

FEDERATION OF St. ELPHEGE'S and REGINA COELI CATHOLIC SCHOOLS

COVID-19 RISK ASSESSMENT

School:- The Federation of St Elphege's Catholic Schools – Regina Coeli

2. PREMISES

Consider:	Phase I: Actions needed (if any):Risk/support required /additional considerations	Phase II from May 19th	Phase III	Phase IV
<p>1. How clean is the school?</p> <ul style="list-style-type: none"> - Has it been deep-cleaned? - Are areas sanitised? - How regularly does this need to happen? 	<ul style="list-style-type: none"> ● 80% of the school has been deep cleaned. ● from 19th May Sanitiser delivery will arrive. ● School is cleaned after school by cleaners. ● Depending on staff in, frequency of desk wiping throughout the day varies. 	<ul style="list-style-type: none"> ● Classrooms have been deep cleaned ● Steam cleaning of some items at the end of each day ● Staff will sanitise classrooms continuously throughout the day. ● Regular cleaning including break, lunch. 	<ul style="list-style-type: none"> ● As Phase 1 and 2 ● increased cleaning contract hours to facilitate cleaning during the day. 	<ul style="list-style-type: none"> ● School will have been deep cleaned w/c 24 August to include steaming and sanitising of all toilets ● Regina Coeli will maintain the additional hours with the cleaning contract to provide housekeeping during the day and the redeployment of the Site Manager for lunchtime cleaning duties. ● Office staff to clean external keypads hourly to enable parents to enter the car park for collections during the day. ● Previous phase strategies to be continued
<p>2. Sanitizer in entrance</p>	<ul style="list-style-type: none"> ● from 19th May 	<ul style="list-style-type: none"> ● Sanitiser to be at every gate for children to use on entry. ● Sanitation stations 	<ul style="list-style-type: none"> ● As Phase 1 and 2 	<ul style="list-style-type: none"> ● As Phase 1, 11 & 111

		throughout school.		
3. Cleaning school throughout day, - times, - in classes - other places, - who does it - frequency - signed register – what areas		<ul style="list-style-type: none"> ● Continuous cleaning ● When children leave desks ● toilets, hand basins, taps, walls, doors, banisters ● Staff will have access to sanitiser throughout the school 	<ul style="list-style-type: none"> ● As Phase 1 and 2 	<ul style="list-style-type: none"> ● As Phase 1, 11 & 111
4. 2m exclusion zone – how can this be maintained in all areas?	<ul style="list-style-type: none"> ● Smaller phases groups ● classrooms set up and 2m rule followed 	<ul style="list-style-type: none"> ● At gates, 2m queueing rule ● Staggered entrance and exits ● use of different gates ● No parents on school premises ● Taping internally. ● Playground cones ● Arrows for route and direction of traffic. ● Outside the school gate – spray paint pavement and/or laminated signs attached to posts 	<ul style="list-style-type: none"> ● As Phase 1 and 2 	<ul style="list-style-type: none"> ● Class bubbles from September with staggered entrance and exit, different gates, left and right queuing ● Additional access gate to be opened ● No parents on school premises. ● Continued zoning for playtime and lunchtime
5. Do we need screens in a. Reception areas b. Kitchen areas? c. Any others? d.	<ul style="list-style-type: none"> ● Already in place where required. 	<ul style="list-style-type: none"> ● Front office to be locked from inside – adults to be asked to stand outside the balcony area 	<ul style="list-style-type: none"> ● As Phase 1 and 2 	<ul style="list-style-type: none"> ● Screens to be provided for small intervention groups ● Peripatetic teachers/services to use screens

<p>6.</p> <ul style="list-style-type: none"> - Equipment cleaning <ul style="list-style-type: none"> - Keyboards/desks /chairs in classrooms - Key pads –gate, doors and copier - All table tops - Door handles - photocopiers - kitchen - piano - specialist equipment 	<ul style="list-style-type: none"> ● From 19th May, cleaning will progress in-line with phase 2 ● Currently, these items are cleaned at the end of the school day. 	<ul style="list-style-type: none"> ● Staff will return prior schools reopening for more pupils to allow staff to make necessary adaptations to their classrooms. Pupils will not be present. ● Continuous cleaning of all equipment throughout the day ● Sanitiser wipes to be placed by communal items ● soft furnishing and toys to be packed away in all classrooms and not used ● steam cleaner to be used in all classrooms ● Deep cleaning of EYS toys (small box per group)- steam cleaner ● Y1 as above ● Specialist equipment in disabled toilet (bed, medical room) to be sanitised after use. ● No Nursery children to come to school if not toilet trained. ● CT responsible for their own work area. ● Some doors kept open to reduce transmission 	<ul style="list-style-type: none"> ● As in Phase 1 & 2 	<ul style="list-style-type: none"> ● As in Phase 1,11 & 111 but whole school return. ● Continual supply of antibacterial soap, antibacterial cleaning sprays, wipes for classrooms and communal areas
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<p>7. Use of toilets for students/staff</p> <ul style="list-style-type: none"> - How to maintain distancing (one in one out?) - Checks for soap/paper towels 	<ul style="list-style-type: none"> ● Soap and paper towels are in toilets currently being used. This is checked at the end of each day. ● Children are sent to the toilets individually. 	<ul style="list-style-type: none"> ● 1 person to use toilet at a time. ● Soap and Handtowels present in every toilet and classroom and sanitation station ● Each class has designated toilet, no shared toilets. ● Regina Coeli designated male adult toilet. 	<ul style="list-style-type: none"> ● As Phase 1 and 2 ● Adult male toilet is outside Year 3 block ● Two bubbles will share toilets (Year 6 A&B and Year 1 B&C) – allocated cubicles to reduce transmission. 	<ul style="list-style-type: none"> ● As Phase 1, 11 & 111 ● Continual cleaning of toilets and filling of soap and handtowels Site Manager
<p>8. Book Areas and Library</p> <ul style="list-style-type: none"> - Book cleaning in class - Reading books - Decodable texts 	<ul style="list-style-type: none"> ● These are not being used in the current provision. 	<ul style="list-style-type: none"> ● Maximum 2 children in classroom book areas with chairs that support 2m distance 	<ul style="list-style-type: none"> ● Children are not using the book corners ● Each pupil has their own classreader ● No books home 	<ul style="list-style-type: none"> ● As phase 111 ● Library to be used for group work
<p>9. Shared offices /finance office</p> <ul style="list-style-type: none"> - Social distancing? - Rotate through staying in classroom/using staffroom - No sharing of equipment 	<ul style="list-style-type: none"> ● Due to the limited number of staff with offices on rota for each day, there is no sharing of offices necessary. ● Where offices are used by different people on different days, equipment is cleaned by the outgoing member of staff. 	<ul style="list-style-type: none"> ● front office desks face away from each other. ● One person in the office at a time – if the telephone is needed use SBM office 	<ul style="list-style-type: none"> ● As Phase 1 and 2 	<ul style="list-style-type: none"> ● As Phase 1, 11 & 111
<p>10. PPE – for vulnerable with intimate care needs</p>	<ul style="list-style-type: none"> ● Supply of PEE for intimate care is currently adequate to need. 	<ul style="list-style-type: none"> ● First aiders must wear PPE as will be mixing with different groups ● Face masks, gloves, gowns and visor needed 	<ul style="list-style-type: none"> ● As Phase 1 and 2 	<ul style="list-style-type: none"> ● Ensure continuous supply of PPE available

		<p>for intimate care</p> <ul style="list-style-type: none"> • PPE box available for any staff member if a child develops symptoms of Covid-19 and they need to look after them 		
<p>11. Staff areas rotation and cleaning</p> <ul style="list-style-type: none"> - Use of crockery and cutlery - Cleaning surfaces, door handles, fridge and microwave, boiler handle 	<ul style="list-style-type: none"> • Limited number of staff in school allows for social distancing whilst using these areas. • Areas are cleaned regularly. • Utensils are washed in a dishwasher. 	<ul style="list-style-type: none"> • Sprays and antibac wipes available throughout school • Use of music room as an additional staff space – move one microwave and fridge. Move the urn and tea/coffee facilities. • Use of disposable/own cutlery 	<ul style="list-style-type: none"> • As Phase 1 and 2 	<ul style="list-style-type: none"> • Staff to remain in bubble assigned to them • Staff to bring in own eating utensils and take home at the end of the day • Sanitisation station to be set up in communal areas
<p>12. How will students enter the site?</p> <ul style="list-style-type: none"> - Hand washing on entry? - How will they exit the site? - Movement around school 	<ul style="list-style-type: none"> • Students currently come into school from the main office entrance. • Students remove any PPE and wash hands on entry. • Staff encourage children to socially distance as they move around the school. • Parents collect children without entering school buildings, maintaining social distance outside 	<ul style="list-style-type: none"> • Staggered times and use of two entrances – Reception/Year 1 (Kendra Hall Road) Front of school (Year 6 and Keyworker), Keyworker to hall and across to Year 4/mezzanine stairs for Year 6 • 2m markings on all corridors 	<ul style="list-style-type: none"> • As phase 11 	<ul style="list-style-type: none"> • As Phase 1, 11 & 111

	the front of the school.			
13. - How many students can we manage on site? - How many in each classroom to maintain social distancing?	<ul style="list-style-type: none"> Groups are no bigger than 15. Demand has not exceeded this. Children sit separately in classes and children are encouraged to maintain social distance 	<ul style="list-style-type: none"> 132 maximum 14 pupils in St M, St F, St G, St A (Year 6), St P (13 pupils) 	<ul style="list-style-type: none"> 132 maximum Addition of Year 1, taking pupil numbers to 126 	<ul style="list-style-type: none"> Follow government guidelines for Phase 4 See reintegration strategy
14. - How do students get to the classroom? - Do students stay in the same room? - Can we make use of - Hall - Outdoor space	<ul style="list-style-type: none"> Because of the limited number of children currently in school, students are able to enter and exit the building without contact with others. Student groups use the same classroom throughout the week. Curriculum is designed to make best use of outside or larger indoor spaces. 	<ul style="list-style-type: none"> Met by a member of staff at the entrance point and escorted to classroom. Timetable for outside learning 	<ul style="list-style-type: none"> As phase 11 	<ul style="list-style-type: none"> As Phase 1, 11 & 111 but for whole school - see reintegration strategy
15. - Management of student social times - designated areas rotated/staggered times? - No football or basketball	<ul style="list-style-type: none"> Staff remind students regularly about the need for social distance. 	<ul style="list-style-type: none"> Zoned playground and keeping with designated member of staff and with their group – no mixing of pupils across teams 	<ul style="list-style-type: none"> As phase 11 	<ul style="list-style-type: none"> As Phase 1, 11 & 111
16. Feeding students - in dining hall and	<ul style="list-style-type: none"> Students are currently socially distanced during lunchtimes. 	<ul style="list-style-type: none"> Marking out seats with red and green to allocate appropriate 	<ul style="list-style-type: none"> As phase 11 	<ul style="list-style-type: none"> Years 2 and 5 to have lunches taken to classrooms

classrooms – waitress/trolley service once students seated rather than students moving around, or can we maintain 2m queues?	<ul style="list-style-type: none"> ● Staff bring food to the children. 	distancing		<ul style="list-style-type: none"> ● All other year groups to have lunch in the hall ● Any packed lunch to be brought in a disposable bag.
17. - Evaluation of Fire Assembly arrangements	<ul style="list-style-type: none"> ● Because of the limited number of children in school, it is possible to maintain social distance during any evacuation necessary. 	<ul style="list-style-type: none"> ● All staff to be told the Fire Assembly Points – fire drill on INSET day ● Regular practice – talk to Harris – check the keys? ● Juniors to field ● Fire registers for new groups ● Observe the 2m rule between groups lining up. 	<ul style="list-style-type: none"> ● As phase 2 ● New register completed for Year 1 pupils ● Fire drill 30th June when all Year 1 pupils in school 	<ul style="list-style-type: none"> ● Practise Fire Drill during first two weeks of return
18. Have the site team/assigned person increased stock levels for cleaning, toilet and hygiene products, first aid, soap and hand sanitiser? This will take time to order and be delivered – staff need to communicate the time scales for this to be in place.	<ul style="list-style-type: none"> ● Stock levels of these products are currently adequate. 	<ul style="list-style-type: none"> ● SBM has done a stock audit, followed by an order of products required at sufficient levels to ensure requirements met. ● Stock levels to be checked regularly throughout the day and staff to inform Site Manager if stock levels run low. 	<ul style="list-style-type: none"> ● As phase 11 	<ul style="list-style-type: none"> ● Summer hygiene order to ensure levels of stock are maintained and enough to see through Autumn term
19. How will leaders ensure	<ul style="list-style-type: none"> ● Site supervisor, assistant site 	<ul style="list-style-type: none"> ● Increased cleaning supplies ordered. 	<ul style="list-style-type: none"> ● As phase 11 	<ul style="list-style-type: none"> ● As Phase 1, 11 & 111

<p>it is checked that staff maintain higher than normal levels of essential supplies to prepare for more frequent cleaning or the possibility of a second outbreak of COVID-19/or cases of COVID-19 and additional 'deeper' cleaning needing to take place?</p>	<p>supervisor and DoFO currently monitor this effectively.</p>	<ul style="list-style-type: none"> ● Deep clean of all classrooms and communal areas. ● Frequent cleaning of resources, surfaces and spaces that children and staff have used throughout the day. 	<ul style="list-style-type: none"> ● Additional cleaner provided under increased cleaning contract hours for housekeeping 	
<p>20. Have leaders considered a premises risk assessment if any cases of COVID-19 occur? What will happen and who will be responsible for overseeing this/doing this?</p>	<ul style="list-style-type: none"> ● If a confirmed case occurred, those who had been in contact with that individual would be contacted and given advice in-line with PHE. 	<ul style="list-style-type: none"> ● HoS to oversee and direct staff according to the protocol in the COVID-19 RA 	<ul style="list-style-type: none"> ● As phase 1 and 2 	<ul style="list-style-type: none"> ● As Phase 1, 11 & 111 ● See response flowchart attached
<p>Additional Considerations</p>				
<p>21. How will staff set up groups and classrooms</p>	<ul style="list-style-type: none"> ● Teachers to group children in with a minimum of one friend ● Teachers to become familiar with room and discuss how to resource with team. ● Where possible, resources to be printed ● PWBs to be cleaned for Y6 Pupils 		<ul style="list-style-type: none"> ● CT to set up classrooms – SLT to ensure the 2m rule is adhered to. 	<ul style="list-style-type: none"> ● As phase 111

	<ul style="list-style-type: none"> • Plastic wallets to be purchased for pupils 			
Who will prepare the new resource packs for Year 1 children?			Staff that have been allocated to the Year 1 bubble will organise the resources on Mon 22 nd June	N/A