

School: St Thomas More Catholic Academy						Completed By: N Byrne			Date: 12.05.2020				
Activity Workplace: Around School					Risk Assessment for: COVID-19 staff and students							Review Date: 09.06.2020	
Hazard		Initial risk			Action plan			Residual risk					
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H		
Symptomatic Staff being in school	Staff and Students	1	4	M	All staff are reminded regularly that if they display symptoms then they should not come into school until they have been tested and the results are negative. Staff will be reminded of Catch it, Bin it, Kill it.	Communicated with all staff via Covid-a9 guidance book	M Rayner	Continuous	1	2	L		
Symptomatic Students being in school	Parents and students	1	4	M	Parents and students are reminded that if they or anyone in their household displays symptoms then they should self-isolate. If they can they should apply to be tested. If the test is negative then they can return to school. If a student presents with symptoms whilst in the school, they will be placed in the medical room on their own, home will be contacted for them to be collected. Any staff who have come into contact with the student will be reminded to wash their hands	Parents and Students will be reminded in Heads letter to home	M Rayner	Ongoing	1	2	L		

Spread of Infection	Staff and students	2	4	M	<p>Signage around school to remind all staff and students to keep a 2m distance.</p> <p>Floor markings in place at potential pinch points as well as entrances and exits.</p> <p>Staff guidance booklet given notifying staff of the capacity of offices and rooms around school.</p> <p>Cleaning will be maintained through the school day as well as at the end of the school day. A schedule of classrooms being used will be given to the cleaning staff to ensure regular cleaning of the rooms.</p> <p>Students will remain the same room throughout the day that they are in school at the same desk. Teachers will move around school to the students.</p> <p>Sixth form students will initially be attended for one lesson on any given day. They will proceed straight to their classroom and leave school after their lesson.</p> <p>Staff will have access to hand sanitiser on the entrance to school and when they exit. Staff who regularly come in contact with shared items, post and other documents passing regularly, for example, admin, finance and IT will have a hand sanitiser provided to them.</p>	<p>All information to be communicated to staff and students. Supplies to be sourced.</p>	M Rayner / N Byrne	Immediately	2	2	L
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					<p>Tissues will be provided for all classrooms to promote, catch it, kill it, bin it. As well as bins emptied regularly.</p> <p>Dining room and classrooms will be set up so only 1 person per table and keeping a 2 metre distance.</p> <p>Staggered entrance times. Key Workers and Vulnerable students at 9am. Year 10 at 9.15am. Year 12 at 9.30am. Year 10 will enter through the student entrance. Year 12 will enter via the gates by the music block.</p> <p>As year 10 students arrive they will proceed immediately to the Main Hall to control the flow of students around school.</p> <p>Where possible staff will escort students to the front of the school, or dining hall to ensure social distancing is maintained by students.</p>						
Year 10 and 12 in school to access some face to face support with their teachers. Volume of students in school increases the chances of the spread of infection	Students and Staff	2	4	M	<p>Only 25% of year 10 and 12 will be allowed access to school in any one time. Remote education will remain the predominant form of education, in line with the Secondary School Guidance</p> <p>Year 10 students will enter the school through the main student entrance and proceed to the main hall. Students will start the day with an Act of Worship, including a health and safety</p>	M Rayner / SLT to organise and communicate	SLT	15 th June	1	3	L

				<p>communicated with families as updates change.</p> <p>Year 12 students will enter via the music gates. Floor markings will show students where to queue at a safe 2 metre distance. Students will sign in at the desk inside the entrance to the RE block. Students will be based in Rooms 121, 122, 123, 221 and 223. Arrows will show students the direction to follow. Access through the chapel will be marked as no entry. Access to Sixth Form Kitchen and common areas will also be marked as no entry. Sixth Form students will use the toilets in the sixth form area which are self-contained with toilet and sink. These will be cleaned regularly.</p> <p>Students and staff have facilities to wash hands regularly as well as access to hand sanitiser at the front of the school and at various points around school.</p> <p>The cleaners schedule will be updated based on where students are in the school to ensure corridors, bannisters, doors and classrooms are cleaned regularly throughout the day. Disinfectant spray and cloth will be available if requested at times for classrooms.</p>	<p>A Bradbury to communicate with students</p> <p>Staff to remind students</p> <p>N Byrne to communicate with SLT to ensure an up to date plan is communicated with cleaning company.</p>	<p>A Bradbury / R Knapper / F Oakes</p>	<p>15th June</p>			
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					<p>Tissues will be available for classrooms in use to promote 'Catch it, bin it, kill it'.</p> <p>ICT Suite – desktop computer keyboards and mouse's will be wiped down with an antibac wipe at the start or end of each day. IF students do not remain in their given station, then it will be wiped down between users.</p> <p>Students who are not due in school on a given day will not be allowed access.</p>	<p>N Byrne to allocate per rooms being used.</p> <p>N Byrne to co-ordinate</p> <p>M Rayner / SLT to communicate with students.</p>					
Vulnerable Students with IHCP being infected	Students with IHCP	2	4	M	<p>Students are advised that if they have received a letter to stay at home then they should continue to do so and staff will support there learning from home.</p> <p>Where students can attend and have to be more aware of social distancing, this will be communicated with all staff to be vigilant with those students.</p>	<p>NBy to check IHCP for initially Yr10 and Yr12 students and raise any concerns to SLT</p>	N Byrne	Immediately	2	3	M
Shielded Staff or Shielded members of their households	Staff	2	4	M	<p>Staff are advised that if they have received a letter to stay at home then they should continue to do so and will be able to continue to work from home. These are the 'Clinically Extremely Vulnerable'</p> <p>Where staff are living with someone who is shielded, they will need to ensure they observe the government's latest advice of strictly following social distancing. If staff have any concerns over</p>	<p>Information to be communicated with staff</p>	M Rayner	Immediately	2	3	M

					the social distancing, they should raise this with their Line Manager or Premises Manager. Government guidance to be reviewed regularly to ensure the correct advice is being given to staff.						
Hand Washing not taking place	Staff and students	2	4	M	Staff and students will be reminded to wash their hands regularly for at least 20 seconds. As students return to school they will be scheduled breaks for them to wash their hands in an orderly manner to avoid overcrowding in toilets. If any staff or students notice there is not enough supplies this should be reported immediately. Site Staff and Toilet Supervisor to regularly monitor supplies and replenish as necessary. If any staff or students suffer an allergic reaction to the hand sanitiser, they should notify a first aider immediately. An alternative will then be provided for that affect person to access hand washing facilities before entering the main body of the school.	Information to be communicated to Toilet Supervisor and Site Staff	N Byrne	Immediately	1	3	L
Cleaning being maintained	Staff and Students	2	4	M	Cleaning schedule will be amended according to the needs of the school. This will be assessed on an ongoing basis so it can be adapted for the rooms being used and the number of students present each day. Year 10 and 12 classrooms will be cleaned at the end of each day reducing the risk of transmission	N Byrne to oversee and communicate with the cleaning company	N Byrne	Continuous	1	3	L

					if a different group is in that room the following day.						
Congestion in corridors	Staff and students	2	4	M	<p>Staff guidance will be communicated explaining that there should not be any conversations happening in corridors to avoid any routes being blocked and meaning social distancing cannot be observed.</p> <p>Students will be given the same information as they return to school. Where possible students will be escorted for breaks to ensure social distancing is still applied whilst moving around school.</p>	M Rayner / SLT to communicate with staff and students	M Rayner / SLT	Ongoing reminders	1	3	L
Classrooms overcrowding and spreading infection	Students and staff	2	4	M	<p>Classrooms will be set up with one student per desk and one teacher to the ratio of 1:15 in a room where possible or less if possible</p> <p>Students will use the same desk each time where possible. And where possible to same staff will be with the same students. (where curriculum allows for this)</p> <p>Student start times will be staggered to ensure there is no congestion getting into classrooms.</p> <p>The front of the school will be marked at 2 metre distances for student to queue to enter the school. Where possible staff will</p>	M Rayner / SLT to organise the classroom and staffing requirements and communicated to staff and students	M Rayner / SLT	As required	1	3	L

					be outside to ensure this is being adhered too.						
Staff communal areas being overcrowded	Staff	2	4	M	<p>Staff will be reminded that kitchen areas should only have one member of staff at any one time. Staff are encouraged to be self sufficient and bring food and drinks to school with them.</p> <p>If there is overcrowding, and staff communal areas are overcrowding then these facilities will be removed.</p>	M Rayner to communicate with staff	M Rayner	Immediately	1	3	L
Students not maintaining social distancing whilst traveling to school (General)	Students, general public	2	4	M	<p>Students, parents and carers will be reminded that where possible students should walk or cycle to school and not use public transport. Parents will be encouraged to contact school if they have travel concerns.</p> <p>Students, parents and carers will also be briefed on the expectation that students should maintain social distancing whilst walking to school.</p> <p>School will consider the potential for broader social mixing outside school when deciding the approach on inviting students into school.</p>	<p>M Rayner / SLT to communicate</p> <p>M Rayner / SLT to communicate</p> <p>M Rayner / SLT to review whilst planning</p>	SLT	Before students return to school	2	4	M
Entrance, Exit and Pinch Points	Staff and Students	2	4	M	<p>Entrance and exit times will be staggered.</p> <p>Floor markings to show 2m distance will be present.</p> <p>Student entrances will be used for staff and students</p>	To be communicated with staff and students	M Rayner / N Byrne	Immediately	1	3	L

					<p>Visitors reception will only allow 1 person / household behind the 2m line at any one time. Signage in place to explain this also.</p> <p>Students to be escorted when traveling around school where possible.</p>						
Catering and Dining Hall overcrowding	Students and Staff	2	4	M	<p>Dining Hall to be set up as one person per table to ensure social distancing.</p> <p>Food will be served on a grab and go basis.</p> <p>Queues will be assembled with floor markings at 2m distances.</p> <p>Year 10 will have a break and lunch time. There is enough seating in the dining hall and main hall to allow for one student per table.</p> <p>Food will be available via the outdoor hatch and the main catering in the dining hall.</p> <p>Students will be encouraged to bring packed lunch where possible.</p>	SLT to communicate with students during Health and Safety Briefing	N Byrne / M Rayner	As required	1	3	L
Staff and Student Well being	Students and Staff	2	3	M	<p>Staff are reminded that if they have any concerns, in the first instance they should speak to their line manager. If the line manager cannot help to support the member of staff then this should be referred to SLT, who can seek additional support as needed.</p>	M Rayner to communicate to SLT	M Rayner / Line Managers	As Required	1	2	L

				<p>Student support are in regular contact with vulnerable students as well as form tutors contacting students. Parents and students are to contact their form tutor or student support in the first instance for advice.</p> <p>Staff wellbeing meeting to be held during summer term.</p>						
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Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.

Review 1	Review 2	Review 3	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial

The level of risk is calculated by:	The likelihood	x	The Consequence
	1- Very unlikely		1- Insignificant (no injury)
	2- Unlikely		2- Minor (minor injury needing first aid)
	3- Fairly likely		3- Moderate (up to 3 days absence)
	4- Likely		4- Major (more than 3 days absence)
	5- Very likely		5- Catastrophic (death)

Risk Rating

1 – 4	Low (acceptable)	No further action required
5 – 9	Medium (adequate)	If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review
10 – 16	High (tolerable)	Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.
17 - 25	Very High (unacceptable)	Do not undertake the activity. Implement immediate improvements