2020	M
	H	Remote education plan in place by September 2020 for individual pupils or groups of pupils self-isolating.	Y	RHA	20/08/2020	M
Emergencies	H	All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	Y	TFA	20/08/2020	L
	H	Pupils' parents are contacted as soon as practicable in the event of an emergency.	Y	TFA	20/08/2020	L
	H	Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.	Y	TFA	20/08/2020	L
	H	The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Y	CAN	20/08/2020	M
	H	Fire Drill procedure will have to be amended so that children and staff line up in their "bubble" and stand 2 metres away from the next "bubble"	Y	SPA	20/08/2020	M
Managing School Transport	M	Parents, children and young people are encouraged to walk or cycle to their education setting where possible;	Y	TFA	20/08/2020	L
		For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport.				
	H	Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;	Y	TFA	20/08/2020	L
	H	Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;	Y	TFA	20/08/2020	L
		Where possible, transport arrangements are organised to cater for any changes to start and finish times;				
	H	Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).	Y	TFA	01/09/2020	L
res	H	Staff performing AGPs in these settings should follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE, which is:	Y	CAN	11/09/2020	L
		a FFP2/3 respirator				

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	H/M/L		Yes No In progress N/A			H/M/L
Aerosol Generating Procedu		gloves				
		a long-sleeved fluid repellent gown				
		eye protection				
	H	Children and young people should be taken from the classroom or shared area for any AGP to be carried out in a designated room with the doors closed and any windows open. If this is not possible, for example in children and young people who require sporadic care, such as urgent tracheostomy tube suction, individual risk assessments should be carried out. In all instances, efforts should be made to:	Y	CAN	11/09/2020	L
		- ensure that only staff who are needed to undertake the procedure are present and that no other children or young people are in the room				
		- minimise clutter to make the process of cleaning the room as straightforward as possible				
		- clean all surfaces and ventilate the room following a procedure and before anyone not wearing appropriate PPE enters. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room. For a room without ventilation, this may take an hour				

Key

Likelihood Of Harm	Severity Of Harm	Level Of Risk
1 unlikely	**1** minor	High 6+
2 possible	**2** slight	Medium >2
3 probable	**3**off work	Low <2
4 certain	**4** serious	