

Coronavirus Risk Assessment

Name of school: **St Gregory's Catholic Science College**

Assessment conducted by: A Prindiville	Job title: Headteacher	Covered by this assessment: staff, governors, parents, volunteers and visitors. Please also refer to the school's Operational Coronavirus Risk Assessment.
Date of latest assessment: 17 / 03 / 2021	Review interval: as necessary	Date of next review: as necessary

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).

Schools need to ensure this risk assessment reflects local arrangements.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control Policy</u> - <u>First Aid Policy</u> 	Y	Headteacher	N/A	M
		<ul style="list-style-type: none"> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ - DfE and PHE (2020 and 2021) - including Actions for schools during the coronavirus outbreak 	Y	Headteacher	N/A	M
		<ul style="list-style-type: none"> • The relevant staff have received any necessary training that helps minimise the spread of infection, e.g. infection control training. 	Y	School Nurse	Ongoing	L
		<ul style="list-style-type: none"> • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE (including Keeping Children Safe in Education guidance) - Diocese and CES - The Local Authority - NHS 	Y	Headteacher	N/A	L

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		<ul style="list-style-type: none"> - Department for Health and Social Care - PHE - The school's local health protection team (HPT) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email and contact the school as soon as possible if they believe they may have been exposed to coronavirus • We have consulted on health and safety matters with staff particularly about arrangements for the wider opening of schools. This includes sharing our approach to risk assessments and planning; sharing the findings of our risk assessments and surveying staff on whether they are able to work in school • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via form tutors and assemblies and are informed that they must tell a member of staff if they feel unwell. • The school has up to date Safeguarding and Behaviour policies in place. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>SLT</p> <p>Headteacher</p> <p>SLT</p> <p>SLT</p> <p>DH/DSL</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>L</p> <p>L</p> <p>L (everyday practice)</p> <p>L</p> <p>L</p>
Poor hygiene practice	H	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school and to "Catch it, Bin it, Kill it". • Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's <u>guidance</u>. 	<p>Y</p> <p>Y</p>	<p>SLT</p> <p>SLT</p>	<p>N/A</p> <p>N/A</p>	<p>L</p> <p>L</p>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Sufficient amounts of soap (or hand sanitiser where applicable) and clean water are available in all toilets and kitchen areas. Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Pupils are discouraged from sharing cutlery, cups or food. All cutlery and cups are thoroughly cleaned before and after use. Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the Health and Safety Policy. The SBM arranges enhanced cleaning to be undertaken where required – particularly with regard to frequently touched surfaces and shared resources. 	<p>Y</p> <p>Y</p> <p>N</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>SBM</p> <p>SBM</p> <p>Not possible</p> <p>SBM</p> <p>SBM</p> <p>SBM</p> <p>SBM</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>L</p> <p>L</p> <p>M</p> <p>L</p> <p>L</p> <p>M</p> <p>L</p>
Ill health	H	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately referred to the school nurse. Where the school nurse is unavailable, staff act in line with the PHE and ensure that any unwell pupils are moved to a quieter area of the school, away from others, and are supervised at all times. The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>SLT</p> <p>All Staff</p> <p>SLT</p> <p>School Nurse</p> <p>School Nurse</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the <u>Infection Control Policy</u>. Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the <u>Medicine Control Policy</u>. 	Y	SLT	N/A	L
			Y	SLT	N/A	L
			Y	SBM	Daily Deep Clean	M
			Y	SLT	N/A	M
			Y	School Nurse	N/A	L
			Y	School Nurse	N/A	L
			Y	School Nurse	N/A	L
Spread of infection	H	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the <u>Infection Control Policy</u>, using PPE at all times. Parents are informed via <u>letter</u> not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Staff and pupils do not return to school before the minimum 	Y	Site Staff	N/A	M
			Y	SLT	N/A	M
			Y	SLT	N/A	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>recommended exclusion period (or the 'self-isolation' period) has passed, in line with local and national guidance.</p> <ul style="list-style-type: none"> Pupils will not be taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools for the foreseeable future. Parents notify the school nurse if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. The school nurse, in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. 	Y	SLT	N/A	L
			Y	School Nurse	N/A	M
			Y	School Nurse	N/A	M
			Y	Headteacher	N/A	M
Poor management of infectious diseases	H	<ul style="list-style-type: none"> Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the school nurse. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The school office is informed by pupils' parents when pupils return to school after having coronavirus – the school office informs the relevant staff. Staff inform the headteacher when they plan to return to work after having coronavirus. 	Y	Headteacher	N/A	L
			Y	All Staff	N/A	L
			Y	Headteacher	N/A	L
			Y	School Office	N/A	L
			Y	All Staff	N/A	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. The Trust is kept updated on any significant issues within the school 	Y	SBM	N/A	M
		<ul style="list-style-type: none"> The school nurse reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. The headteacher contacts the DfE helpline immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. The school engages with NHS Test and Trace process The school puts into place any actions or precautions advised by the DfE or the local HPT. The school contacts the DfE and their local HPT for specific recommendations for their school. The school keeps staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. No communication with any Press Agencies except through the Diocese Press Officer 	Y	School Nurse	N/A	L
Lack of communication	H	<ul style="list-style-type: none"> The headteacher contacts the DfE helpline immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. 	Y	Headteacher	N/A	L
		<ul style="list-style-type: none"> The school engages with NHS Test and Trace process 	Y	Headteacher	N/A	M
		<ul style="list-style-type: none"> The school puts into place any actions or precautions advised by the DfE or the local HPT. 	Y	Headteacher	N/A	L
		<ul style="list-style-type: none"> The school contacts the DfE and their local HPT for specific recommendations for their school. 	Y	Headteacher	N/A	L
		<ul style="list-style-type: none"> The school keeps staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 	Y	Headteacher	N/A	L
		<ul style="list-style-type: none"> No communication with any Press Agencies except through the Diocese Press Officer 	Y	Headteacher	N/A	L
		<ul style="list-style-type: none"> The school has an up-to-date Exam Contingency Plan in place – the plan is reviewed as necessary. The school has an up-to-date Critical Incident Plan in place – the plan is reviewed as necessary. The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. 	Y	Exam Officer	N/A	L
Disruption to the running of the school and exams	H	<ul style="list-style-type: none"> The school has an up-to-date Critical Incident Plan in place – the plan is reviewed as necessary. 	Y	Headteacher	N/A	L
		<ul style="list-style-type: none"> The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. 	Y	Headteacher	N/A	L
		<ul style="list-style-type: none"> The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. 	Y	Headteacher	N/A	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Emergencies	H	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternate emergency contact details, where required. 	Y	School Office	N/A	L
		<ul style="list-style-type: none"> Pupils' parents are contacted as soon as practicable in the event of an emergency. 	Y	School Office	N/A	L
		<ul style="list-style-type: none"> Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	Y	School Office	N/A	L
		<ul style="list-style-type: none"> 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	SBM	N/A	L

Area for Concern	Rating	Recommended Controls	In Place	By Whom	Deadline	Risk
Whole School Full Closure	H	<ul style="list-style-type: none"> The school remains open only to: the children of critical workers (as identified by the Cabinet office) and vulnerable children. 	Y	Headteacher & DSL	N/A	L
		<ul style="list-style-type: none"> The school writes to parents asking them to identify themselves as a critical worker 	Y	Headteacher	N/A	L
		<ul style="list-style-type: none"> The school identifies and contacts the parents and / or social worker of vulnerable children 	Y	DSL SENCO	N/A	L
		<ul style="list-style-type: none"> Risk assessments are conducted for vulnerable children with significant health issues. Arrangements are made for clinically extremely vulnerable children to work remotely from home. 	Y	SENCO	N/A	M
		<ul style="list-style-type: none"> Guidance on protective measures, in particular with regard to cleaning and social distancing, is adhered to. 	Y	All Staff	N/A	M
		<ul style="list-style-type: none"> Remote Education plan (using Goggle Meet) is implemented for all other pupils 	Y	AST	N/A	M
		<ul style="list-style-type: none"> Vouchers sent home to FSM pupils. Please note: Where a FSM pupil is unable to attend school because they 	Y	SBM	N/A	L

		<p>are complying with clinical or public health advice, the school will continue to provide them with food.</p> <ul style="list-style-type: none"> • DSL & HoY monitors absent vulnerable pupils. • SENCO monitors absent SEND pupils. • HoY monitors attendance. • Voluntary asymptomatic coronavirus testing programme in place. 	Y	DSL	N/A	M
			Y	SENCO	N/A	M
			Y	DH	N/A	M
			Y	Project Manager	N/A	M
Year Group(s) Partial Closure	H	<ul style="list-style-type: none"> • The school remains open only to: the children of critical workers (as identified by the Cabinet office), vulnerable children and any identified year groups. 	Y	Headteacher & DSL	N/A	L
		<ul style="list-style-type: none"> • The school writes to parents asking them to identify themselves as a critical worker 	Y	Headteacher	N/A	L
		<ul style="list-style-type: none"> • The school identifies and contacts the parents and / or social worker of vulnerable children 	Y	DSL SENCO	N/A	L
		<ul style="list-style-type: none"> • Risk assessments are conducted for vulnerable children with significant health issues. Arrangements are made for clinically extremely vulnerable children to work remotely from home. 	Y	SENCO	N/A	M
		<ul style="list-style-type: none"> • Guidance on protective measures, in particular with regard to cleaning and social distancing, is adhered to. 	Y	All staff	N/A	M
		<ul style="list-style-type: none"> • Remote Education plan (using Goggle Meet) is implemented for Year Group(s) working from home. 	Y	AST	N/A	M
		<ul style="list-style-type: none"> • Vouchers sent home to FSM pupils. Please note: Where a FSM pupil is unable to attend school because they are complying with clinical or public health advice, the school will continue to provide them with food. 	Y	SBM		L
		<ul style="list-style-type: none"> • DSL & HoY monitors absent vulnerable pupils. 	Y	DSL	N/A	M
		<ul style="list-style-type: none"> • SENCO monitors absent SEND pupils. 	Y	SENCO	N/A	M
		<ul style="list-style-type: none"> • HoY monitors attendance. 	Y	DH	N/A	M
		<ul style="list-style-type: none"> • Voluntary asymptomatic coronavirus testing programme in 	Y	Project Manager	N/A	M

		place.				
National Full School Closure	H	<ul style="list-style-type: none"> The school would work with the LA to provide a cluster based offer to children of critical workers and vulnerable children Remote Education plan (using Goggle Meet) is implemented for all pupils 	Y	HEADTEACHER	As necessary	H
			Y	AST	N/A	M