

# 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. <b>Please also refer to the school's Coronavirus Risk Assessment.</b>
Date of latest assessment: 1 / 04 / 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	<b>Actions:</b> Identify all staff and students who are clinically extremely vulnerable (CEV). Arrangements made for CEV staff to work from home where possible. Identify any students who are under paediatric or other specialist care and meet with their parents to discuss what accommodations can be put in place.	<b>Med</b>			✓			
		Identify other staff and students who are clinically vulnerable (including staff who are pregnant who will also require a workplace risk assessment).				✓			
		Explore barriers to attendance with parents / carers where there are concerns.				Contact parents	HOY	Ongoing	✓
		Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. See <a href="#">Self isolation guidance</a>				As necessary	SLT	Ongoing	✓
		Ensure that government advice for clinically vulnerable or clinically extremely vulnerable staff is adhered to.							✓
		Consider the additional vulnerability of some Black, Asian and Minority Ethnic (BAME) staff, pupils and parents as part of the risk assessment.							✓
		Ensure staff are aware of the quarantine guidance (if they are travelling abroad).							✓
		Ensure up to date risk assessments for children on EHC plans are carried out with educational providers and parents/carers.							✓
		Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.							✓

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<b>STAFF LEVELS</b>  <b>Med</b>		<b>Actions:</b> CEV staff will continue to work from home where it is possible for them to do so. Make decisions on staffing levels dependent on numbers / needs of pupils present in school. Review staffing levels and workloads. Options such as supply staff, splitting and alternating classes, SLT cover, partial closure may be required in event of staff shortages.	<b>Low</b>			✓ All
<b>DIRECT TRANSMISSION OF COVID IN THE SCHOOL ENVIRONMENT THROUGH PERSON-TO-PERSON</b>  <b>Physical arrangements</b>  <b>Med</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<b>Actions:</b> (Social distancing): Ensure that children, where possible, only mix in their year group, commonly referred to as a 'bubble'. Staff may operate across these bubbles. Social distancing and hygiene practices (see below) should be adhered to where face-to-face teaching is necessary (ideally adults should maintain a 2 metre distance from children). Set up desks as far apart as possible (children should sit side by side facing forwards). Designate areas for staff breaks that maintain social distancing and hygiene. Face coverings should be worn by adults and pupils in classrooms (unless social distancing can be maintained) and when moving around the premises and outside of classrooms, such as in corridors and communal areas. Face coverings do not need to be worn by pupils when outdoors on the school premises. To promote and engage in the voluntary asymptomatic coronavirus testing programme (please refer to our covid testing risk assessment).	<b>Low</b>			✓ All
<b>Physical arrangements (continued)</b>  <b>Arranging rooms &amp; limiting proximity</b>  <b>High</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Limit the number of persons in each room/area to follow social distancing guidance.  Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)  Staff are to maintain a safe distance between each other (ideally 2 metres) Children must be encouraged to do the same. Mark out areas to help pupils visualize and maintain 2m distancing. Rooms to be kept as well ventilated as possible (opening windows and doors). Consider timetable adaption to utilise larger spaces (gym, hall etc.) to ensure social distancing is enforced as far as possible. Re-plan lessons / activities to avoid shared resources.  Consider opportunities for outdoor learning to assist in social distancing. Music, dance, drama and PE to be undertaken in line with government guidance. Children should wear their PE kit to school.  Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2m distancing cannot be maintained.	<b>Med</b>			✓ All

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Med		<p><b>Meetings/1-2-1s/training</b> Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means When in the hall: Chairs to be spaced 2 metres apart. Doors and windows to be left open. Chairs to be thoroughly cleaned after use.</p> <p><b>Staff Meetings</b> To take place remotely.</p> <p><b>Offices / IT suites etc</b> Workstations acceptable distance apart (2m) / alternate workstations occupied; One side of banks of desks used to avoid face to face contact across desks.</p> <p><b>Stairs / corridors</b> Minimise transitions as far as possible to ensure brief contact. Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p><b>Toilets</b> Restrict the number of people using toilet facilities at any one time. Identify additional toilets.</p> <p><b>Break / Playgrounds</b> Avoid any group activities that require pupils to be in close physical contact with each other. Limit numbers zone areas and stagger breaks. Increased supervision to aid enforcement of social distancing as far as is reasonable. Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.</p> <p><b>Assemblies</b> No full school assemblies. Year assemblies only (in bubbles) to be conducted remotely When face – face: Children to stand where possible or sit on the floor Staff are to maintain a safe distance from children and each other (ideally 2 metres) Doors and windows to be left open</p>	Low			<p>✓ All</p> <p>✓ All</p>

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<b>Low</b>		<b>Actions:</b> Children must attend school in full uniform. Schedule hand cleaning times for all pupils and staff to ensure this occurs on arrival, before departure, when coming in from break, before and after eating. Hands should also be cleaned after going to the toilet. Clearly communicate to parents / carers the arrangements for before and after school, and request them to maintain social distancing of 2m while in public. Ensure all arrangements and expectations are clearly communicated to staff, parents/ carers and pupils.	<b>Low</b>			✓ All ✓ All
<b>Med</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	There will be a staggered start and finish (by year group) to the school day. Monitor site access points to facilitate social distancing.  Discourage parents picking up their children from gathering at the school gates.  Communicate expectations to parents (including only 1 parent to attend at drop off / collection) One-way traffic through external doors to avoid face to face passing.  <b>Visitors</b> Only essential pre-arranged visitors are allowed onto the school site. The school counselling service will still be available to use by children. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene and social distancing. All visitors must complete a Covid - 19 questionnaire when they sign in at reception. All visitors to be issued with a Covid-19 visitors guide. <b>Staff</b> On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.	<b>Low</b>			✓ ✓ ✓ ✓  ✓ All  ✓
<b>High</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<b>Actions:</b> Regularly clean and disinfect common contact / frequently touched surfaces in reception, office, access control etc. (screens, telephone handsets, desks).  All shared resources to be cleaned after use (including computers, PE equipment etc). Build into end of lesson activity routines.  Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.	<b>Med</b>  Daily clean	Cleaners	Daily	✓  ✓  ✓

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<b>Canteen use / lunchtimes</b>  <b>Med</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<b>Actions:</b> All persons should be required to stay on site once they have entered it and not use local shops etc.  Break and lunchtimes will be staggered by year group.  All persons should be kept as far apart as possible whilst eating  Food to be delivered to pupils in their bubbles (it should be ordered via the Fusion App). Introduce controlled queuing to aid social distancing. Meals to be eaten with pupils as far apart as possible.  Drinking water should be provided (a separate source for each bubble) 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.	<b>Low</b>			✓ All          ✓ All
<b>Contractors</b>  <b>Low</b>	Contractors, Staff, Students / pupils / wider contacts,  Spread of COVID 19	<b>Actions:</b> Only contractors carrying out essential maintenance (or work) deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene.  Staff and contractors are to maintain a safe distance between themselves and others.  Contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site. Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation). The school will seek confirmation of the contractors method statement / risk assessment.	<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.  Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.  Ensure good, clear and regular communications with parents/carers and wider school community.	<b>Low</b>			✓ All
<b>Provision of first aid</b>	Staff,	<b>Actions:</b> It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.				✓ All

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High High	Students / pupils / wider contacts  Spread of COVID 19	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.	Med  Med			✓ All
Emergency procedures (Fire alarm activations etc)  High	Staff, Students / pupils / wider contacts  Spread of COVID 19	<b>Actions:</b> Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Try to maintain social distancing at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants  Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.	Med			✓ ✓ ✓
Deliveries & Waste collection.  Low	Staff, Students / pupils / wider contacts  Spread of COVID 19	<b>Actions:</b> Do not approach delivery staff, allow packages to be left in a safe place.  Hands are to be thoroughly washed after handling all deliveries or waste materials.  Waste collections made when the minimum number of persons are on site (i.e. outside normal opening hours).	Low			✓ All
Premises safety  Med	Staff, Students / pupils  Wider safeguarding / safety risks	<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.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	Low			✓ All

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SUSPECTED CASE ON-SITE  High	Staff, Students / pupils / wider contacts  Spread of COVID 19	<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, train staff on whereabouts and safe use of PPE. We have a log of symptomatic individuals, tests taken, test results, etc. We have: <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 worn by supervising adult if 2m distance cannot be maintained</li> <li>○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary</li> <li>○ Eye protection 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> <li>• Safe disposal of PPE and areas occupied and equipment used by the affected person 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>• Clean the affected area with normal household disinfectant</li> <li>• Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive.</li> <li>• School follow up if test result is not received</li> <li>• DfE helpline contacted.</li> </ul> <b>REMEMBER:</b> Always call 999 in an emergency.	Med			✓ All
			As cases arise	SLT	Asap	✓ All
			As cases arise	SLT	Asap	✓ All
			As cases arise	Site staff	Asap	
			As cases arise			
			↑	SLT	Asap	
			As cases arise			
			↓			

## 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>

COVID-19 poster

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876220/COVID19\\_Guidance\\_Education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)

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>