



St Michael's Catholic College
College Health and Safety Risk Assessment
Autumn Term 2020

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COVID-19: GENERIC HEALTH AND SAFETY RISK ASSESSMENT

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

School name:	St Michael's Catholic College	Assessment conducted by – name:	Felicity Corcoran, Jo Nottage and Bill Gale
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Covered by this assessment:	Star staff, students, contractors, visitors, volunteers, vulnerable people	Assessment conducted by – job title:	Principal, Assistant Principal, Site manager
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Assessment date:	05/11/2020	Review interval:	Operational plan reviewed fortnightly, Operational and H+S RAs reviewed monthly.	Date of next review:	02/12/20
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Note: Risks assessments must be reviewed at least, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

Related documents	
<p>This risk assessment should be used in conjunction with the following documents:</p> <ul style="list-style-type: none"> College Staying safe in Covid-19 policy College operational plan autumn term 2020 College remote learning protocols +procedures autumn term 2020 College recovery curriculum 2020-21 College Catch up Provision plan 2020-21 College operational RA 	<p>Government guidance:</p> <ul style="list-style-type: none"> https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Coronavirus (COVID-19): implementing protective measures in education and childcare settings Safe working in education, childcare and children's social care Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): Education and childcare COVID-19: cleaning in non-healthcare settings https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=4%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-has-changed

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence				
		Probable	Possible	Remote		
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H		
	Severe: Causes physical injury or illness requiring first aid.	H	M	L		
	Minor: Causes physical or emotional discomfort.	M	L	L		
Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
Infection control						
Spread of COVID-19 due to poor hygiene and infection control	H	<p>Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows:</p> <ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school <p>The information below is included in the school's reopening plan. This information is issued at staff and student briefings and in letters home to parents:</p> <ul style="list-style-type: none"> Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). 	Y	<p><i>Designated toilets in place for each year group.</i></p> <p><i>Hand sanitiser dispensers in all classrooms and identified spaces across the college.</i></p> <p><i>Hand washing incorporated into lunch arrangements for each year group.</i></p> <p><i>G22 designated as isolation room for anyone displaying Covid-19 symptoms.</i></p> <p><i>Procedure for booking a test will be made available to any</i></p>	Y	M

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		<ul style="list-style-type: none"> • Any student or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • A student/member of staff with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required by the supervising staff member/first aider. • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of students is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p>In addition:</p> <ul style="list-style-type: none"> • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control training is arranged for new staff. <ul style="list-style-type: none"> • Clean hands thoroughly more often than usual • Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when students, staff or visitors enter the school; at break; when 	Y	<p><i>student/staff member with symptoms.</i></p> <p><i>High frequency cleaning rota in place for all classrooms, toilets and any shared spaces.</i></p> <p><i>Female disabled ground floor toilet designated for use in these circumstances and to be cleaned immediately afterwards following government guidance.</i></p>	Y	

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		<p>entering/exiting classrooms; before and after lunch; before leaving school; whenever the toilet is used.</p> <ul style="list-style-type: none"> • It is defined which bubbles/Year groups are using which toilets and sinks. • Handwashing routines are re-taught to students using suitable video. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach • Posters are that remind students and staff about the importance of the approach and handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points. • The location of bins around the school is checked on, and more are ordered if necessary. • A schedule for bins to be emptied / disinfected is in place and is adhered to. • Students using public transport are reminded of the need to wear face coverings/masks. • From 19/10 all students and staff must wear face coverings in communal areas and corridors (unless they have a medical exemption) due to tier 2 restrictions. Students must be directed to wear face coverings before they come into the school buildings and before they leave classrooms. • Year 12/13 students must wear face coverings in NT classrooms if there are more than 8 people. 		<p>On 17/10/20 London moved to tier 2 and became an area of high transmission students and staff have therefore been directed to wear face coverings when moving around the college and in communal areas as per updated DfE guidance- this will continue during the period of national lockdown starting 05/11/20.</p> <p>The college will deploy masks/visors around the building in order to ensure that these are available for use should staff wish or when they are not able to maintain social distancing (e.g. providing first aid, one-to-one learning support etc).</p>	Y	

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		<ul style="list-style-type: none"> • A stock of masks is maintained and made available for staff and for students who do not have a mask / need one for use on public transport. • Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • The school's premises manager ensures cleaning staff understand the cleaning rota and their responsibility in following the rota and procedures so they fully understand their role in preventing the spread of coronavirus. • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. • Stock checks and stock control are maintained by the Premises manager. • Minimise contact between individuals and maintain social distancing wherever possible • Students are organised in year group bubbles. In school, year groups are kept separate from each other. This may involve staggered start and finish times, staggered break times, staggered lunch times. • Movement around the school by students is minimised. Bubbles are allocated a designated area and where possible taught in these classrooms. • Where it is necessary for students to be taught in specialist rooms – such as a science lab, specialist rooms – then the space and equipment is thoroughly disinfected before a new bubble enters. 	Y	<p><i>Cleaning schedule reviewed daily in week 1 and 2, weekly in week 3 and 4 and fortnightly from week 5 by WGA- who will feedback to FCO/JNO</i></p> <p><i>Year group bubbles also designated separate space for before school, break and lunchtimes.</i></p>	Y	

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		<ul style="list-style-type: none"> • For each year group, basic equipment (such as pen/ pencil/ eraser/ ruler/ glue stick) that students routinely need is collated and made available to any student. Each student keeps this bag of equipment for their own use. • Specific lessons where practical equipment may need to be used, such as in science labs or design technology workshops - these specialist learning spaces are built into cleaning staff rotas to reduce risk of contamination by thorough cleaning between bubbles. Students are instructed to clean some resources with wipes at the end of lessons where resources / spaces will subsequently be used by another bubble. • Resources are boxed, including library books, that are needed for particular classes, students will not be able to use shared areas such as the college library unless by prior arrangement. • The need for staff to take students' work away from school is minimised. Students' self-assessment of work in books is undertaken where appropriate and exercise books are left in form rooms at the end of each day. All homework will be set and submitted on Google classroom. Staff will wear gloves to mark students' books and work, this will take place in tutor rooms. Assessments/mock exams on paper that teachers would like to mark offsite must be placed in a plastic box and retained in school for 48 hours before being marked. This procedure also needs following when they are returned to the college. • Where necessary, wear appropriate personal protective equipment (PPE) 	Y	<p><i>Any shared specialist rooms have been identified and used to inform the cleaning schedule.</i></p> <p><i>Disinfectant spray, wipes etc will be available in all classrooms.</i></p>	Y	

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		<ul style="list-style-type: none"> • The school continues to maintain and monitor stocks of PPE and has access to supplier lists. • From 19/10 all students and staff must wear face coverings in communal areas and corridors (unless they have a medical exemption) due to tier 2 restrictions. Students must be directed to wear face coverings before they come into the school buildings and before they leave classrooms. • Year 12/13 students must wear face coverings in NT classrooms if there are more than 8 people. • Staff are supplied with PPE when supervising a student who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine care to students that involves the use of PPE. • Gloves and aprons are provided for cleaning staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished. • Engage with the SERCO Test and Trace process • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. • Special advice sheets have been sent home to parents of that child and other members of the bubble. • Staff induction for return to school includes information about the NHS Test and Trace process. • Manage confirmed cases of coronavirus (COVID-19) amongst the school community 	Y	<p>Premises manager to monitor stocks 2x weekly and order more as and when needed.</p> <p>Advice sheets also sent to parents via Edulink and placed on the website.</p> <p>The college carried out its own tracing drills in September.</p>	Y	

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		<ul style="list-style-type: none"> • Contact details for DFE Coronavirus helpline/local Public Health England team and local authority health and safety team are readily to hand. • A clear process is in place for notifying the DFE Coronavirus team/ local health protection team and the local authority of any cases that test positive. • A spreadsheet is maintained to record all staff and students who are self-isolating who have tested positive. These spreadsheets are kept up to date. • Template letters have been prepared for different scenarios. • Contain any outbreak by following local health protection team advice • The school responds immediately to advice provided by the DFE/local health protection team. • Letters sent out to parents of those required to self isolate and those that can remain at the college as soon as possible. • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 		<p>When there is a confirmed case FAQs are placed on the website for parents and staff.</p>		
<p>Students operate in discrete year group 'bubbles' but there are risks of these bubbles mixing at certain times</p>	H	<ul style="list-style-type: none"> • Current government guidance is being applied. • Each discrete year group 'bubble' is allocated a home base comprising a suite of rooms where most of their learning will take place. • Students will stay within this area except for specialist teaching (i.e. where the use of specialist equipment is necessary) or – in some cases – using the canteens, gym and hall. • All specialist teaching facilities are cleaned and disinfected after use and before use by a new group. Schemes of work are reviewed to plan the 	Y		Y	L
			Y		Y	

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		<p>use of specialist facilities so that different year group bubbles do not use them in quick succession. This reduces the need to clean too frequently.</p> <ul style="list-style-type: none"> Students and staff observe hygiene guidance and wash hands frequently. Teachers moving between groups comply with social distancing and hygiene guidance. Timetable and arrangements for each year group avoid contact between year groups when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving). Staggered arrival and leaving times; Separate arrangements for break times and lunch times are in place for each year group. From 19/10 all students and staff must wear face coverings in communal areas and corridors (unless they have a medical exemption) due to tier 2 restrictions. Students must be directed to wear face coverings before they come into the school buildings and before they leave classrooms. Year 12/13 students must wear face coverings in NT classrooms if there are more than 8 people. 		<p>Routes around the college have been identified for each year group, which must be adhered to – these ensure any contact is minimal.</p>		
<p>Maintaining effective social distancing to prevent spread of COVID-19</p>	H	<ul style="list-style-type: none"> Current government guidance is being applied. Students are operating in discrete year group 'bubbles'. Expectations of social distancing are established and communicated to all staff and relevant students before school reopens. For students 	Y		Y	M

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		<p>this includes expectations within and outside their bubble. For teachers this includes expectations on social distancing at all times, and when moving between bubbles.</p> <ul style="list-style-type: none"> • Staff and students are regularly reminded about social distancing. • Clear social distancing signage is in place throughout the school. • Timetabling and designation of spaces has been undertaken carefully to ensure that bubbles do not overlap. • Supervision of break times/lunch times prevents students from different bubbles from mixing in toilets. • Where necessary, classrooms have been remodelled so that students are in rows facing the front. • Spare chairs and desks have been removed. • Classrooms are well-ventilated. • Floor markings clearly demarcate social distancing measures in areas where queues may form (e.g. dining room, corridors, reception). • Whole staff meetings, mixed year group assemblies and other large gatherings take place remotely. • Restrictions are placed on the number of staff using staff rooms and communal working spaces at any one time. • The catering company who employ the kitchen staff ensure strict expectations/H+S procedures are in place and adhered to by all staff at all times. 	Y	<p><i>Pabulum risk assessment and procedures checked by FCO/WGA/APA</i></p>	Y	

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		<p>This is monitored by the Premises manager and SLT on duty</p> <ul style="list-style-type: none"> • Access to toilets is planned and managed to avoid large groups/queues from forming. • Activities that involve shared resources/equipment are avoided. • Routes for when students need to move around the college are in place and shared with all students and staff. • Appropriate signage and floor markings are in place to protect reception staff so that they can remain at a distance of 2m from any visitors. Where possible, they are further protected by screens. • Dining area layouts are configured to ensure separation of diners. Tables/chairs are cordoned off where distancing is not possible. • Each year group has specific break time arrangements designated areas are used by particular groups of students during social times both inside and outside the buildings. • Student behaviour policy has been reviewed and updated in light of the new discrete year group bubble arrangements and social distancing with clear sanctions in place for anyone ignoring or deliberately flouting the rules, including exclusion where required. • Senior management closely monitor compliance with the bubble arrangements and social distancing and adjust procedures where necessary. 	Y	<p><i>Routes for each year group on display in each form room. Regular reminders given by LOLS</i></p> <p><i>Home -College agreement sets out expectations for all parent/carers and students in relation to health and safety and details the updated behaviour policy. All parents/carers and students will be required to sign via Google form to say they have read and</i></p>	Y	

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		<ul style="list-style-type: none"> • Any staff/students who become unwell at school must be isolated immediately and sent home as soon as possible with arrangements made for them to take a test under NHS Test and Trace. • A room and separate toilet have been designated to accommodate any suspected case whilst they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising. • Arrangements are in place for staff supervision of any student displaying COVID-19 symptoms (2m distancing should be observed and where this is not possible, they should wear suitable PPE). • Staff and student absence related to COVID-19 is monitored and carefully tracked so that no students or staff are accepted back into school before the incubation timeline has elapsed as set out in the latest government guidance. • Arrangements are in place to notify the DFE Coronavirus hotline/PHE/Local Authority of any students or staff who test positive for COVID-19. • Students/staff suspected of having COVID-19 will be sent home until confirmation of a test result under NHS Test and Trace is received and advice is received from the local health protection team. 		<i>Google sheet used to track Covid-19 related absence by DCA</i>		
Access to and from college site	M	<ul style="list-style-type: none"> • Arrangements for dropping off and picking up students have been reviewed. Staggered arrivals/pick-ups have been scheduled. • Parents will be told to avoid getting out of cars where possible and to avoid congregating at the school entrance. 	Y	<i>Markings will be placed outside of the college and on the way into reception to support with social distancing.</i>	Y	L

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		<ul style="list-style-type: none"> • Staff, students and parents are regularly briefed on any new arrangements, including staggered start/finish times. • The number of entrances and exits to be used has been maximised. Separate managed entrances/exits are used for different groups. • No non-essential visitors are admitted to school. • Procedure is in place for receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms. • Staff, where possible, use their ID badge to sign in hands-free. • If the signing in screen is used, the member of staff is directed to use hand sanitiser before and after using the touch screen. • The signing in touch screen is cleaned frequently with disinfectant wipes. • A dedicated waiting area and meeting room is made available for visitors, adjacent to reception where possible. • Recommendations are made to parents/students to avoid using public transport where possible and especially within 1 mile of the college. • Designated person(s) are assigned to receive deliveries. • Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing and wearing PPE where appropriate. 				
Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection	H	<ul style="list-style-type: none"> • The latest government guidance on wearing PPE in schools is applied. 				L

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increased vulnerability to infection or poorer outcomes from COVID-19		<ul style="list-style-type: none"> The expectation that all staff and students, including those who have been shielding, are clinically vulnerable or are extremely clinically vulnerable will return to the college is communicated clearly. An audit/survey has been undertaken to assess the vulnerability of staff (and close family members), including those who are extremely clinically vulnerable and clinically vulnerable. An audit/survey has been undertaken to assess the vulnerability of students (and close family members). Separate risk assessments have been undertaken for staff and students who are clinically extremely vulnerable, clinically vulnerable, or who have family members who are extremely clinically vulnerable and clinically vulnerable. Discussions are held with staff and parents where specific circumstances may apply in line with the latest government guidance, and decisions are made accordingly on attendance at school. Provision of support and individual risk assessments are put in place as necessary for individuals and groups in the school that are at increased risk from COVID-19 because of contextual factors (e.g. staff and students who are BAME, staff who are aged 55 or over). 		<p><i>Staff, students and families which evidence suggests have increased vulnerability are also reminded of the importance of maintaining social distancing outside of the college. This includes advising that they limit the people/households they mix with outside of college.</i></p> <p>Risk assessments for vulnerable staff reviewed at the end of September and will be reviewed half termly.</p> <p>Union checklists and BAMEed guidance used to cross check and inform guidance as appropriate.</p> <p>New guidance for clinically extremely vulnerable and vulnerable people in Educational settings issued on 04/11/20 States:</p> <ul style="list-style-type: none"> Both staff and pupils who have been identified by their doctor as still considered clinically 		

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				<p>extremely vulnerable (CEV), will be advised not to come into school or college. The government guidance on shielding and CEV people has been updated to reflect this position. Schools will be expected to provide remote learning for any pupils in this category.</p> <ul style="list-style-type: none"> Pregnant women are not classified as CEV, and therefore will still be expected to come into work, unless their doctor advises otherwise. Pupils and staff who live with people who are CEV, but are not CEV themselves, are still expected to come into school or college. <p>The college will liaise with staff and students identified as CEV to make suitable arrangements in line with the updated guidance.</p>		

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Full or partial closure of the college due to: Year group being required to isolate, local lockdown or national lockdown.	M	<ul style="list-style-type: none"> • Staff briefed during September inset about updated remote learning protocols and additional training on Google classroom provided. • Parents and students briefed on remote learning provision and expectations at start of term assemblies and virtual curriculum evenings. • Parents surveyed again about IT/internet access at home. Support with devices, routers and internet access provided wherever possible. • Daily remote check in required by all students as soon as remote learning resumes. This will be monitored by SLT and LOLs. • Key worker/Vulnerable students identified who will need to still attend college during any closure and provisional staff timetable in place which can be implemented as soon as full closure is confirmed. • FSM lunch vouchers to be provided to identified families as soon as full/partial closure confirm • SLT + Heads of Department ensure regular opportunities to assess and gather evidence about Year 11/13 achievement and progress are in place so that teachers are able to accurately assess/calculate grades when required. 	Y	<p><i>New staff to receive additional support/training as required.</i></p> <p><i>Due to LA support FSM vouchers have also been provided for the October half term.</i></p>	Y	L

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Mental health concerns for staff and students due to COVID-19	M	<ul style="list-style-type: none"> • Wellbeing/mental health issues are discussed with students during PSHE/assemblies and at other appropriate opportunities. • Age-appropriate websites/resources are provided for students. Staff direct students to these resources and are open to discussing them e.g. Kooth, NSPCC resources. • Students who are anxious about returning/who haven't settled well are identified and contact made with them. Leaders of learning and tutors to monitor identified students and liaise regularly with families. • DCA to monitor attendance carefully and ensure JNO and LOLs are informed promptly of any concerns. • Recovery curriculum and catch up plans in place to support departments to address any gaps in learning which if not addressed may lead to anxiety/stress and to ensure students receive targeted intervention to meet their needs. • Staff are directed to useful websites e.g. education support network and resources that they might find helpful themselves. • Line managers stay in touch regularly with staff and check that they are well. • Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their students. • Appropriate work plans are agreed with staff and support is provided where necessary. • Staff required to quarantine for any reason will be expected to work from home if they are well. 	Y	<p><i>CPHSE schemes of work have been revised to ensure students are given opportunities to reflect on their mental health following lockdown and returning to college. All students will participate in lessons during the first week back with a focus on mental health, resilience and managing their return to college effectively.</i></p> <p><i>Additional staff employed to support with targeted catch up provision, interventions and mentoring. The impact of this provision will be regularly monitored.</i></p>	Y	M

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		<p>Teaching staff will be expected to set cover via Google classroom and may be asked to help provide remote learning for any students who are not at school.</p> <ul style="list-style-type: none"> • Staff are considered as individuals and managed accordingly. • Wellbeing and work-life balance are promoted with all staff. • The school has access to trained staff who can deliver any bereavement counselling and support. 		<p><i>Additional staff have been trained in bereavement support during the partial closure and a new bereavement policy has been created.</i></p> <p><i>Remote teaching and learning protocols in place to support all students who are required to quarantine so they can learn remotely as needed.</i></p>		
Operational issues						
Existing site maintenance regimes are not up to date and/or all systems are not operational	M	<ul style="list-style-type: none"> • Current government guidance is being applied. • All utilities and systems (including gas, heating, water supply, mechanical and electrical systems and catering equipment) have been maintained in line with required schedules. • Water systems have been maintained in line with required schedules. • Pest control is being utilised where necessary. 	Y	<p><i>Union reps were invited to undertake a site inspection prior to opening.</i></p>	Y	L

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Ventilation systems have been tested and any practical improvements to improve ventilation have been put in place A health and safety site inspection will take place prior to reopening. 				
Current policies and procedures have not been adapted/updated to take account of COVID-19 impact	M	<ul style="list-style-type: none"> Existing policies and procedures have been updated/adapted to take account of COVID-19 impact. Fire procedures have been reviewed and revised where required, e.g. due to: <ul style="list-style-type: none"> students operating in discrete year group bubbles possible absence of Fire Marshalls social distancing rules during evacuation and at muster points Staff and students have been briefed on any new evacuation procedures. All staff and Fire Marshalls have been trained/briefed appropriately. A staff rota for additional Fire Marshalls has been drawn up to cover any absences. Any additional staff temporarily taking on the role have been briefed accordingly. 		<p><i>In addition, a specific staying safe during Covid-19 policy has been implemented.</i></p> <p><i>Addendums have been made to relevant policies to consider Covid-19 requirements. E.g. disaster emergency, behaviour, safeguarding etc.</i></p>		L
Third party contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	<ul style="list-style-type: none"> Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and 	Y		Y	M

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Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
		method statements, and contractor induction) and these have been reviewed.				
Staff shortages due to absence may compromise operational safety	M	<ul style="list-style-type: none"> The health status and availability of every member of staff is regularly updated so that deployment can be planned. Sufficient cover/supply staff are available. Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles. Staff have been trained /briefed across disciplines to avoid any single points of failure. There are sufficient qualified first aiders to cover the numbers of staff and students on site. 	Y	<p>The college is currently advertising for additional cover supervisors to ensure sufficient cover is available.</p> <p><i>Additional staff have also been identified to be trained as first aiders as soon as the courses recommence.</i></p>	Y	M