

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

COVID-19 RISK ASSESSMENT

School: The Federation of St Elphege's Catholic Schools

3. HEALTH and SAFETY

Consider:	Phase I: Actions needed (if any): Risk/support required /additional considerations	Phase II	Phase III	Phase IV
1. Has the health and safety policy been adapted for COVID19?	<ul style="list-style-type: none"> The existing policy still stands but additional measures have been outlined in RA 1,2,6,7,7.1,8,15 	<ul style="list-style-type: none"> As phase 1 	<ul style="list-style-type: none"> Revision of risk assessments continuously updated as additional year groups reintegrate and bubbles increase in size 	<ul style="list-style-type: none"> Revision of risk assessments updated for whole school return in Autumn Term Health and Safety Policy updated with COVID-19 addendum.
2. What procedures will be in place for staff to safely return to school and prepare classrooms for the phased return of pupils?	<ul style="list-style-type: none"> Key worker children and staff rota assigned to maintain social distancing & safe grouping. 	<ul style="list-style-type: none"> See RA 2 1 day set aside for staff to reorganise classroom space, resources and remove soft furnishings 	<ul style="list-style-type: none"> As Phase 1 & 11 	<ul style="list-style-type: none"> See RA2 LA Individual RAs used, as appropriate.
3. What assurance is gained about continual supply of PPE to sustain a phased re-opening safely - <u>where</u>	<ul style="list-style-type: none"> Normal cleaning procedures Regular hand washing 'Catch it, bin it, kill it' Maintaining social distancing where 	<ul style="list-style-type: none"> Regular supplier for hygiene products and PPE for first aiders and intimate care 	<ul style="list-style-type: none"> As Phase 1 & 11 	<ul style="list-style-type: none"> Where masks have been supplied for staff (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

<p><u>intimate care and physical care is required on a regular basis?</u></p>	<p>possible.</p>	<p>givers.</p> <ul style="list-style-type: none"> ● Housekeeper in all day to continually clean throughout the day. ● Staff will sanitise classrooms continuously throughout the day. ● Regular cleaning including break, lunch. ● Register to be signed in toilets and 'timestamped' for regular cleaning. ● continuous ● When children leave desks ● toilets, hand basins, taps, walls, doors, banisters ● Staff will have personal 		<p>unused masks clean.</p> <ul style="list-style-type: none"> ● The following link provides information on donning masks: ● Link: Advice on donning surgical masks and other PPE. ● The following link provides information on how to safely remove the masks and other PPE: ● Link: Advice on removing surgical masks and other PPE. ● Video: PPE - Donning and Doffing PPE Video, Public Health England ●
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		<p>sanitiser</p> <ul style="list-style-type: none"> • Signed register for cleaning in classrooms, photocopier, toilets, staffroom, Teaching School 		
<p>4. Has consideration been given for cases of COVID-19 and what will happen following this? For example, deep clean, temporary halt to re-opening process.</p>	<ul style="list-style-type: none"> • Follow GOV.UK guidance 	<p>(See flow chart)</p> <ul style="list-style-type: none"> • If someone has symptoms, person to be isolated in first aid room (PPE given to person treating them) until picked up. • Staff and pupils in bubble send home until test result is confirmed. • If positive test result - 14 day isolation for others in bubble. Infected person follow Public Health England (PHE) • If positive case, School to alert Public Health 	<ul style="list-style-type: none"> • As Phase 1 & 11 	<ul style="list-style-type: none"> • See Transmission Control Flow Chart (July 20)

		<p>England</p> <ul style="list-style-type: none"> ● Deep clean of whole school and follow Public Health England advice. 		
<p>5. What risk assessments will be needed or how are leaders adjusting their risk assessments to meet the current needs of the school?</p>	<ul style="list-style-type: none"> ● Followed PHE advice 	<ul style="list-style-type: none"> ● Completed RA as of 19/5/20. Will be regularly reviewed in light of any new guidance from LA or GOV.UK. 	<ul style="list-style-type: none"> ● As Phase 1 & 11 	<ul style="list-style-type: none"> ● Risk assessments are dynamic and respond to need and under constant evaluation.
<p>6. How are leaders ensuring that a named person has responsibility for reviewing and</p>	<ul style="list-style-type: none"> ● SLT working party 	<ul style="list-style-type: none"> ● SLT working party ● Keep GB informed 	<ul style="list-style-type: none"> ● As Phase 11 	<ul style="list-style-type: none"> ● As Phase 1, 11 & 111

adapting the risk assessments as the school re-opening moves through the phases and pupil attendance increases?				
7. How will leaders stagger start/finish times/playtimes and lunchtimes to support social distancing measures?	<ul style="list-style-type: none"> See information to parents on 23/3/20 	<ul style="list-style-type: none"> See reintegration strategies for each class returning 	<ul style="list-style-type: none"> Revision of risk assessments continuously updated as additional year groups reintegrate and bubbles increase in size 	<ul style="list-style-type: none"> Revision of risk assessments and strategies for whole school return
8. How will parents drop off and collect pupils at the beginning and end of the school day? What will this look like in the school and how will the social distancing be implemented visually and supervised if necessary?	<ul style="list-style-type: none"> See information to parents on 23/3/20 	<ul style="list-style-type: none"> See reintegration strategies for each class returning 	<ul style="list-style-type: none"> Information sent to parents as additional year groups reintegrate and bubbles increase in size See reintegration strategies for each class returning 	<ul style="list-style-type: none"> Information to be circulated to parents on whole school return Parents not allowed on school grounds and must drop and collect at the gate. Gates will be supervised by a member of SLT. Signs to remind about social distancing are on display on each gate. See reintegration strategies
9. Has the caretaker checked the building and grounds for health and safety issues? Are all 'normal' tasks being carried out/planned such as fire alarm testing, legionella	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Yes, ongoing and regularly Fire drill planned for school return. 	<ul style="list-style-type: none"> Fire drill taken place and further drills to take place when additional year groups come in Fire drill to be carried out at 	<ul style="list-style-type: none"> As Phase III Grounds will be check daily and made safe. Legionella, Fire Alarm, Security, Gardening, services of all equipment and services to be carried out over school closure before September opening

<p>risk assessments, repairs, grass cutting, servicing of equipment or PAT testing? Check if the boiler and heating, utilities, and internet services are working? (especially if the school building has been closed for a period of time)</p>			<p>different ends of week to ensure both Nursery classes have practiced</p>	<ul style="list-style-type: none"> Regina Coeli external build works to be carried out over school closure and subject to project specific RAMs and protocols for works and COVID requirements
<p>10. Are there any additional checks that need carrying out to ensure all aspects associated with COVID-19 are thought about and actions taken?</p>		<ul style="list-style-type: none"> See suite of risk assessments 	<ul style="list-style-type: none"> As per Phase II 	<ul style="list-style-type: none"> See suite of risk assessments
<p>11. Have leaders considered the sharing of resources and space when staff are group working eg. PPA</p>	<ul style="list-style-type: none"> Rotas, plans and expectations for social distancing and cleanliness 	<ul style="list-style-type: none"> Staff will be fully briefed prior to opening and all RAs will be shared. Staff will be given the opportunity to ask questions. Group working will be used sparingly, taking advantage of technology where possible. 	<ul style="list-style-type: none"> As per Phase 1 & 11 	<ul style="list-style-type: none"> As Phase 1, 11 & 111 Screens purchased for staff members working with groups of pupils See reintegration strategies. Intervention areas are allocated, and staff members will be responsible for cleaning them after use.
<p>12. The potential for transmission of virus droplets from surfaces to the hands</p>	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> The school is reviewing the numbers of handwashing facilities in school and considering whether these are sufficient or more are needed. One

<p>and then to the face - Handwashing</p>				<p>option could be considering supplementing sinks where needed with the provision of hand sanitiser dispensing units. As part of this the school will consider aspects related to exposure to the elements, e.g. insulation to prevent freezing in winter, etc.</p> <ul style="list-style-type: none"> ● The school has purchased pedal bins for classrooms as they have been considered most effective as they negate the need for hand contact with the bin. These bins are small and larger bins will be considered for September. ● Dispensers for the 'Blue Roll' purchased for September. ● On arriving at school, all staff and pupils are required to wash their hands or apply hand sanitiser. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control. ● 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. ● Prominent signage is provided in the reception area/ adult toilets so all are clear what is expected of them in relation to hand washing/ hand sanitising. ● All staff and pupils are reminded to wash their hands regularly during the
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				<p>day, especially after using the toilet, when they return from breaks, when they change rooms and before and after eating, and to avoid touching their nose, mouth or eyes.</p> <ul style="list-style-type: none"> • Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments. (See science section re' hand sanitiser in labs and D&T areas.) • Soap, paper towels (where used) and hand sanitiser supplies are regularly replenished. • Public Health England has confirmed that hand dryers are appropriate to use. The key is to ensure hands are fully dry, either with the use of hand dryers or disposable paper towels. • Link: Guidelines on hand hygiene • Link: Wash your hands poster • Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. • Link: Catch it, Kill it, Bin it poster • Where toilets have lids, pupils and staff are encouraged to close the lids before flushing. (A good general hygiene tip but appreciated not everyone has toilet lids.) (School, please change this to reflect what your school has.) • First aiders have access to local handwashing facilities/hand sanitiser.
13. Visitors	•	•	•	<ul style="list-style-type: none"> • Visitors to the school are still reduced to those which are essential, with careful discussion and arrangements made.

				<ul style="list-style-type: none"> ● All Schools: 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. Specialists, therapists, clinicians and other support staff for pupils 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. ● Where visitors such as contractors are required for inspections and maintenance, these visits are organised to take place outside the normal school day wherever possible. ● Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place.
<p>14. The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Signing in arrangements, Use of equipment</p>	●	●	●	<ul style="list-style-type: none"> ● Touch screen sign in equipment in reception has been taken out of use. ● Staff, pupils and contractors use their own pens and pencils where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped

<p>including pens and pencils,</p> <p>Use of Resources,</p> <p>Libraries</p> <p>Shared equipment</p> <p>Toys</p> <p>Computer and IT equipment</p> <p>Outside play equipment</p>				<p>clean afterwards.</p> <ul style="list-style-type: none"> ● Classroom based resources, such as toys, books and games, can be used and shared within that group/bubble if necessary. These items are cleaned regularly. (Easily cleanable toys are best where possible.) ● Soft furnishings which can be cleaned can be used. ● Marigold or similar gloves are suitable for cleaning resources. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others. ● Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided, especially where this does not contribute to pupil education and development. ● 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. (See also the sports row of this risk assessment.) ● Use of the Library - the following controls are in place for the library to reduce the potential for virus transmission: ● All books that are returned by children
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				<p>are stored in a specific area for 48 hours before they are then put back onto the shelves as available to take out by other pupils from other groups.</p> <ul style="list-style-type: none">● Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice.● ICT Rooms - keyboards and mice are cleaned before they are used by a different group.● Sharing of computers and Ipads is avoided where possible.● The school considers how external play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.● Playground play equipment:● children can play on play equipment if it can be appropriately managed from a transmission perspective. For example, only one group of children can play on an area of equipment at a time and if a different group was to play on it later that day, this could only happen if the play equipment was thoroughly cleaned and dried and left after its clean and drying for a good half hour or so in the sun before the next group came to play on it. The clean would need to be very thorough and not all types of surface can be easily cleaned.● If a school has surfaces that cannot be easily cleaned (e.g. wood), then one approach could be to have one group of
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				<p>children use that play area for four days one week (i.e Monday to Thursday inclusive), clean and leave the equipment unused for three days, so that the next group could use the area on the Monday.</p>
<p>Administering Cardiopulmonary Resuscitation (CPR) Administering medication</p>	•	•	•	<p>Cardiopulmonary Resuscitation</p> <ul style="list-style-type: none"> • Government Advice to First Aiders including Resuscitation • Resuscitation Council Advice • The above links advise on the differences between performing CPR on adults and children. • “If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (in the Police this would be a “dynamic risk assessment”) and adopt appropriate precautions for infection control. • For adults, during COVID-19, it is recommended you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen). • Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be

				<p>effective.</p> <ul style="list-style-type: none"> ● If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.” ● If schools do not already have a resuscitation shield in their first aid kits, then it is advisable for them to purchase these. ● Should staff have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor themselves for symptoms of possible COVID-19 over the following 14 days. Should they develop such symptoms they should follow the advice on what to do on the NHS website. <p>Medication</p> <ul style="list-style-type: none"> ● The school has a medication policy in place that is followed ● Staff dispensing medication to students should minimise contact. ● Wash hands before and after dispensing the medication ● Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. ● If required, gloves will be worn by staff when giving medication.
Additional Considerations				