



Corporate Risk Assessment

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

NPTCBC has assured schools (Jan 2021) that no additional measures are required due to the new variant of COVID-19.

Activity being assessed: The reopening of St Joseph's Catholic School & Sixth Form Centre from 1 st September 2020		Risk assessment reference number: Risk assessment created on: 24 th August 2020 Review date due: Friday, 11 th September and every fortnight thereafter.		
Persons undertaking or affected by the activity				
<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>
Spread of COVID-19	General <ul style="list-style-type: none"> All relevant statutory building checks have been maintained. Special consideration of employees in higher risk category (e.g. staff who are pregnant, BAME staff, those with underlying health conditions and those in certain age categories) has been maintained. Staff with newly activated shielding letters will not come to school and will work from home. All staff (as well as parents) have been updated in relation to Test, Trace and Protect (TTP) procedures. Staff are advised they are not allowed to share lifts to school unless they live in the same household. 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 make their own way to school, we will advise that it is preferable that pupils from 	2 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	3 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	6

	<p>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"> • Students travelling on home-to-school transport (provided by NPTCBC or by St Joseph's) must wear face coverings. • Face-coverings do not have to be worn in the classroom but must be worn by staff and students outside of the classroom (or office area), including toilets. • Face-coverings are available in school. <p><u>When school is open to all students.</u></p> <p>(Please see below * for when the school is adapted for use for limited numbers of students from 7th January.)</p> <ul style="list-style-type: none"> • In order to reduce movement around the school and the risk of contact with larger numbers of pupils, the school day will consist of Morning Care followed by three 100-minute lessons. PLEASE SEE 'Planning for School Opening in September 2020 - Information for staff. • Statutory registration will take place as normal and careful monitoring of absenteeism will take place as soon as possible each morning. Sixth form students who move in and out of school during the day will not sign in and out but make use of the new app to do this electronically. • 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 Year 12 and 13 are treated as two separate bubbles with separation and dividers (barriers) in shared communal areas. The composition of KS5 classes will alter in relation to students' options. Classes will be cleaned at the end of each lesson. • 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. • 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. • Ordinary canteen facilities will be adapted. 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 			
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	<p>morning ready for lunchtime. The school will not handle cash. The starts and ends of breaks and lunchtime occasionally need to be staggered to minimise the risk to social distancing.</p> <ul style="list-style-type: none"> • Update 2nd Oct: We have now introduced a wider selection of foods that can be pre-ordered, including hot food. • St Joseph's Behaviour Policy remains appropriate 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. <p><u>Learners with SEN and learners who are vulnerable or disadvantaged</u></p> <ul style="list-style-type: none"> • 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). • Numbers of learners and staff involved in such approaches will be minimised. • In line with WG guidance for avoiding exclusions, the more flexible approach is designed to reduce the potential for challenging behaviour. <p><u>Symptoms of Covid-19/ Symptomatic person</u></p> <ul style="list-style-type: none"> • All staff and visitors are 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. • We have informed parents and students in relation to the symptoms of COVID-19. • 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. • 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. • 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. • LSAs will wear PPE when supporting students in class. • An alternative exit route from the premises will be used to avoid areas that are potentially contaminated. 			
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	<ul style="list-style-type: none"> • Personal hygiene after contact with the symptomatic person must be exercised to ensure that the spread of the infection is controlled. • All areas where a symptomatic person has entered are segregated until a deep clean (level 2) is carried out. Room 24 in St Joseph’s has been identified as the alternative room those with symptoms can be moved to. • We have appropriately trained cleaning staff to carry out a cleaning according to Level 1 and Level 2. Rooms will receive a Level 2 clean where it was occupied by a student or staff member with symptoms. • 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. • 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. • 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). <p><u>Entry, Exit and Social Distancing</u></p> <ul style="list-style-type: none"> • Gatherings outside during break and lunch times will only be allowed within the bubble. Reasonable social distancing and conduct similar to the kind found in classrooms will be encouraged. Horseplay or physical play will be discouraged. Supervision during break and lunchtimes will be planned and monitored carefully to ensure it is appropriate and effective. • Bubbles will have designated entry and exit points. They will have their own respective handwashing area. • 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. • 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 coronavirus 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. • Any student or staff member who reports being ill in any way will have their temperature checked. 			
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	<ul style="list-style-type: none"> • 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. • 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. • 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. • Due to the size of some corridors within the building, it will not usually be possible 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 not congregate or have discussions in corridors. • The use of practical equipment associated with PE, science and technology will be limited to activities for which we have developed specific risk assessments. At the time of writing (Dec) we have reintroduced small scale use of practical equipment in Applied Science, PE and Food. • There will be no team building type exercises where close, physical proximity is required. • All students and staff must wear face coverings in internal communal areas (internal and external). This means that face coverings must be worn while walking around the school and visiting the toilet and during break. This information will be shared routinely with students and parents. The school accepts that some people will be exempt from this requirement (e.g. for medical reasons). • Guidance on how to use face coverings safely will be shared with staff, parents and students. • 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. • 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. The lift will be cleaned after any usage. 			
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	<ul style="list-style-type: none"> • 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. • The staff room has been assessed and limitations placed on the number that are allowed at any one time. Staff have been advised and many of the seats have been removed. • 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. • No sweets/snacks to be brought into work for sharing between staff. • 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. • 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. • 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. <p><u>Cleaning and Hygiene</u></p> <ul style="list-style-type: none"> • 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. • Cleaning will take place on the Principle of “Teach Germs a lesson” by using the school cleaning colour coded system. • 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 is available at site. 			
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	<ul style="list-style-type: none"> • 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. • All children and adults, including staff, must wash/sanitise their hands when entering the premises. After arrival pupils will have opportunities to wash/sanitise their hands before and after lunch and before they depart. • 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. • Signage will be placed in toilets, sinks, etc. to remind pupils/staff to wash for at least 20 seconds. • 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. • 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. • If stocks of hand sanitiser have run out, ensure there is adequate hand soap and running water that can be used instead. • Have hand wipes available to use as a last resort. • 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. • 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. • Limited numbers of students will be allowed to go into the toilet at any one time (6 for girls and 4 for boys in line with the number of sinks available). Toilets will be monitored the lower school toilets throughout the school. • Staff and students must wear a face covering when visiting the toilet. <p><u>Ventilation</u></p> <p>Guidance (Nov) states that ensuring good ventilation is one of the best measures to limit the transmission of COVID-19. As such:</p> <ul style="list-style-type: none"> • Windows will be opened each morning and between each teaching session to allow fresh air into rooms and corridors. • Windows may be closed once again to maintain a suitable working temperature in rooms but one window must always remain open to allow at least a minimum, flow of fresh air whenever a room is occupied. 			
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Clothing and Equipment

- 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.
- 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.
- 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.
- Neither clothing nor equipment should be shared by pupils.

Personal Protective Equipment (PPE)

- When using PPE hands must be washed both before and after use.
- Staff who will be required to use PPE will be provided with information on how to don and doff it correctly.

Routine activities

No PPE is required when undertaking routine educational activities in classroom or school settings.

General cleaning of premises

- Disposable gloves and disposable aprons must be worn.
- Cleaning staff have recently completed training provided by NPTCBC.

Suspected coronavirus (COVID-19)

- 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.
- 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.

	<ul style="list-style-type: none"> • A Level 2 clean must take place when cleaning the areas where a person suspected of having COVID-19 has been. <p>Intimate care including administering first aid</p> <ul style="list-style-type: none"> • 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. • Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions. <p><u>Movement around/use of premises</u></p> <ul style="list-style-type: none"> • Where possible only rooms with windows that can be opened will be used. Appropriate doors will be kept open for ventilation if possible. • Staff/students to be reminded not to gather in corridor spaces. • Fans are not to be used. • Play equipment / toys that require high levels of shared use (Lego, plasticine, building blocks sand play pits) etc. are not to be used. • All soft furnishings/ toys will be removed as these are more difficult to clean/ sanitise. • Activities that require physical contact should not be conducted. • 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. • Water fountains will not be used and will be disconnected. • Visitors must be approved for entry in advance. A visitor protocol has been developed and shared with all staff. • To prevent uninvited entry of vehicles to the area outside the main entrance, a barrier has been installed. • 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 (mostly in the chapel). • Everyone in school is expected to wear a face-covering in communal areas (unless exempt). However, if anyone wishes to wear a face covering at any other time for personal reasons they are permitted to do so. • Face-coverings may be removed when eating or drinking (during which time students should be seated in a designated eating area). 			
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	<ul style="list-style-type: none"> • Instructions for use: Face coverings must cover the mouth and nose. When putting coverings on, and while they are on, you should only handle the straps, ties or clips. Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose. You should also wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before and after removing. When not wearing the face covering it should be stored in a sealable plastic bag. Do not give it to someone else to use. You must throw away your face covering if it is damaged. The face covering should be washed as per the manufacturer’s instructions at the highest temperature appropriate for the fabric. <p><u>Meetings</u></p> <ul style="list-style-type: none"> • 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. • 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. • 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. <p><u>Mental Health and Wellbeing</u></p> <ul style="list-style-type: none"> • We will continue to promote mental health & wellbeing awareness and will offer whatever support is available and appropriate. • 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. <p><u>Emergency procedures such as fire, first aid</u></p> <ul style="list-style-type: none"> • 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 (each term) as they return to school to ensure the procedure is understood. • 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 			
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rescue breaths. Practice good hygiene by washing/sanitising hands before and after administering first aid.

***When the school is adapted for use for limited numbers of students**

From 7th - 18th January 2021, the generality of students will engage with online learning and not come to school. However, the school will make provision on site for vulnerable children and children of critical workers whose parents wish them to attend. At the time of writing, we anticipate that there will be approximately 12 students per day attending school.

The measures identified above will apply. In view of guidance shared by NPTCBC (5th Jan. 2021) it is important to highlight the following:

'... current control measures in schools such as social distancing, hand washing, enhanced cleaning regimes, increased ventilation, use of PPE where required, face coverings and appropriate controls for dealing with symptomatic cases remain effective in reducing the spread of the new variant...Head teachers should continue to stringently apply these control measures. We recommend that schools recommunicate their COVID-19 risk assessment to staff, parents, and pupils before the new term commences, to ensure the control measures are followed and understood.'

To date, Welsh Government have not changed their advice in relation to the new variant.'

Because numbers will be limited, we will adopt the following alternative routines:

- Allow staff who can work at home, to work at home to limit contact and to ease the maintenance of 2m social distancing.
- Divide students into two separate bubbles – one for KS3 and one for KS4. All students and staff will be expected to maintain a 2m social distance at all times during the day, including in the classroom.
- Designate toilets, eating areas and outside spaces for each bubble.
- Ensure SLT presence in school each day (there will usually be at least 2).
- Establish a staff rota to supervise each KS bubble and ensure a first aider is on site each day.
- The attendance of vulnerable or critical worker children must be arranged in advance to allow for adequate staff provision. The school may be forced to turn away students who are not booked in.
- Notify NPT school transport of students in need of transport provision.

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Personal Protective Equipment

											Other
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 st September

Emergency Procedures

Contact name:	Eugene Scourfield
Contact number:	01639 884305
Contact number (out of hours):	_____
Hospital:	_____
Emergency Services:	999

Name: Eugene Scourfield	Position: Headteacher	Date: 24/8/2020
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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		Likelihood of Injury	Severity of Injury							
Reviewed: 11th Sept. 2020 by ES	Likelihood	Severity		5	5Y	10R	15	20	25		
Reviewed: 18th Sept. 2020 by ES	<ol style="list-style-type: none"> Very Unlikely - This will probably never happen/occur Unlikely - Do not expect it to happen/recur but it is possible it may do so Likely - Might happen or recur occasionally Very Likely - Will probably happen/recur, but it is not a persisting issue/circumstance Certainty - Will undoubtedly happen/recur, possibly frequently 	<ol style="list-style-type: none"> Negligible - Minor injuries or discomfort. No medical treatment or measurable physical effects. Minor - Injuries or illness requiring on site first aid. Temporary impairment. Medical Treatment - Injuries or illness requiring hospital treatment. Major - Injury or illness resulting in permanent impairment. Fatal - Fatality. 		4	4	8	12	16	20		
Reviewed: 2 nd Oct. 2020 by ES				3	3	6G	9	12	15		
Reviewed: 16 th Oct. 2020 by ES				2	2	4	6Y	8	10Y		
Reviewed: 6 th Nov. 2020 by ES				1	1	2	3	4	5G		
Reviewed: 15 th November by ES				0	1	2	3	4	5		
Reviewed: 29 th Nov. 2020 by ES				Severity of Injury							
Reviewed: 5 th Jan.2021 by ES							Low Risk		Medium Risk		High Risk
Reviewed:											