



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

COVID-19: GENERIC HEALTH AND SAFETY RISK ASSESSMENT

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

This [‘Schools COVID-19 Operational Guidance’](#) is frequently updated, alongside the guidance for [Special Schools and other specialist 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
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Assessment conducted by – name:	Felicity Corcoran and Jo Nottage
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Covered by this assessment:	Star staff, pupils, contractors, visitors, volunteers, vulnerable people
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Assessment conducted by – job title:	Principal and Acting Vice Principal
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Assessment date:	31/08/2021	Review interval:	weekly from 1 st Sept- 10 th September, fortnightly from week 13 th September, monthly from 20 st September.	Date of next review:	10/09/2021
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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.

The new Government guidance has been followed in terms of risk identification or control measures. **The actions that school leaders should take to continue to minimise the risk of transmission in schools is Public Health advice, endorsed by Public Health England**

- Whilst vaccinations for employees are not mandatory, as a Single Academy Trust with over 1000 people onsite every day we encourage all staff, students aged 16 and over and students aged 12 or over who are CV/CEV or live in a household with someone who is CV/CEV to strongly consider completing the COVID-19 vaccination programme.
- This risk assessment should be used in conjunction with the St Michael’s Catholic College Health and Safety Expectations for autumn term 2021 and Outbreak management plan documents.

What are the hazards or where are the dangers?	Control Measure/Standards checklist These are things which are needed to control the spread of the virus as far as reasonably practicable. This is Public Health and DfE advice.	Yes they are in place	No they are not in place /NA	The college needs to add these following control measures to reduce the risk as far as possible.	Action by when and by who?	Additional Action Completed (initials and date)
<p>1.0</p> <p>Missing a COVID-19 risk assessment review or not continuing with advised control measures</p>	<ol style="list-style-type: none"> 1. We have ensured that we have reviewed and revised our last set of risk assessments with relevance to COVID-19, have acted on any outstanding actions and completed them. 2. We continue to practice Government and PHE hygiene advice as written into our previous C19 risk assessments, and will ensure that we actively seek updated guidance. 3. We communicate any changes of current practice as a result of any COVID-19 related risk assessment, to staff, students and parents alike. 	<p>YES</p>			<p>FCO – initial update to staff and parents 16/07/21</p>	<p>Information updated by FCO following amendments to government guidance issued on 18/08/21.</p> <p>Updates used to inform outbreak management plan/contingency plans.</p> <p>RA finalised 31/08/21 and shared with staff at H/S briefing on 1st September and with parents via edulink.</p>

<p>2.0 Catching and spreading the virus – including hygiene measures</p>	<ol style="list-style-type: none"> 1. We require any member of staff, and any pupil, to remain at home if they have symptoms of, or have tested positive for Coronavirus. Any visiting professional, contractor or parent will not be granted access if symptomatic or a known positive case. 2. We have communicated the revised information on self-isolation to staff and families along with the recommendation that any person who is identified as a contact of a positive case take a PCR test as soon as possible and report the results to the college as soon as possible. 3. We will resume onsite LFD testing at the start of the autumn term and all students will be offered 2 tests 3-5 days apart. Students will not be allowed to start face to face teaching until the day after their first test to minimise contact with any positive cases. After this we will encourage students/parents to test twice weekly at home and report results to the college via google form. 4. We will ask all staff to take an LFD home test and report the result via a google form before the start of term. We will continue to ask all staff to take LFD home tests twice weekly (Sundays and Wednesdays) and report results via a google form. Professionals/contractors 	<p>YES</p>		<p>The college has contingency plans in place and will liaise with the Southwark Public Health team should Covid case thresholds be met, this may require contingency plans to be implemented. Contingency plans may involve reintroducing onsite testing and additional control measures e.g. mandatory mask wearing inside the building, resumption of social distancing, move to remote meetings/assemblies and possibly limiting attendance.</p> <p>We will require all staff to inform us of the Principal of their vaccination status. This informs our risk assessment and our ability to safely staff the college both day to day</p>	<p>Initial info about changes to schools' guidance for Sept 21 shared with staff, parents and students 16/07/21</p> <p>Further updates communicated in person to staff on 1/08/21, parents via Edulink on 01/08/21 and students in start of term assemblies.</p> <p>FCO to liaise with Southwark Public health as necessary.</p>	

	<p>will be asked to take a LFD test before coming onto the college site.</p> <ol style="list-style-type: none"> 5. We will continue to offer LFD tests onsite to any staff/students who may not be able to access home tests. 6. We will share details of the local vaccination programme for students aged 16+ with students and their families to encourage vaccination take up. 7. We will continue the practice of reporting positive cases from our college setting to the Southwark Public Health team. 8. We contain any outbreak by following Public Health Southwark's guidance for schools. 9. Parents and staff will be asked to notify the college immediately of any positive cases. 10. We continue to request that all people on our college site should clean their hands thoroughly and more often than usual, and will maintain the hand hygiene measures upon entering the college, entering and leaving classrooms and before and after lunchtime. 11. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 12. We will continue to use G22 as an isolation room for anyone onsite who presents with Covid-19 symptoms during the college day. First aiders will be 			<p>and in the event of an outbreak. Information will be requested via a Google form https://forms.gle/YroSofKomvj2QHhN8</p> <p>This form will be sent directly to FCO only and will be treated as confidential. Responses via the google form will only be kept for as long as required to inform covid related planning.</p> <p>Students aged 16+ will also be required to inform the college of their covid status to inform day to day planning and in the event of an outbreak. Information will be treated as confidential and will only be kept for as long as required to inform covid related planning.</p>		
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	<p>required to wear PPE when dealing with anyone onsite displaying covid symptoms.</p> <p>13. We understand and adhere to the wearing of PPE only where necessary and advised.</p> <p>14. We understand that the Government no longer advises the general wearing of face coverings within the school premises, however we understand that there are circumstances where it is recommended that they are worn or are chosen to be worn.</p>			<p>The college will allow any member of staff, student or visitor to wear a face covering should they wish to as long as they are worn properly.</p> <p>The college may require students to wear face coverings when meeting as a whole year group e.g. for an assembly or when participating in 1:1 or small group sessions/meetings in rooms where social distancing is difficult to maintain.</p>		
<p>3.0</p> <p>Social distancing and bubbles – Non-adherence to Government guidance for the workplace vs local requirements.</p>	<p>1. Whilst social distancing (and bubbles) have been removed as mandatory control measures in schools (and therefore the workplace) we understand there may be a specific need within the cohort. At this point of notification, we will seek advice from the Southwark Public Health team.</p> <p>2. Where a risk assessment for individual students or staff is either required or requested, this will be carried out as soon as possible.</p>	<p>YES</p>		<p>The college will continue to keep year groups separated at break and lunch times to minimise year group mixing.</p> <p>The college will enforce specific routes of movement around the buildings for each year group to minimise year group mixing.</p>	<p>FCO/JNO to monitor and make changes as necessary in conjunction with the local public health team and the Chair of Governors.</p>	

	<ol style="list-style-type: none"> 3. We understand that our outbreak / contingency plan should cover the possibility that bubbles may have to be reintroduced for a temporary period. 4. We will continue to review our behaviour policies irrespective of the easing of restrictions. We will communicate these clearly and consistently to staff, students, and parents or carers with clear and reasonable expectation of student behaviour, including health and safety requirements set out. 5. We will work collaboratively with any placements where our students are dual registered, to ensure we address the potential risks in moving from setting to setting. 6. We work with other professionals who may need to visit our college, to ensure that both we and they adhere to our hygiene requirements. 			<p>College staff will ensure electronic seating plans are created for every class and strictly adhered to.</p> <p>Initially there will be no mixed year group assemblies (with the exception of Year 12 and 13)</p> <p>House Assemblies will be remote – this will be reviewed at October half term. Any vertical activities (where any students from year groups are mixed) will require students to wear face coverings unless exempt.</p>		
<p>4.0 Virus spreading public transport</p>	<p>Wider public transport: We have encouraged parents, staff and pupils to walk or cycle to school where it is possible, appropriate or safe to do so. Where it is impossible for people to walk or cycle, and public transport is required, we refer them to the</p>	<p>YES</p>			<p>FCO – to remind parents in start of term communication 01.09.21</p>	

	Government Guidance ' Coronavirus (Covid-19): Safer travel guidance for passengers '.					
<p>5.0</p> <p>The risk of not ensuring robust cleaning throughout the school premises</p>	<ol style="list-style-type: none"> All frequently touched surfaces inside and outside the school are cleaned via an appropriate cleaning schedule. We have ensured that relevant cleaning materials to include sanitiser, wipes, antiviral spray etc. are provided wherever required. We will follow the PHE guidance named 'Cleaning of non-healthcare settings'. We use cleaning products which include standard detergents and ensure that if a contracted cleaning company is used, that we liaise with them to understand what their products are and their efficacy. 	YES		We will continue to provide hand sanitiser, spray and wipes/cloth in every classroom and at all entry and exit points to the college.	<p>WGA to ensure the premises and cleaning team maintain frequency of cleaning, especially high traffic areas.</p> <p>WGA to ensure the premises team checks hand sanitiser, spray and cloths/wipes are available in every classroom at the start/ end of the day as per the cleaning schedule.</p>	Walk through of the college carried out by FCO/JNO on 31.08.21
6.0	<ol style="list-style-type: none"> We understand that additional PPE for COVID-19 is only required in a very limited number of scenarios: 	YES			LCH and DCA – to monitor PPE stocks and inform WGA	

<p>Understanding correct PPE requirements</p>	<p>a) where a young person <u>becomes ill with COVID-19 whilst at school and we have to have close contact</u>, or b) when performing <u>aerosol generating procedures (AGPs)</u></p> <p>2. We ensure that our stocks of required PPE will be maintained, are in date and are of the appropriate type.</p>				<p>when more supplies are needed.</p>	
<p>7.0 First aid and/or supporting students and staff with medical needs</p>	<p>1. We are aware that additional PPE is NOT required to treat pupils or students who need first aid UNLESS they show COVID-19 symptoms. 2. We have reviewed the assessments for all our staff and returning students who have medical needs or their parents/carers and have made any adjustments necessary. 3. We have ensured that we are aware, as far as possible, of new students' and staff medical conditions so that we may be able to consider their needs in light of COVID-19. 4. Our staff have been trained to administer medications or provide intimate care and are aware of the need for relevant controls in each student's situation, to include the use of PPE <i>if</i> required. 5. We will offer confidential meetings with any member of staff or parents/carers of</p>	<p>YES</p>			<p>JNO – to liaise with LCH, DCA and first aiders so all are clear in relation to expectations.</p> <p>LCH to review all those staff with risk assessments at the start of term.</p> <p>LCH to review all students with risk assessment at the start of term.</p> <p>FCO to refer staff to LCH for risk</p>	

	a pupil who are, or have been in the clinically extremely vulnerable group and that individual risk assessments will be undertaken as required.				assessments as required. LCH to share any updates with first aiders and FCO.	
8.0 Premises management controls	<ol style="list-style-type: none"> 1. We welcome contractors on site only by appointment and they are required to adhere to all social distancing and our health and safety measures. 2. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment. 3. The school has ensured that relevant property statutory compliance checks have been completed and records updated, alongside usual daily and weekly checks¹. 4. We ensure that all waste from potentially infected persons is disposed of as per current Government Guidelines. 5. We understand the importance of good ventilation and follow HSE guidance on air conditioning and ventilation. Classroom doors will remain open during the autumn term to maximise good ventilation. 	YES		We are able to monitor Co2 levels using our BMS computer heating and ventilations systems in both buildings.	<p>WGA to communicate expectations to all contractors.</p> <p>WGA to ensure the premises team are aware of procedures for contractors arriving on site and carry them out.</p> <p>WGA to monitor Co2 levels and temperatures via the BMS system</p>	JNO to meet WGA week beg 01.08.21 to ensure procedures for contractors are clear and in place.

				<p>This will allow daily monitoring of ventilation including Co2 levels and temperatures across both buildings.</p> <p>The DfE will be providing schools with additional Co2 monitors in the autumn term and we are awaiting further advice on what actions to take should ventilation or Co2 levels fall below HSE requirements.</p>	<p>daily and report to FCO/JNO.</p>	
<p>9.0</p> <p>The impact of the pandemic on staffing, and staff welfare, and also the mental wellbeing of students</p>	<ol style="list-style-type: none"> 1. We recognise that the pandemic has been stressful for staff, students, and parents/carers. Therefore, we are sharing all our resources for good mental health and wellbeing and signpost to relevant professional bodies. 2. We have named staff (Laure Chabaud, Laura Murtagh and Tania Rughooputh) who actively promote our staff wellbeing and welfare support via notice boards, email communication and word of mouth. 3. We are aware of the Stress and Mental Health web pages on the Education Support network website www.educationsupport.org.uk, where resources can be found for staff. 	<p>YES</p>		<p>Staggered start – ensures staff have increased personal planning time at the start of the term.</p>	<p>FCO and TRU to ensure support for staff is sign posted.</p> <p>JNO and MLU to ensure provision for students is in place with LCH/LMU</p>	<p>New staff to be supported by Lisa Casey via regular check ins and by their designated staff buddy.</p>

	<ol style="list-style-type: none"> 4. We have named staff Laure Chabaud, Laura Murtagh and Matt Ludlow who lead on the mental and wellbeing of all students and ensure that this is cascaded via student mental health ambassadors, tutors, Leaders of Learning and the CPHSE curriculum. 5. We have ensured that all staff are aware of any changes in all health and safety protocols, especially if they are returning to work after a longer period of absence for any reason. 				<p>FCO has met staff virtually/via telephone and set up meetings for them with LCH for the start of term.</p>	
<p>10.0 Administration and the continual knowledge of the risks of catching and spreading the virus</p>	<ol style="list-style-type: none"> 1. We regularly review national guidance from PHE, the NHS and the DfE related pages on GOV.UK 2. We receive and read <i>the weekly Southwark Schools bulletin from the LA</i> and disseminate this to all staff which details further support and information. 3. We are aware of how to get further advice from the Education team at the LA and Diocese if required. 4. We actively liaise with Union representatives in relation to all aspects of H&S including Covid-19 and review guidance provided by unions for schools and school leaders. 5. We actively seek guidance from our HR provider as required. 6. We have laid out structured and robust outbreak management / contingency 	<p>YES</p>			<p>FCO and JNO ensure information is disseminated to relevant staff as necessary as well as to parents/students and Governors.</p> <p>FCO/JNO share key documents with Union Reps and seek feedback.</p> <p>FCO/JNO will keep the outbreak</p>	

	plans for action should a local outbreak occur or national guidance change.				management/ contingency plan under constant review and update as needed.	
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