

# Operational 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.
Date of latest assessment: 14 / 10 / 2021	Review interval: as necessary	Date of next review: as necessary

What are the hazards? Risk Rating (High/Med/Low)	Who might be harmed and how?	Checklist	What further action is necessary? Risk Rating following action.	By who?	By when?	Done
<b>CLINICAL RISK TO INDIVIDUALS FROM COVID-19</b>  <b>High</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><b>Actions:</b> Identify all staff who are clinically extremely vulnerable (CEV). Identify any students who are under paediatric or other specialist care and meet with their parents to discuss accommodations that may need to be put in place.</p> <p>Identify other staff who are clinically vulnerable (including staff who are pregnant who will also require a workplace risk assessment).</p> <p>Explore barriers to attendance with parents / carers where there are concerns.</p> <p>Ensure that government advice for clinically vulnerable or clinically extremely vulnerable staff is adhered to.</p> <p>Consider the additional vulnerability of some Black, Asian and Minority Ethnic (BAME) staff, pupils and parents as part of the risk assessment.</p> <p>Ensure staff are aware of the quarantine guidance (if they are travelling abroad).</p> <p>Ensure up to date risk assessments for children on EHC plans are carried out with educational providers and parents/carers.</p> <p>Set up clear, repeated messaging to parents/carers about COVID-19 symptoms and advise them that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.</p>	<p><b>Med</b></p> <p>Contact parents</p> <p>As necessary</p>	<p>HOY</p> <p>SLT</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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<b>Managing Positive Cases</b> <b>High</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Ensure good, clear and regular communications with parents/carers and wider school community that: pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms or have had a positive test result.  Anyone in the school who develops COVID-19 symptoms, however mild, will be sent home and told to follow public health advice.  Staff and pupils with a positive lateral flow test result should self-isolate in line with public health advice. They will also need to get a free PCR test to check if they have COVID-19. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the lateral flow test and the member of staff or pupil can return to school, as long as the individual does not have COVID-19 symptoms.	As necessary <b>Med</b>  As necessary  As necessary		Ongoing  Ongoing  Ongoing	
<b>DIRECT TRANSMISSION OF COVID IN THE SCHOOL ENVIRONMENT THROUGH PERSON-TO-PERSON</b>  <b>Testing</b> <b>Med</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<b>Actions:</b> Face coverings may be worn by adults and pupils (if they wish) in classrooms and when moving around the premises and outside of classrooms, such as in corridors and communal areas.  To promote and engage in the voluntary asymptomatic coronavirus testing programme (please refer to our covid testing risk assessment)  To engage in the NHS school based vaccine programme.	<b>Low</b>			✓  ✓  ✓
<b>Physical arrangements</b>  <b>Ventilation</b>  <b>Med</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Rooms to be kept as well ventilated as possible (opening windows and doors). Portable CO2 monitors have been placed in potentially poorly ventilated rooms / spaces in the school. Consider timetable adaption to utilise larger spaces (gym, hall etc.). Consider utilisation of larger spaces (gym, hall etc.) when holding events where visitors such as parents are on site, for example school plays.  Consider opportunities for outdoor learning.  Staff to avoid using offices / rooms where ventilation is poor.  Staggered break and lunchtimes for pupils.	<b>Low</b>			✓ All

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Organisational arrangements –  Remote Education Low	Staff, Students / pupils / wider contacts  Spread of COVID 19	<b>Actions:</b> Ensure all arrangements and expectations are clearly communicated to staff, parents/ carers and pupils who are self-isolating and working from home.  Remote Education (for those self-isolating) will be delivered via Goggle Meet and vouchers will be sent home to FSM pupils.	Low			✓  ✓
Organisational arrangements (continued)  Med	Staff, / pupils / wider contacts  Spread of COVID 19	<b>Visitors</b> Ensure all visitors / building users are aware of the expectations stipulated by the school. Signage in reception regarding good hygiene. All visitors must complete a Covid - 19 questionnaire when they sign in at reception.  <b>Staff &amp; Pupils</b> On arrival all staff and pupils are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room / classrooms.	Low			✓ All
Enhanced Hygiene  High	Staff, Students / pupils / wider contacts  Spread of COVID 19	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 guidance. 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, – liquid soap dispensers are installed and used instead. 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. Enhanced cleaning to be undertaken where required – particularly with regard to frequently touched surfaces and shared resources.	Med			✓ All
Canteen use / lunchtimes  Med	Staff, Students / pupils / wider contacts  Spread of COVID 19	<b>Actions:</b> Drinking water to be provided with enhanced cleaning measures of the tap mechanism introduced. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned at the end of break. Pupils are discouraged from sharing cutlery, cups or food. All cutlery and cups are thoroughly cleaned before and after use. Pupils, are encouraged to wash their hands with soap or alcohol-based sanitiser before eating. The school timetable has been adjusted to reduce the number of pupils in the canteen at any one time.	Low			✓ All

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<b>Contractors</b>  <b>Low</b>	Contractors, Staff, Students / pupils / wider contacts,  Spread of COVID 19	<b>Actions:</b> Contractors will read and comply with signs in reception regarding social distancing and good hygiene.  Contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site. All visitors must complete a Covid - 19 questionnaire when they sign in at reception.	<b>Low</b>			✓ All
<b>Lack of awareness of PHE / school controls</b>  <b>Low</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<b>Actions:</b> Posters will be displayed in the reception, welfare areas and in suitable places around site.  Ensure good, clear and regular communications with parents/carers and wider school community.	<b>Low</b>			✓ ✓
<b>Provision of first aid</b>  <b>High</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<b>Actions:</b> Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. <b>See also SUSPECTED CASE ON-SITE (BELOW).</b>  First aid room can be very busy and is a small room. The school has made arrangements for only one person being treated in the first aid room at a time. The HoY office has been allocated as an additional room / waiting area.	<b>Med</b>			✓  ✓
<b>Deliveries &amp; Waste collection.</b>  <b>Low</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<b>Actions:</b>  Hands are to be thoroughly washed after handling all deliveries or waste materials.	<b>Low</b>			✓ All

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<b>Med</b>	<p>Staff, Students / pupils</p> <p>Wider safeguarding / safety risks</p>	<p><b>Actions:</b>            Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.            Ensure all key services are operational.            Flush all water outlets thorough in areas of the school which have been closed for a period of time.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.).</p>	<b>Low</b>			✓ All
<b>SUSPECTED CASE ON-SITE</b>  <b>High</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Actions</b>            We have established protocols and trained staff on swift and safe response to suspected cases on site.            The protocol is clearly communicated to parents and carers.            A waiting room has been designated for a symptomatic child/children waiting to be collected.            We have acquired PPE for staff to use if supervising a child waiting to be collected and trained staff on the whereabouts and safe use of PPE.            We have a log of symptomatic individuals, tests taken, test results, etc.            We have:</p> <ul style="list-style-type: none"> <li>• Ensured all children are reminded daily to inform their teacher if they feel poorly.</li> <li>• Established clear communication protocols in school, for quickly notifying key staff and parent/carer.</li> <li>• Emergency contact numbers for parents/carers which have been cross checked to ensure they are up to date.</li> <li>• Ensured that children/ staff members with symptoms go home as soon as possible.</li> <li>• Ensured that while waiting for collection, that the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated we move them to an area which is at least 2m away from others.</li> <li>• PPE is required if a child or staff member falls ill with coronavirus symptoms and requires direct personal care on site:               <ul style="list-style-type: none"> <li>○ Fluid resistant surgical mask to be worn by supervising adult if 2m distance cannot be maintained.</li> <li>○ Disposable gloves, disposable apron, fluid-resistant surgical mask to be worn if contact is necessary.</li> <li>○ Eye protection to be worn if there is a risk of splashing (e.g. coughing, spitting, vomiting).</li> </ul> </li> <li>• Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help.</li> <li>• Advise that testing is available for symptomatic staff: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> and children to ensure that cases of coronavirus are identified promptly.</li> </ul>	<b>Med</b>			<p>✓ All</p> <p>✓ All</p> <p>As cases arise SLT Asap</p> <p>As cases arise SLT Asap</p>

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		<ul style="list-style-type: none"> <li>Safe disposal of PPE and areas occupied and equipment used by the affected person to be cleaned and disinfected, as per guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> .</li> <li>The affected area should be cleaned with normal household disinfectant.</li> <li>The supervising member of staff and cohort should wash their hands thoroughly, but do not need to go home unless they develop symptoms or the child subsequently tests positive.</li> <li>The school will follow up if a test result is not received.</li> <li>The DfE helpline will be contacted if necessary.</li> </ul> <p><b>REMEMBER:</b> Always call 999 in an emergency.</p>	<p style="text-align: center;">↑</p> <p style="text-align: center;">As cases arise</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;">Site staff</p> <p style="text-align: center;">SLT</p>	<p style="text-align: center;">Asap</p> <p style="text-align: center;">Asap</p>	

#### Relevant links

Guidance for educational settings [actions for schools during the coronavirus outbreak](#)

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>