



## Corporate Risk Assessment

This risk assessment has been informed by the guidance published by the Welsh Government and NPTCBC.

<b>Activity being assessed:</b> The reopening of St Joseph's Catholic School & Sixth Form Centre from 1 <sup>st</sup> September 2020		<b>Risk assessment reference number:</b> <b>Risk assessment created on:</b> 24 <sup>th</sup> August 2020 <b>Review date due:</b> Friday, 11 <sup>th</sup> September and every fortnight thereafter.		
<b>Persons undertaking or affected by the activity</b>				
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public (visitor) <input checked="" type="checkbox"/> Service User (students) <input type="checkbox"/> Other				
Hazard	Control measure	Likelihood	Severity	Risk Level <i>Likelihood x Severity = Risk Level</i>
<b>Spread of COVID-19</b>	<b>General</b> <ul style="list-style-type: none"> <li>All relevant statutory building checks have been undertaken prior to staff being allowed to re-enter buildings.</li> <li>Special consideration has been given to whether employees who are considered to be in a higher risk category which make them more susceptible to Covid-19 as per Public Health Guidance should be permitted to come into work (e.g. staff who are pregnant, BAME staff, those with underlying health conditions and those in certain age categories).</li> <li>All staff (as well as parents) have been updated in relation to Test, Trace and Protect (TTP) procedures.</li> <li>Staff are advised they are <b>not</b> allowed to share lifts to school unless they live in the same household.</li> <li>We will advise pupils that they may travel together on school transport in accordance with school transport guidance. Where pupils are brought to school by parents or</li> </ul>	<b>2</b> 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	<b>3</b> 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	<b>6</b>

	<p>make their own way to school, we will advise that it is preferable that pupils from different year groups not to travel together unless they are from the same household or unless practicalities demand.</p> <ul style="list-style-type: none"> <li>• Following the WG announcement on 26<sup>th</sup> August and subsequent advice from NPTCBC, the school has issued the following to parents and students: all secondary school students travelling on home-to-school transport provided by NPTCBC must wear face coverings. Face coverings have already been distributed to Year 7, 11,12 and 13 students using HTST and will be distributed to the remaining students in the week beginning 14<sup>th</sup> September. The same practice has been adopted for school transport provided by the school.</li> <li>• In order to reduce movement around the school and the risk of contact with larger numbers of pupils, the ordinary structure of the school day will be replaced. PLEASE SEE THE ACCOMPANYING DOCUMENT '<b>Planning for School Opening in September 2020</b> - Information for staff</li> <li>• Statutory registration will take place as normal and careful monitoring of absenteeism will take place as soon as possible each morning.</li> <li>• Pupils will be taught within their respective year group bubbles (sub-divided into classes). At KS3 classes will almost always have a constant composition of pupils. At KS4 classes will be constant in most core subjects but will change in relation to pupils' options. At KS5, students in Years 12 and 13 will be treated as one bubble. The composition of KS5 classes will alter in relation to students' options. However, the provision of only one option line per day will mean that classes will be cleaned at the end of each day.</li> <li>• The school has been divided into zones – one for each bubble. Each zone has an allocated outside space for break and lunch times. Each zone has its own handwashing area. Each zone has also been allocated a covered area for break and lunch times in case of inclement weather – New Hall, Barn, Canteen, Gym and a new marquee in the courtyard.</li> <li>• Pupils in KS3 and KS4 will share toilets (one for boys and another for girls). Students in KS5 will have their own toilets (one for boys and one for girls). Staff will have their own toilets.</li> <li>• Ordinary canteen facilities will not be operational in the initial weeks and not until we have confidence that we can operate confidently and safely. There will be no hot meals available and there will be no lunch queues. Learners are advised to bring in their own lunch, snacks and drinks. If this is not possible, the canteen will be able to sell grab-bags, drinks and snacks. These can be ordered each morning ready for lunchtime. The school will not handle cash. The starts and ends of breaks and lunchtime will be staggered to minimise the risk to social distancing.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• We will look to introduce hot-meal provision in stages, providing for pupils in different years groups at set times. Our approach to introducing and developing this provision will be cautious.</li> <li>• St Joseph's Behaviour Policy remains appropriate at this time and contains a range of strategies to promote positive behaviour. However, coughing, spitting, intentional physical contact or any other behaviour with the intent of causing infection, threatening potential infection or causing others unnecessary anxiety will be viewed as a serious breach. Pupils demonstrating behaviour of this nature will not be permitted to remain in school and parents will be contacted to collect them. Such a decision will be made on grounds of health and safety.</li> </ul> <p><b><u>Learners with SEN and learners who are vulnerable or disadvantaged</u></b></p> <ul style="list-style-type: none"> <li>• More flexibility is necessary for learners in these categories to ensure opportunities for engagement and progressing are maximised. This will mean that a small number of learners from different contact groups will be taught simultaneously (e.g. Pioneer groups).</li> <li>• Numbers of learners and staff involved in such approaches will be minimised.</li> <li>• In line with WG guidance for avoiding exclusions, the more flexible approach is designed to reduce the potential for challenging behaviour.</li> </ul> <p><b><u>Symptoms of Covid-19/ Symptomatic person</u></b></p> <ul style="list-style-type: none"> <li>• All staff and visitors have been made aware of the symptoms of COVID-19 and watch for those symptoms in themselves and others – stay alert. Look for Flu like symptoms – high temperature, new constant coughing bouts and/or a loss or change to your sense of smell or taste.</li> <li>• We have informed parents and students in relation to the symptoms of COVID-19.</li> <li>• If any staff/visitors/student is suspected of suffering symptoms they will be sent home immediately or, if this is not possible, they should be isolated in a separate room (supervised as necessary) until they can be collected.</li> <li>• We will direct staff/visitors/students to self-isolate according to the guidance produced by Public Health Wales or, where there is a confirmed case, by TTP.</li> <li>• Social distancing from the infected person will be exercised wherever possible to prevent the spread of the infection. Where this is not possible, the appropriate PPE will be worn -see the PPE section of this risk assessment for further details</li> <li>• An alternative exit route from the premises will be used to avoid areas that are potentially contaminated.</li> <li>• Personal hygiene after contact with the symptomatic person must be exercised to ensure that the spread of the infection is controlled.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• All areas where a symptomatic person has entered are segregated until a deep clean (level 2) is carried out. Room 25 in St Joseph’s has been identified as the alternative room those with symptoms can be moved to.</li> <li>• We have appropriately trained cleaning staff to carry out a deep clean (Level 2) of the affected areas.</li> <li>• A designated area (The small office opposite the ICT technician’s room at the back of the dining hall) has been identified where double – bagged contaminated waste can be stored for 72 hours until it can be disposed of safely with the normal waste.</li> <li>• The equipment that the pupil/employee has been in contact with will be withdrawn from circulation and thoroughly cleaned and disinfected before being allowed back into circulation.</li> <li>• We have set up a method to monitor staff and students who display symptoms of Covid-19 and who become confirmed as cases. We will identify and track those students and staff members who are considered vulnerable (e.g. BAME, underlying health conditions).</li> </ul> <p><b><u>Entry, Exit and Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>• Gatherings outside during break and lunch times will <b>only</b> be allowed within the bubble. Reasonable social distancing and conduct similar to the kind found in classrooms will be encouraged. No horseplay or physical play will be permitted. Supervision during break and lunchtimes will be planned and monitored carefully to ensure it is appropriate and effective.</li> <li>• Bubbles will have designated entry and exit points. They will have their own respective handwashing area.</li> <li>• The daily gathering of staff for briefing and prayer will be suspended and staff should be at their respective positions (Form rooms, entry points, corridors etc) from 8.30 to ensure high levels of staff presence and supervision.</li> <li>• All parents and guardians of children are advised to ensure that their children are not symptomatic before they are sent to school. Any pupil who presents with Covid symptoms will not be allowed to come into school and will be supervised until parents can collect them. Pupils and parents will be told this in advance by letter and also there will be signage up at all entry points.</li> <li>• From the week beginning 14<sup>th</sup> September, the temperature of each student will be checked on arrival (and at other points if necessary) using non-contact, infrared thermometers.</li> <li>• Upon entry, each pupil will be required to sanitise their hands. Sanitising stations will be available at all entry points and will be wall mounted. Hand sanitiser with high alcohol content will not be placed in direct sunlight, or near any heat source. An up-to-date COSHH assessment will be available at site.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Social distancing must be maintained wherever possible to reduce the risk of the spread of the COVID-19 virus. This includes, but is not limited to, movement around school, staffrooms, children in classrooms, office staff, caretaker, etc.</li> <li>• With routine numbers of learners returning to school it is no longer possible to maintain 2m social distancing in classrooms. However, all classrooms will be reconfigured to ensure pupils are forward-facing and the teacher’s desk positioned at the front.</li> <li>• Due to the size of some corridors within the building, it will sometimes be difficult to keep a distance of 2-metres when passing another employee. In order to reduce this problem and to limit the amount of time employees are in contact with each other, employees should <b>not</b> congregate or have discussions in corridors.</li> <li>• The use of practical equipment associated with PE, science and technology will not be permitted until we develop appropriate measures for safety.</li> <li>• There will be no team building type exercises where close, physical proximity is required.</li> <li>• Following the WG announcement in relation to face coverings on Wednesday, 26<sup>th</sup> August and subsequent advice from NPTCBC, all students and staff must wear face coverings in internal communal areas. This means that face coverings must be worn while walking around the school and visiting the toilet. This information has been shared with students and parents. The school accepts that some people will be exempt from this requirement (e.g. for medical reasons).</li> <li>• Guidance on how to use face coverings safely will be shared with staff, parents and students.</li> <li>• There is no requirement for staff or students to wear face coverings for routine, class-based activity. However, staff and pupils may choose to wear face coverings. If so, they must follow instructions on how to store and/or dispose of them safely. We will also monitor the potential impact that the use of face coverings could have on pupils with HI.</li> <li>• The lift will not be used without the express permission of the HT or DHT. Use of the lift will be granted in exceptional circumstances only. Pupils who sustain injuries that would prevent them from using the stairs will be moved to a different teaching group in their bubble so that they are located in a ground floor room.</li> <li>• In order to avoid the use of shared fridges and taps in staffrooms staff are encouraged to bring in their own food and drink in cool bags. Personal flasks could be brought in by employees for hot refreshments, again reducing the need to use communal facilities.</li> <li>• The staff room has been assessed and limitations placed on the number that are allowed at any one time. This has been marked out on the seating.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• If communal equipment is needed (e.g. fridge, kettle) general cleaning wipes to be provided to allow staff to wipe down touch points (such as fridge door handle) after use. Staff are encouraged to wash hands thoroughly after touching communal equipment. Hot water will be put in the dining hall in various stations for staff to use.</li> <li>• No sweets/snacks to be brought into work for sharing between staff.</li> <li>• Use of shared printers/photocopiers to be kept to an absolute minimum. Only 1 person at a time should be within the printing/photocopying area. There will be cleaning products by each photocopier and any staff member using a photocopier should wipe over the photocopier after use. A hand sanitiser will be provided at each photocopier. Staff should only use photocopiers if absolutely essential. It is preferable for work to be emailed to reprographics.</li> <li>• Mindful that staff will have to move between rooms, we have set up storage spaces in key areas (e.g. lockers in the staff room, storage in the microscope room in the Sixth Form Block) and dedicated a range of socially distanced workspaces in available rooms.</li> <li>• We have also provided a classroom 'pack' for each teacher containing board pens, eraser etc. so that such items will not have to be shared.</li> </ul> <p><b><u>Cleaning and Hygiene</u></b></p> <ul style="list-style-type: none"> <li>• The frequency of wiping down of high-touch areas will be increased throughout the day. High-touch areas include bathrooms/ toilets (not the toilet bowls), railings, tables/ desks /chairs, toys, equipment, door handles, sinks, light switches, etc. Disposable gloves and disposable aprons should be worn when cleaning is taking place.</li> <li>• Cleaning will take place on the Principle of "Teach Germs a lesson" by using the school cleaning colour coded system.</li> <li>• SCREEN will be made up daily and to the correct dilution rates. Any unused product will be disposed of at the end of the day. An up-to-date COSHH assessment must be available at site.</li> <li>• All potentially contaminated waste will be placed into a black bag, sealed and placed inside a second black bag and stored in an appropriate area away from all other waste until 72 hours has passed when it will be disposed of in the normal manner.</li> <li>• All children and adults, including staff, must wash/sanitise their hands on entry into the premises. After arrival pupils will have opportunities to wash/sanitise their hands before and after lunch and before they depart.</li> <li>• Soap, running water and hand drying facilities are available in every toilet and in each classroom that has a sink. Electric hand dryers will be switched off so that air is not recycled and paper towels will be available instead.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Signage will be placed in toilets, sinks, etc. to remind pupils/staff to wash for at least 20 seconds.</li> <li>• Stocks of hand sanitiser on the premises must be monitored at regular intervals to ensure that stocks do not run out. Request / replace stocks when they are running low, not when they have run out.</li> <li>• Hand sanitiser must be stored away from ignition sources such as, sunlight, heat, open flames, hot surfaces, sparks, etc. It must be stored in a cool place.</li> <li>• If stocks of hand sanitiser have run out, ensure there is adequate hand soap and running water that can be used instead.</li> <li>• Have hand wipes available to use as a last resort.</li> <li>• A supply of disposable tissues will be available in each classroom. These are to be monitored and replenished regularly. Separate bins for the tissues should be available in each classroom and other key locations around the site. The contents should be emptied daily.</li> <li>• Pupils will be encouraged to sneeze into their elbow or into a tissue (which will be safely disposed of) and reminded to then wash their hands.</li> <li>• Limited numbers of students will be allowed to go into the toilet at any one time (6 for girls and 4 for boys). A member of staff will monitor the lower school toilets throughout the school.</li> <li>• Staff and students must wear a face covering when visiting the toilet.</li> </ul> <p><b><u>Clothing and Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Pupils should return to wearing normal school uniform. Coats and bags are difficult to wash so once in their classroom pupils will be asked to place their coats on the backs of their chairs and store their bags safely beneath their chairs or desks.</li> <li>• All learners will be expected to bring with them their own pens and pencils etc. If pens or pencils are given out to pupils who forget to bring equipment with them, these should not be collected back in.</li> <li>• Pupils are not encouraged to bring in electronic devices. Pupils who choose to bring a mobile phone to school should turn off the phone prior to entering the school site and store it away (e.g. in their school bag). The phone should not be used until the pupil leaves site at the end of the school day.</li> <li>• Neither clothing nor equipment should be shared by pupils.</li> </ul> <p><b><u>Personal Protective Equipment (PPE)</u></b></p> <ul style="list-style-type: none"> <li>• When using PPE hands must be washed both before and after use.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Staff who will be required to use PPE will be provided with information on how to don and doff it correctly.</li> </ul> <p><b>Routine activities</b></p> <p>No PPE is required when undertaking routine educational activities in classroom or school settings.</p> <p><b>General cleaning of premises</b></p> <ul style="list-style-type: none"> <li>• Disposable gloves and disposable aprons must be worn.</li> <li>• Cleaning staff have recently completed training provided by NPTCBC.</li> </ul> <p><b>Suspected coronavirus (COVID-19)</b></p> <ul style="list-style-type: none"> <li>• Gloves, aprons, a fluid-resistant surgical mask and visor should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.</li> <li>• Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.</li> <li>• A Level 2 clean must take place when cleaning the areas where a person suspected of having COVID-19 has been. The risk assessment identifies the PPE required when undertaking this activity as being disposable gloves, disposable apron, FR(IIR)SM and goggles.</li> </ul> <p><b>Intimate care including administering first aid</b></p> <ul style="list-style-type: none"> <li>• Gloves, aprons, a mask and a visor should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid.</li> <li>• Gloves, fluid repellent gown, FFP3 mask and eye protection need to be used when undertaking aerosol generating procedures such as suction.</li> <li>• Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.</li> </ul> <p><b><u>Movement around/use of premises</u></b></p> <ul style="list-style-type: none"> <li>• Where possible only rooms with windows that can be opened will be used. Appropriate doors will be kept open for ventilation if possible.</li> <li>• Staff/students to be reminded not to gather in corridor spaces.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Fans are <b>not</b> to be used.</li> <li>• Play equipment / toys that require high levels of shared use (Lego, plasticine, building blocks sand play pits) etc. are <b>not</b> to be used.</li> <li>• All soft furnishings/ toys will be removed as these are more difficult to clean/ sanitise.</li> <li>• Activities that require physical contact should not be conducted.</li> <li>• Gym mats etc. that encourage shared use should <b>not</b> be used.</li> <li>• Movement around the school will be kept as low as practicable to minimise the risk of cross contamination in the school environment, and eliminate the need for a deep clean between classes.</li> <li>• Water fountains will <b>not</b> be used and will be disconnected.</li> <li>• Visitors must be approved for entry in advance. A visitor protocol has been developed and shared with all staff.</li> <li>• To prevent uninvited entry of vehicles to the area outside the main entrance, a barrier has been installed.</li> <li>• We have received a RA from the music service which identifies the measures needed to allow peripatetic lesson to resume. These will take place in a designated area in the New Hall.</li> </ul> <p><b><u>Meetings</u></b></p> <ul style="list-style-type: none"> <li>• Face-to-face interaction should be reduced as much as possible. If a visit/meeting/work can be done via telephone/skype/teams etc. then this should be considered as the safest method. Otherwise consideration must be given to whether appropriate social distancing is achievable.</li> <li>• Avoid non-essential travel around the building e.g. If you need to speak with someone in another part of the building, use the telephone or teams etc. to communicate with them.</li> <li>• If meetings are necessary, the room should be assessed to determine how many people are permitted to enter meeting rooms whilst maintaining social distancing. If the room has windows these should be opened to improve ventilation.</li> </ul> <p><b><u>Mental Health and Wellbeing</u></b></p> <ul style="list-style-type: none"> <li>• We will continue to promote mental health &amp; wellbeing awareness and will offer whatever support is available and appropriate.</li> <li>• The LA and PHW continues to provide information on Health and Wellbeing, which points to a wide variety of useful tools such as contact information for support services, online stress control classes etc.</li> </ul> <p><b><u>Emergency procedures such as fire, first aid</u></b></p>			
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	<ul style="list-style-type: none"> <li>The emergency evacuation procedure has been reviewed by the SLT. This will be shared and communicated daily to all staff and pupils. Fire drills will be carried out for each year group as they return to school to ensure the procedure is understood.</li> <li>Ensure there are sufficient numbers of appropriately trained first aiders available. They should follow the training they have received and use PPE as detailed previously. Only deliver CPR by chest compressions and use a defibrillator (if available) don't do rescue breaths. Practice good hygiene by washing/sanitising hands before and after administering first aid.</li> </ul>			
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**Personal Protective Equipment**

											<b>Other</b>
Aprons must be worn	Eye Protection must be worn	Head Protection must be worn	Safety Harness must be worn	Ear Protection must be worn	Safety overalls must be worn	Safety boots must be worn	Respiratory equipment must be worn	Hi Viz clothing must be worn	Protective gloves must be worn	Face Protection must be worn	_____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Additional risk information**

In the event of an incident/accident, please contact your nearest first aider.  
 All incidents/accidents must be recorded on NPT's Online Accident Reporting System.  
 Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided.  
 All staff to have regard for their and others health and safety at all times.

**Please identify how this risk assessment has been communicated**

Team brief / Team meeting	<input checked="" type="checkbox"/>	
One to one	<input checked="" type="checkbox"/>	(If anyone missed the team briefing.)
Email	<input checked="" type="checkbox"/>	
Other (please specify):	<input checked="" type="checkbox"/>	Shared on school website from 1 <sup>st</sup> September

**Emergency Procedures**

Contact name:	<u>Eugene Scourfield</u>
Contact number:	<u>01639 884305</u>
Contact number (out of hours):	_____
Hospital:	_____

Emergency Services: 999

<b>Name:</b> Eugene Scourfield	<b>Position:</b> Headteacher	<b>Date:</b> 19/6/2020
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**Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident**

Reviews	Key								
Review date: 11th Sept. 2020	<p><b>Likelihood</b></p> <ol style="list-style-type: none"> <li><b>Very Unlikely</b> - This will probably never happen/occur</li> <li><b>Unlikely</b> - Do not expect it to happen/recur but it is possible it may do so</li> <li><b>Likely</b> - Might happen or recur occasionally</li> <li><b>Very Likely</b> - Will probably happen/recur, but it is not a persisting issue/circumstance</li> <li><b>Certainty</b> - Will undoubtedly happen/recur, possibly frequently</li> </ol>	<p><b>Severity</b></p> <ol style="list-style-type: none"> <li><b>Negligible</b> - Minor injuries or discomfort. No medical treatment or measurable physical effects.</li> <li><b>Minor</b> - Injuries or illness requiring on site first aid. Temporary impairment.</li> <li><b>Medical Treatment</b> - Injuries or illness requiring hospital treatment.</li> <li><b>Major</b> - Injury or illness resulting in permanent impairment.</li> <li><b>Fatal</b> - Fatality.</li> </ol>	Likelihood of Injury	5	5Y	10R	15	20	25
Reviewed by: E. Scourfield				4	4	8	12	16	20
Review date: 18th Sept. 2020				3	3	6G	9	12	15
Reviewed by: E. Scourfield				2	2	4	6Y	8	10Y
Review date: 2 <sup>nd</sup> Oct. 2020				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review date: 6 <sup>th</sup> Nov. 2020				<b>Severity of Injury</b>					
Reviewed by:					Low Risk		Medium Risk		High Risk