

Coronavirus (COVID-19) Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Pupils January 2021	<u>ST GREGORY'S CATHOLIC ACADEMY</u>	Ref No	C19/001
		Date	14/07/2020

Task Description	Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Pupils	Location	All Areas	Date of Review	22/10/2020, 06/11/2020, 20/11/2020, 08/12/2020, 15/01/2021, 20/01/2021			
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Spring Term 2021 – National Lockdown 3.0 Open to Critical Key Worker/Vulnerable Pupils	<p>At 8pm on Monday 4th January 2021 the government announced a further National Lockdown.</p> <p>A Full National Lockdown came into force Tuesday 5th January 2021. The schools risk assessment has been reviewed to reflect this and any changes required.</p> <p>From Tuesday 5th January 2021 the school will be open for critical key worker and vulnerable pupils only.</p>	3	4	M	<p>See Organisational plan for specific group arrangements.</p> <p>Pupil numbers restricted during national lockdown, to be reviewed in line with Government Guidance.</p> <p>Average numbers of pupils in school = 42 (17%)</p> <p>All pupils not in school will receive remote learning.</p> <p>Average number of staff in school = 31</p>	2	4	M
Nursery Provisions	The schools nursery provision remains open, places are available to children of critical key workers, vulnerable children and others in line with Government Guidance.	3	4	M	See Organisational plan for specific group arrangements.	2	4	M

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	The schools risk assessment will be regularly reviewed and numbers may need to be re-evaluated to ensure the setting remains safe for all staff and children attending.							
Visitors to premises: Including Contractors and Parents	All visitors, including parents and contractors, where possible, should have a pre-arranged appointment prior to arrival on site. A visitor's risk assessment is in place and is communicated with visitors prior to attending school.	2	4	M	Only essential visits will be authorised during the lockdown period. All other visits will be held remotely or deferred until after February half term. When this will be reviewed. All visitors should wear masks (or visor if a face mask cannot be worn for medical reasons) when transitioning around the school and in All general communal areas (and where a 2	2	4	M

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					<p>metre distance cannot be achieved)</p> <p>Note: Face coverings including scarves and snoods are not appropriate.</p> <p>Wearing face visors is now mandatory for all staff throughout the day including lessons and/or a face mask in corridors and general communal areas which includes offices, staffrooms and catering areas (no face masks are to be worn in classrooms).</p> <p>Face coverings for children remains optional and at the discretion of the parents/guardians but face</p>			
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					coverings should not be worn in class. Note: Children under the age of 3 will not be permitted to wear face masks for safety reasons. All areas of the school must be kept well ventilated. It is the individuals responsibility to ensure that the windows and doors (where appropriate) are fully opened within their office, classroom etc.			
Before/After School Entry/Exit Procedures.	To avoid congestion, drop offs and pick-ups will be staggered. See Organisational plan (attached) for specific group arrangements.	2	4	M		2	4	M

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Handwashing	<p>Pupils taught how to wash their hands by staff members. A member of staff supports pupils that need support to wash their hands.</p> <p>Where need identified, alcohol gel will be available to staff and pupils.</p> <p>Staff members supervise pupils throughout the school day to wash their hands for 20 seconds. Staff follow the guidance provided. Staff and Pupils are directed to wash their hands before and at the end of the school day, before and after eating and following coughing and sneezing and where additional need identified.</p> <p>Pupils and Staff ensure that they thoroughly dry their hands.</p> <p>Handwashing posters located in pupil and staff toilet areas and in the classroom areas.</p>	2	4	M	<p>All persons including staff, parents/carers and visitors are advised to sanitise hands on arrival (sanitising station in reception).</p> <p>Pupils and staff are advised to wash hands and/or sanitise throughout the day i.e. on arrival, break times, lunchtime (before and after eating) and when changing rooms etc.</p> <p>Provisions and time has been allocated to facilitate all necessary hand washing and/or sanitising.</p> <p>Disposal facilities for wipes available.</p>	2	4	M
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	<p>Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</p> <p>Pupils and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p> <p>Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</p>				Ongoing Monitoring			
Catering/Lunchtimes/ Playtimes	<p>Lunchtimes/Playtime to be staggered. See organisational plan for specific timings.</p> <p>Due to space restrictions within the kitchen, only 2 members of staff will be in the space at any one time.</p>	2	4	M	<p>School kitchens are operational but must comply with the "Guidance for food businesses on Coronavirus (COVID 19)".</p> <p>Catering staff must wear either a facemask or visor when serving food, as they will be in direct face-to-face contact with either staff or pupils.</p>	2	4	M

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					<p>Catering staff may choose to wear a visor when preparing food or working in the kitchen.</p> <p>Masks must not be worn when preparing food or working in the kitchen due to food safety issues as staff could touch the mask or face when wearing them.</p> <p>Lunchtime support staff will not enter the kitchen area, but will use kitchen office area to get changed and enter and exit through the food store.</p>			
Classrooms	To prevent infection spread on handles and for airflow, where possible, classroom doors and windows should be kept open.	2	4	M	See Organisational plan (attached) for specific group arrangements.	2	4	M

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	<p>Soap, hand wash, tissues and other related products will be available in all teaching areas. Lidded bins will be provided in all classrooms for disposal of tissues and any other waste.</p> <p>Revised classroom layout to include side by side and facing forward seating, rather than face-to-face or side on, where possible.</p> <p>Children to wear PE kit on days they have PE – timetable needed.</p>				<p>Pupil numbers restricted during national lockdown, to be reviewed in line with Government Guidance.</p> <p>Provisions for regular spot cleaning are located in each classroom.</p> <p>Face coverings for children remains optional and at the discretion of the parents/guardians but face coverings should not be worn in class</p> <p>Wearing face visors is now mandatory for all staff throughout the day including</p>			
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					<p>lessons and/or a face mask in corridors and general communal areas which includes offices, staffrooms and catering areas (no face masks are to be worn in classrooms).</p> <p>All staff have been issued with a face visor.</p>			
Resources/Pupil Supplies	<p>Individual children's equipment will be minimal and kept, where possible, at their table (in individual wallets).</p> <p>Pupils will be encouraged not to share resources.</p> <p>Pupils will be discouraged from bringing extra personal possessions.</p>	2	4	M	<p>Children encouraged to wash hands / use hand gel before lessons and after each lesson.</p> <p>Resources will only be shared, where necessary, within individual bubbles.</p> <p>When taking work home for marking, only essential items should be taken out of school.</p>	1	4	L

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Facilities and Premises	See re-opening checklist (attached). Complete all usual pre-term opening checks.	1	4	L	Site Team to ensure all PPM (planned preventative maintenance) is scheduled and carried out.	1	4	L
Deliveries	Advise all delivery drivers that no goods or food should be physically handed over. Decide on a location as a set drop-off point agreed in advance.	1	4	L	Only essential items are ordered for delivery. Any member of staff accepting any deliveries to must wash or sanitise their hands before and after. Items wiped down before being stored or passed on	1	4	L
Offices/Meetings rooms/Staff Room	All offices, meetings rooms and general communal areas i.e. staff room have an agreed maximum amount of people allowed, with number clearly communicated.	2	4	M	Display the maximum occupancy of the offices, meeting rooms and communal areas i.e. Staff room. The	2	4	M

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	<p>Offices have been reorganised to avoid face to face working and to reduce close contact, screens have been put in place where required. Minimal items to be left on tables and desks to reduce contamination surfaces. Windows are opened in the staff room when it is occupied by staff members.</p> <p>Position of furniture within staff room areas reviewed to ensure social distancing.</p> <p>Cleaning schedule in place, with time allowed between uses in meeting rooms for ventilation.</p>				<p>maximum occupancy should be communicated with staff.</p> <p>Staff encouraged to clean as they go when accessing the staff room.</p>			
Lettings	<p>All lettings have been postponed.</p> <p>External sporting lettings have resumed, however internal lettings are on hold and will be reviewed after October half term.</p>	1	4	L	All lettings other than essential wraparound care has been suspended until further notice.	1	4	L

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Home Visits	No home visits will be carried out until further notice. To be reviewed after February half term. Only essential visits to be allowed and all visit must be approved by Trust/School. A home visits risk assessment is in place and is communicated with all parties prior to attending the visit.	2	4	M	Visits to be replaced with video conferencing where possible.	1	4	L
Educational Visits	All Educational visits are suspended until further notice.	1	4	L	Educational visits that enhance and/or are essential to the curriculum will be reviewed after February half term.	1	4	L
Cleaning	Engagement of NTH NHS to support identification of the main infection control routes, completing deep cleaning and bio-decontamination of those areas once per	3	4	M	Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the	2	4	M

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	<p>term. In addition, further training for existing cleaning staff will be provided as required.</p> <p>See cleaning schedule (Not attached).</p>				<p>current advice on guidance. The school will follow the guidance provided and where need identified the current cleaning regimes reviewed.</p> <p>PPE will be worn by all cleaning staff (disposable gloves and aprons). All cleaners will have own set of cleaning resources to reduce the risk of indirect transmission.</p> <p>Touch points and bio-decontamination is carried out termly by NTH NHS.</p> <p>All areas within school will be cleaned thoroughly on a daily basis.</p>			
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					Particular attention will be paid to touch points such as door handles, light switches and handrails.			
Handling Cash	Reduce the amount of cash payments from parents/carers. Disposable gloves are available for any member of staff handling cash. Hand sanitiser is available in the school office.	1	4	L	Encouraging parents/carers to use the schools on line payment systems where possible i.e. My Ed – Scopay.	1	4	L
Emergency Procedures	Fire Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans consider social distancing measures where possible.	2	4	M	A fire drill was carried out W/C 14 th September 2020. The school's caretaker will carry out weekly testing of the fire alarm to ensure legal requirements are met.	2	4	M

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	<p>Staff must maintain 2-metre separation as far as possible during evacuation and at assembly points.</p> <p>Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid.</p>							
First Aid/Possible COVID-19 Symptoms	<p>First aid equipment will be available in each classroom. Where possible, teachers should provide minor first aid to any child who requires it. Protective equipment, such as disposable gloves, aprons and a mask, should be worn when first aid is administered.</p> <p>First Aid trained/responsible person/s in place.</p> <p>Disposable gloves and aprons available.</p>	2	4	M	<p>PPE is in place.</p> <p>Personal protective equipment must be worn when administering first aid.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning</p>	2	4	M

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	Children showing signs of Covid-19 will be isolated, in the sick bay, until parents can collect them.				g doffing standard PPE health and social care poster .pdf There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high-risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19. There is a process in place for the pupils to receive the annual flu vaccinations: 27/11/2020. See PPE Matrix.			
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Contact due to personal / intimate care	Staff must wear the normal personal protective equipment they need for giving intimate/personal care. Disposable gloves and aprons available.	2	4	M	PPE is in place and staff have been given instructions on how to use, store, clean and dispose. This will be revisited on the PD day in September & January. See PPE Matrix.	2	4	M
Staff/Pupil Wellbeing	Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). https://www.gov.uk/government/collections/public-mental-health#improving-the-lives-of-people-with-mental-health-problems Staff receive sufficient breaks during the school day.	2	4	M	Ongoing monitoring Staff are made aware of: healthy child programme Parents and carers to be made aware of the following agencies; - MindEd - a free educational resource from Health Education England on children and young people's mental health.	2	4	M

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	<p>Staff encouraged to leave the school site shortly after the end of the school day.</p> <p>Staff informed of 24-hour free counselling service.</p>				<p>- Rise Above is a website co-created and produced by young people.</p> <p>- Every Mind Matters includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing.</p> <p>- Barnardo's See, Hear, Respond programme, focusing on finding and reaching out to vulnerable children around the country who are experiencing negative impacts on their health and wellbeing, as well as those at risk of harm; and are not being seen by statutory agencies.</p>			
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					- Bereavement UK and the Childhood Bereavement Network provide information and resources to support bereaved pupils, schools and staff.			
Sensory Seeking Behaviours displayed (SEND issues)	<p>Pupils with sensory seeking behaviours identified.</p> <p>Risk assessments are in place for pupils who demonstrate sensory seeking behaviours.</p> <p>Relevant staff are involved in the risk assessment and follow action set out via risk assessment.</p> <p>Staff and pupils to wash their hands regularly.</p>	2	4	M	<p>Review whether PPE is required when managing sensory seeking behaviours e.g. gloves to be worn, access to cleaning equipment / disinfectant wipes.</p> <p>Behaviour Policy amended.</p>	2	4	M
Potential Symptoms (General).	General precautions as advised by the Government strictly observed:	3	4	M	Any member of staff presenting with symptoms whilst in school will inform the Head Teacher/	2	4	M

Coronavirus (COVID-19) Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Pupils January 2021	<u>ST GREGORY'S CATHOLIC ACADEMY</u>	Ref No	C19/001
		Date	14/07/2020

Task Description	Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Pupils	Location	All Areas	Date of Review	22/10/2020, 06/11/2020, 20/11/2020, 08/12/2020, 15/01/2021, 20/01/2021
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Significant breathing difficulty. High Temperature Coughing and sneezing. Loss of taste and smell.	<ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze Put used tissues in the bin immediately Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available Try to avoid close contact with people who are unwell Don't touch your eyes, nose or mouth if your hands are not clean <p>Each person in school; staff, pupil or visitor will where possible maintain a practical distance away from each other and not get into close proximity with each other if it can be avoided.</p>				Deputy Head via classroom phone within their bubble. Advice will be sought from Public Health England.			
					<p>A flow chart has been created to ensure procedures are followed for any persons presenting with Covid-19 symptoms.</p> <p>To arrange a test call 119 or visit www.gov.uk/coronavirus</p>			

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NHS Test and Trace/NHS Test and Trace App	<p>The school are following the updated guidance-Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</p> <ul style="list-style-type: none"> School applies the following definition. of a close contact regarding a staff member/pupil who has tested positive. A person who lives with or spends significant time in the same household as a confirmed case of coronavirus (COVID-19) Having direct face-to-face contact or direct physical contact with a confirmed case for any length of time. 	2	4	M	<p>Any member of staff contacted by Test and Trace must notify the school immediately.</p> <p>Any member of staff who receives a positive test result must be very clear of the definition of 'close contact' when communicating with Test and Trace.</p> <p>Staff or students bringing mobile phones in to school, must ensure they follow the schools phone policy along with Government Guidance for when to pause the App. Example: When an individual is not able to have their phone with them, for example because it is stored in a locker or</p>	2	4	M

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	<ul style="list-style-type: none"> Being less than 1m from a confirmed case for 1 minute or longer. Being less than 2m from a confirmed case for more than 15 mins (As a sustained 15 mins one-off contact or a cumulative 15 mins contact added up over one day). <p>Travelling in a small vehicle with a confirmed case.</p>				communal area – this is to avoid the app picking up contacts when the individual is not with their phone. https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges			
COVID-19 home testing of staff	The DfE has confirmed that primary schools should expect to receive a delivery of home testing kits between 18 and 22 January for testing of staff.	2	4	M	Further support and guidance on how to use the tests will follow shortly. If you have not received a delivery by close on 22 January, or have missing or damaged	2	4	M

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					<p>items, please complete this contact form. You will need the URN for your school or college to complete this form.</p> <p>You do not need to start any testing before the week commencing 25 January.</p> <p>Primary schools with attached early years settings will receive sufficient test kits to test both their primary and early years staff.</p> <p>A risk assessment is to be produced to ensure health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed,</p>			
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					managed and monitored regularly.			
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Risk Assessment Notes:

There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high-risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.

[Guidance](#) for vulnerable persons

[Guidance](#) for Pregnancy taken from a link on the NHS FAQs [site](#).

General Advice:

- To ensure good hand hygiene we ask that where possible staff refrain from wearing jewellery including watches in school.
- If possible, hair should be tied back to reduce the risk of touching your face.
- Staff are advised that when passing in corridors, to adhere to the non-verbal signalling method of communication to reduce the risk of the virus spreading.
- When with the children, do not bend down to their level and wherever possible stand to the side or the back of the child.


****Throughout the re-opening process there will be incidents that require a dynamic risk assessment – an assessment of unforeseen or emergency hazards. The staff will assess the risk at the time of the event.***

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The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

Declaration of Competent Person	Print Name: Tracy Metcalfe	Head Teacher	Print Name: Marie Best
	Signed: 		Signed: <i>M Best</i>
	<i>I am satisfied that the controls within this risk assessment are sufficient to mitigate identified risks.</i>		<i>I undertake to implement the control measures identified in this risk assessment and to review the assessment on a dynamic basis</i>






Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid is composed of 6 rows and 6 columns of cells. The cells are colored as follows: Row 1 (Severity 1) is entirely green. Row 2 (Severity 2) has the first two columns green and the last four yellow. Row 3 (Severity 3) has the first column green, the next two yellow, and the last three red. Row 4 (Severity 4) has the first column green, the next two yellow, and the last three red. Row 5 (Severity 5) has the first column green, the next two yellow, and the last three red. Row 6 (Severity 6) has the first column green, the next two yellow, and the last three red. The words 'LOW', 'MEDIUM', and 'HIGH' are centered in their respective colored regions.</p>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

Personal Protective Equipment Matrix

The matrix below details the type (not make) of Personal Protective Equipment which may be suitable for a specific task. Government advice specifically states:

The majority of staff in education settings will not require PPE beyond what they would normally need for work, even if they are not always able to maintain a distance of 2 metres from others. PPE will only be required in a very small number of cases.

	(Not PPE) Sanitiser	Face Mask	Disposable Gloves	Disposable Apron	Full Face Shield
					
Teaching or Assisting Teaching	When hand washing facilities are not available	X	X	X	X
Cleaning / Site responsibilities	When hand washing facilities are not available	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	X
Kitchen/Dining roles	When hand washing facilities are not available	X	In line with normal guidance and while clearing used crockery/cutlery	X	X
First Aid	When hand washing facilities are not available	When close contact is needed whilst administering First Aid	In line with normal guidance	In line with normal guidance	X
Required close contact (within 2 metres) with an actual or suspected COVID 19 case	When hand washing facilities are not available	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site.
Cleaning an area after a suspected COVID 19 case	When hand washing facilities are not available	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	X
Transporting in vehicles	Required along with disposable wipes	Available and provided for employees. Pupils encouraged to use their own	X	X	X