



St Michael's Catholic College
College Health and Safety Risk Assessment
March 2021

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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 \(PPE\)](#)

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| School name: | St Michael's Catholic College | Assessment conducted by – name: | Felicity Corcoran and Jo Nottage |
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|------------------------------------|--|---|---------------------------------|
| Covered by this assessment: | Star staff, students, contractors, visitors, volunteers, vulnerable people | Assessment conducted by – job title: | Principal, Assistant Principal, |
|------------------------------------|--|---|---------------------------------|

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|-------------------------|------------|-------------------------|--|-----------------------------|----------|
| Assessment date: | 04/03/2021 | Review interval: | Operational plan reviewed fortnightly, Operational and H+S RAs reviewed monthly. | Date of next review: | 19/03/21 |
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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 | |
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| <p>This risk assessment should be used in conjunction with the following documents:</p> <p>College Staying safe in Covid-19 policy</p> <p>College Operational Risk Assessment March 2021</p> <p>College operational plan March 2021</p> <p>College remote learning protocols +procedures</p> <p>College recovery curriculum 2020-21</p> | <p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Safe working in education, childcare and children's social care</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): Education and childcare</p> <p>COVID-19: cleaning in non-healthcare settings</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/966846/Schools_coronavirus_COVID-19_operational_guidance.pdf</p> <p>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</p> |

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| College Catch up Provision plan 2020-21 College operational RA | |
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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 | Current government guidance is being applied, and specifically the 12 PHE system of control measures set out in the latest government guidance are in place as follows: 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) | Y | <i>LFT covid testing set up to test students 3 times upon their return ahead of home testing.</i> <i>Arrangements made for staff to home test from 07/03/21- twice weekly</i> | Y | M |

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|------------------|-------------------------------------|--|--------------------|---|--------------------|------------------------------|
| | | <p>symptoms, or who have someone in their household who does, do not attend school.</p> <ul style="list-style-type: none"> • Anyone with a positive test result should remain at home for 10 days (counting day zero as the test date) All members of the household must isolate for 10 days. Parents/Carers must inform the college asap in case contact tracing is required. • 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 10 days (including siblings). Parents/Carers must inform the college asap in case contact tracing is required. • Any student or staff member will go home immediately if they have symptoms. They should take a PCR test as soon as possible. Parents will be contacted and asked to collect their child asap. • A student with symptoms awaiting collection will be isolated and kept at a distance of 2m from the supervising staff member in G22. PPE will be worn if distancing of 2m or more from the symptomatic student is not possible or there is a risk of contaminated bodily fluids. • If the child uses the toilet (it must be the female staff disabled toilet on the ground floor), it will be thoroughly disinfected before use by anyone else. • All staff and students will 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 will be cleaned with household bleach as per Public Heath England (PHE) guidance. | Y | <p><i>Face coverings required to be worn indoors by all staff and students including in classrooms-unless exempt.</i></p> <p><i>Students whose parents do not consent to testing and wearing of face masks or don't consent to testing and child is exempt from wearing a face mask to have seating adjusted in classrooms to ensure social distancing is possible. This is a further control measure required to safeguard all staff and students in order to reduce possible transmission.</i></p> <p><i>Designated toilets in place for each year group.</i></p> <p><i>Hand santiser 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> | Y | |

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|------------------|-------------------------------------|--|--------------------|---|--------------------|------------------------------|
| | | <ul style="list-style-type: none"> • Any student/ member of staff will be required to quarantine for 10 days if they have recently visited countries outside the common travel area. • All staff, current and new to attend a virtual staff meeting ahead of a return to face to face teaching on 8th March 2021. <p>2.Ensure Face Coverings are used in recommended circumstances.</p> <ul style="list-style-type: none"> • Face coverings must be worn by staff and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises. • In addition, it is now also recommended in secondary schools, that face coverings should be worn in classrooms as social distancing cannot be maintained. We are taking this additional precautionary measure for a limited time during due to the prevalence of Covid-19 in the community and this will be reviewed at Easter. • This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. • Some individuals are exempt from wearing face coverings. This applies to those who: cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties, speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. Parents/Carers and staff will be required to provide evidence of medical exemption. | | <p><i>Procedure for booking a PCR test will be made available to any 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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|------------------|-------------------------------------|--|--------------------|---|--------------------|------------------------------|
| | | <ul style="list-style-type: none"> • Staff who are exempt from wearing a face covering will be offered a specially adapted visor to wear indoors. • Students who are medically exempt from wearing a face covering will be provided with exemption lanyards which they are required to wear so that they can avoid having to explain to their peers or staff that they are exempt from wearing a face covering in classrooms when the majority of others are and also to remind other to maintain a safe distance for the safety of all. • Guidance will be provided to students about the safe wearing/removal of face coverings in tutor time. <p>3.Clean hands thoroughly more often than usual.</p> <ul style="list-style-type: none"> • All students and staff will sanitise hands on entering and leaving college and before entering and leaving each classroom. Sanitiser dispensers will be located at college entrances/ exits and in each classroom. • All students and staff will be reminded to wash hands before and after visiting the toilet, coughing/sneezing and having lunch. • Leaders of learning/tutors/class teachers will give frequent reminders to sanitise hands. • All students will receive regular reminders on effective handwashing routines – including using videos during registration and on large screens in social areas. | Y | The college will deploy additional medical grade masks/visors around the building in order to ensure that these are available to staff if they need them. | Y | |

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| | | <ul style="list-style-type: none"> • The Premises Team will schedule checks during each day on stocks of hand sanitiser, soap and paper towels to check there is adequate supply. <p>4.Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <ul style="list-style-type: none"> • The college will deploy posters that remind pupils and staff about the importance of catching a cough or sneeze in tissue, disposing of the tissue and washing hands, particularly on large screens and by washbasins/toilets and at entry/exit points. • All classrooms, social spaces and corridors will have adequate bins. • There will be an enhanced schedule for bins to be emptied and disinfected. • All students and staff must wear a face covering if using public transport. • From 8th March all staff and students will be required to wear face coverings when inside the college building, including in classrooms- see control 2. • Spare masks can be provided to staff/students as needed. <p>5.Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p> <ul style="list-style-type: none"> • All classrooms will be provided with disinfectant spray/wipes for teachers to use on the keyboard, screen and mouse before and after each lesson. Spray /wipes will also be provided to each specialist room for use by students to wipe down their chair, workspace | 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> <p><i>Any shared specialist rooms have been identified and used to inform the cleaning schedule.</i></p> | Y | |

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| | | <p>and specialist equipment (in addition to the disinfection carried out by cleaners).</p> <ul style="list-style-type: none"> • All specialist rooms will be disinfected by cleaners between lessons (where students from a different bubble are using the room). • All cleaners will be trained and regularly reminded of the protocols for disinfecting surfaces. • There will be an enhanced cleaning schedule throughout the day. • A 'deep clean' disinfection of the full school will be undertaken on Friday afternoons. • The Premises Team will schedule checks during each day on stocks of cleaning materials to check there is adequate supply. <p>6.Minimise contact between individuals and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> • Each year group is a single bubble. • Year 12 and Year 13 will be kept separately where possible (e.g. in lessons), though will constitute one bubble. 6th formers will be required to wear face coverings when indoors at all times, including all classrooms. • All students must be directed to wear face coverings before they come into the school buildings each morning. • Each bubble will have a designated set of classrooms (i.e. tutor/home base) for all of their lessons, in which no other year group students are permitted. This will minimise movement around the college and mitigate crowding on corridors and contact with students of other year groups. | Y | <p><i>Disinfectant spray, wipes etc will be available in all classrooms.</i></p> <p>Premises manager to monitor stocks of sanitiser/wipes/spray etc 2x weekly and order more as and when needed.</p> | Y | |

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| | | <ul style="list-style-type: none"> • Staff will move between bubbles and will be required to socially distance from students and other staff at all times. • Each bubble will have a designated time for arrival, break, lunch and finish. These staggered times will ensure there is minimal contact between students of different bubbles. • When using specialist rooms: • Disinfect teacher and student workspaces before and after lesson. • Students sanitise before and after the lesson. • The class wait in their bubble and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors. • Students and staff will be prohibited from sharing any belongings, including stationery. As previously stationery packs will be provided for all students when they return to face to face teaching from 8th March. Packs will be named and left in tutor rooms at the end of each day. • Lockers will not be available to minimise movement around the college and books will be kept in tutor rooms. • Staff will not touch any student belongings. • When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected or they are left for a period of 48 hours (72 hours for plastic). Where topics in a subject require specialist equipment (e.g. table tennis bat, | | | | |

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| | | <p>paintbrushes, musical instrument etc) across year groups, the scheme of work should be revised to allow topics to be delivered in a different sequence. For example, painting may be delivered to Year 7 during one half-term and then to Year 8 in the next half-term.</p> <ul style="list-style-type: none"> • Students' books will be left in teaching rooms at the end of each lesson and staff will need to carry out reviews of marking in these rooms. Staff marking books should wear gloves and a face covering to do so. These will be made available by the college • For marking of student assessments/mock exams teachers will wear gloves. Student scripts should be placed in a plastic box (for the teacher) and if staff would prefer to mark scripts at home they should be retained in school for 48 hours before being marked. The same approach will be taken to the return of marked scripts. Teachers will disinfect wear gloves before and after marking scripts. <p>7.Ventilation</p> <ul style="list-style-type: none"> • In the main building in the louvres (vents) under the windows will draw enough fresh air in from outside into the classroom and ventilate the room without the windows needing to be open. This air will be warmed as it comes into the room by the heating system and then extracted by the ventilation system in the classrooms as well as through the open doors. In classrooms in the main build which don't have opening windows the ventilation system manages the airflow and removes old air. • The ventilation system in the main building is not an air conditioning system and does not move the air around | | <p><i>Ventilation adjusted in line with update HSE guidance published in March 21</i></p> | | |

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|------------------|-------------------------------------|--|--------------------|---|--------------------|------------------------------|
| | | <p>the room/spaces. It brings in fresh air from outside and removes old air through vents without windows being open.</p> <ul style="list-style-type: none"> • In the new build extractor fans can be operated in all classrooms to keep rooms ventilated without windows having to be open (WGA has provided staff training on this). If it is deemed necessary to open any windows just 1 or at a maximum 2 of the upper windows should be opened a small way. The breathing building ventilation system in this building ventilates rooms and then extracts the air. It is therefore unnecessary to have all windows open fully as the ventilation systems in both buildings meet health and safety regulations in terms of fresh airflow in and extraction and ventilation. Keeping all windows open fully could in fact pose risks to staff and student health as it could result in temperatures falling below statutory requirements. • It is important that doors are kept open in all classrooms. They may be closed for short periods if necessary to avoid noise that could disrupt others e.g. music etc. • In offices where space allows socially distanced meetings to take place the window must be open, even if it is just a small amount as offices don't have the same external louvre vents as classrooms and other rooms/spaces across both buildings • Students have been reminded to wear full uniform, blazers, cardigans, long sleeve shirts etc and layers etc to ensure they are comfortable in lessons and in and around the college building in winter months when it is naturally colder. | | | | |

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|------------------|-------------------------------------|--|--------------------|---|--------------------|------------------------------|
| | | <ul style="list-style-type: none"> • Temperatures across both buildings are being monitored on a daily basis and should they indicate classrooms are below 18 degrees – guidance will be provided to staff about allowing students to wear coats. Staff should not allow students to wear coats in lessons unless they have been directed to and it is important everyone is consistent with this. It is also helpful if staff model this. It is important to note that all students in KS3 and 4 are required to be outside at lunch time and should be encouraged to wear coats when they are outside at break or lunch. If they are allowed to wear coats in lesson times too often they won't feel the benefit of coats at break/lunchtimes when outside. • Students are not allowed to wear coats in corridors or communal areas inside the building. • Doors being kept open to allow for no- touch entrance to the main and new buildings e.g. ICT stairs, gym entrance, Year 7/11 stairs etc will now be closed once students arrive/leave the college site at the beginning and end of the day and after lesson changeovers as they are preventing some communal areas of the building from reaching optimum temperatures. This will continue to be monitored. <p>8. Ensure effective use of PPE</p> <ul style="list-style-type: none"> • The college will maintain stocks of PPE and deploy them around school. • PPE will be worn by all staff in specific circumstances: • Provision for children and young people whose care routinely already involves the use of PPE due to their intimate care needs: Schools have been directed to | | | | |

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| | | <p>continue to administer their care following the college's usual procedures.</p> <ul style="list-style-type: none"> • First aid: First aiders should follow the college's established practices. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. Where a pupil has suspected COVID-19, it will be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur. • The provision of direct personal care for a pupil with suspected COVID-19 where 2m distancing cannot be maintained (e.g. waiting for a pupil to be collected from school): In such cases, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur. • Cleaning: Cleaning staff should wear disposable gloves and aprons for standard cleaning. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection. • Catering: The catering team will wear full PPE when working in the kitchen and delivering food at lunchtimes. They will be temperature checked on arrival to work each day. • From 08/03/21 – all staff and students will be required to wear a face covering at all times when indoors, including when in classrooms. <p>9. Promote and engage in asymptomatic testing</p> | | | | |

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|------------------|-------------------------------------|---|--------------------|---|--------------------|------------------------------|
| | | <ul style="list-style-type: none"> • LFT (lateral flow tests) will be offered to all students as part of the resumption of face to face teaching from 8th March 2021. Students will be offered 3 tests in college and then will take 2 tests each week at home under parents/carer supervision. • In order to carry out all tests with each year group, we will be operating a phased return to the college. This will also allow us to safely administer all tests, meet each year group as they return students will receive their test and then will return to 'face to face' teaching in school the following day. • Students will only be allowed to come onsite by themselves and will return home immediately once their 1st Lateral Flow Test has taken place. Students will carry out their 2nd and 3rd tests on a rota during the college day to minimise disruption to learning. • Consent forms have been sent out on google forms and all parents and students aged 16+ are required to complete them to state whether they do or don't provide consent. • Staff will be asked to self-test at home every Sunday and Wednesday evening from 07.03.21 and to inform FCO/JNO/GSM that evening if they test positive so any necessary staffing arrangements/cover can be made. Testing packs to be collected from the college site on 05.03.21. Further information will be provided at a remote staff meeting on 03.03.21. Staff who have received a covid vaccination are also required to self-test at the current time. <p>10. Engage with the NHS Test and Trace process.</p> | | | | |

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| | | <ul style="list-style-type: none"> • Anyone displaying symptoms will be sent home immediately (parents will be asked to come and collect their child asap)and asked to book a PCR test. They will be asked to inform the college of the result immediately. • The college will share advice on, and promote engagement with, 'test and trace' with all staff, students and parents. If staff choose to use the new NHS APP they should alert FCO/JNO if they receive a message telling them a potential contact has tested positive <p>11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community and 12: Contain an outbreak within the community.</p> <ul style="list-style-type: none"> • The college will contact The DfE helpline 08000468687 and email the Southwark local Public Health team to inform them if anyone at college tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • The DfE will carry out a rapid risk assessment and confirm next steps. • Following advice from the DfE, the college will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. | | <p>When there is a confirmed case FAQs are placed on the website for parents and staff.</p> | | |

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| | | <ul style="list-style-type: none"> • If any of these individuals develop symptoms, they will be eligible for PCR testing. • If positive, they should isolate for 10 days from the onset of their symptoms. • If negative, they should complete full 10-day isolation period. • The college will keep a record of staff and pupils in each bubble, plus anyone who has had close contact. • The DfE will provide a suite of letters to use in various circumstances. The college will make use of these to ensure effective advice is disseminated to students, staff and parents when relevant. • A template letter will be used by the college, on the advice of the health protection team, to send to parents and staff if needed. The college will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • Public Health England and the Local Authority will liaise with the college if a more extensive closure is required due to a suspected outbreak. • The Principal will keep the Governors and LA updated. • The college will create a spreadsheet to maintain a record of all staff and pupils who are self-isolating and who have tested positive. These spreadsheets must be kept up to date | | | | |
| Students operate in discrete year group 'bubbles' but there are risks of these bubbles mixing at certain times | 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. | Y | | Y | L |

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| | | <ul style="list-style-type: none"> • 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 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. • 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. | Y | <p><i>Routes around the college have been identified for each year group, which must be adhered to – these ensure any contact is minimal.</i></p> | Y | |
| <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 this includes expectations within and outside their bubble. For teachers this includes | Y | | Y | M |

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| | | <p>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. This is monitored by the Premises manager and SLT on duty | Y | <p><i>Harrisons risk assessment and procedures checked by FCO/WGA/APA</i></p> | Y | |

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| | | <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, face coverings 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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|---|-------------------------------------|---|--------------------|---|--------------------|------------------------------|
| <p>There is a member of staff or student with suspected COVID-19 symptoms in school</p> | H | <ul style="list-style-type: none"> • Current government guidance is being applied. • The school engages fully with the SERCO Test and Trace process and staff and parents understand and act on their obligations under SERCO Test and Trace to get tested if they show symptoms of COVID-19. • Advice is sought from the DFE Coronavirus hotline/local public health protection team and acted on according to the result of the test. If the test is positive this may mean sending other students in the bubble home to isolate together with staff members who may have been in close proximity as defined in the latest government guidance (Families of staff/students without symptoms do not need to self-isolate unless the staff member/student develops symptoms). • Experience of tracking and tracing due to students/staff testing positive in autumn term 2020 used to update processes and procedures for 08/03/21 onwards • Staff, students and parents have been briefed regarding the need to self-isolate with symptoms or if anyone in household has symptoms in accordance with the latest government guidance. • Procedures are in place to ensure that staff, students or visitors do not enter the school if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms / have been told to self-isolate by a healthcare professional until is safe to do so according to the latest government guidance. | Y | | Y | M |

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|---------------------------------|-------------------------------------|--|--------------------|---|--------------------|------------------------------|
| | | <ul style="list-style-type: none"> • Any staff/students who become unwell at school must be isolated immediately in G22 and sent home as soon as possible with arrangements made for them to take a test under NHS Test and Trace. • A room G22 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. | | <p><i>Google sheet used to track Covid-19 related absence by DCA</i></p> | | |
| 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. | Y | <p><i>Markings will be placed outside of the college and on the way into reception to support with social distancing.</i></p> | Y | L |

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|------------------|-------------------------------------|---|--------------------|---|--------------------|------------------------------|
| | | <ul style="list-style-type: none"> • Parents will be told to avoid getting out of cars where possible and to avoid congregating at the school entrance. • 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. | | | | |

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|---|-------------------------------------|---|--------------------|--|--------------------|------------------------------|
| | | | | | | |
| 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. Face coverings required to be worn by all staff and students indoors including in classrooms from 08/03/21 Guidance has been issued to staff around need for and how to put on and take off PPE correctly. The need for PPE in some circumstances, such as providing more intimate care, will be subject to a thorough individual risk assessment. Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required. Spill kits are available to be used when cleaning visible bodily fluids produced by a person with coronavirus (COVID-19) to reduce the risk of contamination. Guidance has been issued regarding the correct disposal of PPE. Staff will be provided with face masks if specifically required. Gloves and aprons will also be available if required. | Y | <p>Guidance about face coverings in classrooms is expected to be for a limited period of time and will be reviewed at Easter.</p> <p>Premises manager has arranged for medical waste collection for PPE and LFT testing kits from 11/01/21</p> | Y | L |
| Staff and student wellbeing | | | | | | |
| Staff and students (or close family members), which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19 | H | <ul style="list-style-type: none"> The latest government guidance is applied. 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. | Y | <i>Staff, students and families which evidence suggests have increased vulnerability are also reminded of the importance of maintaining social distancing</i> | Y | L |

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|------------------|-------------------------------------|---|--------------------|--|--------------------|------------------------------|
| | | <ul style="list-style-type: none"> 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>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 ahead of the return from 08/03/21 and will be reviewed half termly.</p> <p><i>Union checklists and BAMEed guidance used to cross check and inform guidance as appropriate.</i></p> <p>New guidance for clinically extremely vulnerable and vulnerable people in Educational settings issued in Feb advising them to shield until 31/03/21 applied and staff supported to work from home.</p> <ul style="list-style-type: none"> Both staff and pupils who have been identified by their doctor as still considered clinically extremely vulnerable (CEV), will be advised not to come into school or college until after | | |

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|------------------|-------------------------------------|------------------|--------------------|--|--------------------|------------------------------|
| | | | | <p>31/03/21. 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 from 08/03/21. | | |

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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. • Regular wellbeing newsletter sent out to students to support them with ideas and tips. • Students who are anxious about returning from 08/03/21 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 upon wider opening from 08/03/21 and ensure JNO and LOLs are informed promptly of any concerns. • Recovery curriculum and catch up plans continue to address any gaps in learning which if not addressed may lead to further 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. | 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 a wellbeing screen free day during the most recent lockdown.</i></p> <p><i>Plans are being made for sports workshops for students during the Easter break to promote wellbeing and good physical health.</i></p> <p><i>Additional staff continue to be employed to support with targeted catch up provision, interventions and mentoring-including now sports coaches. The impact of this provision will be regularly monitored.</i></p> | Y | M |

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|---|-------------------------------------|---|--------------------|--|--------------------|------------------------------|
| | | <ul style="list-style-type: none"> Staff required to quarantine for any reason will be expected to work from home if they are well. 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. 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 trained in bereavement support are on hand to support identified students and staff as needed.</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. 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. | Y | <p><i>Union reps met twice with the Principal and Assistant Principal i/c Health and Safety ahead of the wider opening on 08/03/21 to ensure full briefing and consultation could take place.</i></p> | Y | L |

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|--|-------------------------------------|---|--------------------|---|--------------------|------------------------------|
| 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>The specific staying safe during Covid-19 policy continue to be implemented.</i></p> <p><i>Addendums have been made to operational procedures to consider Covid-19 requirements. E.g. LFT testing and new guidance on face coverings.</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. All contractors to wear face coverings onsite and if social distancing cannot be maintained outdoors. All contractors on site during the day for an extended period of time to be offered a LFT covid test. 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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|--|-------------------------------------|---|--------------------|---|--------------------|------------------------------|
| | | 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 has recently employed an additional cover supervisor and is advertising for a further cover supervisor to ensure sufficient cover is available.</p> <p>Additional staff and parent focus group members and Governors have been trained as LFT covid testers from 08/03/21 in addition to the support staff trained on 07/01/21.</p> <p><i>Additional staff have also been identified to be trained as first aias soon as the courses recommence.</i></p> | Y | M |