



Preparation for returning to school 1st June 2020

Risk Assessment Detail

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| Assessment Reference Number: | COVID-19-01 | Date of Assessment | 09/06/2020 |
| Assessment undertaken by: | Emily Harman | Position: | Estates, Facilities and Health and Safety Advisor |
| Assessment undertaken with (SME): (Subject Matter Expert) | Rebecca Le Caplain | Position: | Head Teacher |
| Activity / Task / Topic / Detail: | Preparation for returning to school 15 th June 2020 | | |
| Activity Location: | St Peter and St Paul Catholic Voluntary Academy Lincoln | | |
| Address: | Western Avenue Lincoln LN6 7SX | | |
| Number of People & Detail: (e.g. one person, 2-5, 6-10, 11-50, 51-100) | <p>Pupils: Approximately no more than a quarter of Years 10 and 12 pupils in school at any one time. If complete uptake is taken this will look like: 4 different groups in total per day; 3 of Year 10 pupils; 2 of 7 pupils 1 of 8 pupils 1 of Year 12 pupils approximately 7 pupils Approximate numbers: 46 Year 10 students wish to return and 11 Year 12 Teachers: Ratio will be based one teacher to one group to change throughout the day on a two week cycle of lessons: Monday – Thursday (Friday school will only be open for children of key workers or vulnerable children) Deep cleaning of school on Fridays Total teachers expected in on any one day: 10 teachers on a rota within the day. Students will leave from 2pm in a staggered departure.</p> <p>Dependent on confirmed numbers will depend on Support staff; we estimate about four Teaching Assistants in at any one time. SLT will be on two week cycle rota as will Pastoral staff and administrators if possible. Safeguarding leads will be in school also on a cycle and the DSL and DDSL will be on their phone at all times</p> | | |



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| <p>Expert Guidance: (e.g. HSE - .GOV.UK – PHE – DfE)</p> | <p>Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (published 11 May) Coronavirus (COVID-19): Implementing protective measures in education and childcare settings (published 11 May) COVID-19 Cleaning in non-healthcare settings (updated 26 March 2020) Shielding and protecting people who are clinically extremely vulnerable from COVID-19 (updated 5 May 2020) Management of Health and Safety at Work Regulations 1999 Personal Protective Equipment at Work Regulations 1992 Staying alert and safe (social distancing) (published 11 May 2020)</p> |
| <p>Duration: (e.g. Hr - hours - Min - Minutes)</p> | <p>From 1 June 2020 until Government Review</p> |

| Hazard | Who May be Harmed | Gov.uk Guidance and CMAT Response for Required Controls | Specific Educational Setting Response and Controls | Risk Rating |
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| <p>Spread of Covid-19 –Coronavirus</p> | <ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions | <p>Effective infection protection and control – minimise contact with individuals who are unwell, do not permit attendance to school if they or anyone in their household are showing signs of infection. They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</p> <p>Hand washing - Clean hands more than usual, ensure washing facilities are available for use, ensure hand washing is carried out for 20 seconds with running water and soap and make sure they are dried thoroughly using paper towels, failing this supply hand sanitiser or hand rub to be used.</p> | <p>Establishment of a base for any student who becomes unwell during the school day, with First Aid Support.</p> <p>Purchase of additional washing hands facilities.</p> <p>Purchase of boxes of tissues for this purpose.</p> | |



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| | | <p>Promote good respiratory hygiene, “CATCH IT, BIN IT, KILL IT” approach. Tissues will be made available throughout the school.</p> <p>Clean frequently touched surfaces using standard products held in school such as detergents.</p> <p>Headteacher to ensure daily checks are made with Government updates.</p> <p>Pupils and staff updated as necessary, communication throughout the school is key.</p> <p>Display posters, leaflets and other materials.</p> <p>Parents are informed of hygiene expectations and for the need to communicate this message in the home environment.</p> <p>Minimise contact and mixing groups by altering the classroom layouts and timetables, staggering entry and exit times, breaks and lunches. Consider separate entrances and exits directly to classrooms from outside.</p> <p>All staff follow and regularly reiterate the hygiene message to pupils/students;</p> <ul style="list-style-type: none"> • cover your cough or sneeze with a tissue • if you don't have any tissues available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin • avoid touching your eyes, nose and mouth with unwashed hands | <p>Cleaners provided with further cleaning products and may attend school on contracted hours but during the school day; capacity allowing.</p> <p>Website updated as appropriate and additional forms of communication explored.</p> <p>Letters to be sent to parents; Mini bus requirements to be followed up.</p> <p>Year 10 and 12 pupils will be educated in a gradual, phased return, a quarter of the cohort only at any one time. As guided by the Government in class sizes of 7-8 students, to enable social distancing.</p> <p>The delivery of lessons will require careful planning and re-grouping.</p> <p>A one-way system will be established in the school and tape marking will show on the floor of the corridors to illustrate social distancing.</p> <p>Pupils will start in school in the hall: set up as an exam room to enable social distancing</p> <p>Attendance will be split into four: a quarter of the year groups in each day. Break and lunch times will be</p> | |
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| | | <p>All pupils/students are asked and reminded to wash their hands;</p> <ul style="list-style-type: none"> • before leaving home and on arrival at school • after using the toilet and after breaks and sporting activities • before food preparation and eating any food, including snacks • before leaving school <p>Supervision of pupils/students washing hands correctly in school is periodically undertaken by staff</p> | <p>supervised with clear identified spaces for each group to go to outside if they wish. Lunchtime will be reduced and break time snacks and lunches will only be provided for FSM pupils as cold meal deals.</p> <p>Pupils will have their own place within the classroom and staff will rotate to them.</p> <p>Pupils will be supervised to use the toilets on a rota.</p> | |
| <p>PPE</p> | <ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p> | <p>Face coverings or face masks in schools are not recommended. The Government and CMAT do not require staff or children to wear them.</p> <p>PPE is only needed in a very small number of cases; these include pupils whose care routinely already involves the use of PPE due to intimate care needs will continue to receive their care in the same way. And if a young pupil becomes unwell showing symptoms of COV-19 whilst at school and is awaiting collection, if the staff member who is waiting with them cannot maintain the distance of 2m then gloves, an apron and face mask should be worn by the supervising adult only. PPE will not be given to children to use under any circumstance.</p> | <p>PPE has been purchased for First Aiders only who may come into contact with an unwell student.</p> <p>Perspex screens have been purchased to support reception and three key office areas.</p> | |



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| | | <p>Required PPE can be sourced from:</p> <p>https://www.seton.co.uk/ https://www.plycopy.co.uk https://www.multicaremedical.co.uk</p> <p>This list is not exhaustive, other suppliers may be used.</p> <p>Disposable face masks, disposable aprons, disposable gloves and eye protection if deemed necessary.</p> | | |
| Class Sizes – Social Distancing | <ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p> | <p>Primary children and early years cannot be expected to remain 2m apart from each other and staff, however as previously stated schools will avoid contact with anyone with symptoms, frequently clean hands and practice good respiratory hygiene (CATCH IT, BIN IT, KILL IT) clean areas regularly and minimise contact and mixing.</p> <p>All class sizes reflect the numbers of teaching staff available and are kept as small as possible with break times, lunch times and the movement of pupils/students around the school staggered to reduce large groups of pupils / staff gathering.</p> <p>The 2m rule will be adopted where possible throughout the school, however; where this is not possible, groups of 15 are permitted. We recognise the importance to continue to reduce</p> | <p>As stated above:</p> <p>Year 10 and 12 Pupils will be educated in a gradual, phased return as guided by the Government in class sizes of 7-8 pupils, to enable social distancing.</p> <p>A one -way system will be established in the school and tape marking will show on the floor of the corridors to illustrate social distancing.</p> | |



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| | | <p>contact between people as much as possible therefore if the group option is adopted those groups are to stay consistent and away from other groups formed within the school.</p> <p>Set up classrooms to facilitate as much space between desks as possible if the 2m rule cannot be met.</p> <p>Teaching staff stay with their small group/class and do not crossover to teach/support different groups/classes, thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school.</p> | <p>Pupils will start in school in the hall: set up as an exam room to enable social distancing</p> <p>Attendance will be split into quarters. Pupils will have their own place within the classroom and staff will rotate to them.</p> <p>Pupils will be supervised to use the toilets.</p> | |
| <p>Health and Safety</p> | <ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p> | <p>Ensure staff who undertake your compliance checks have done so prior to opening the school, fire alarm testing, emergency light testing, running the taps, fire doors operating correctly, fire appliances in situ and in date.</p> <p>Interim health and safety audits have been undertaken by Emprocom our health and safety advisors, these will be issued to schools and uploaded onto the Every compliance system prior to opening for viewing.</p> <p>Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each</p> | <p>HT will meet with Site Manager to discuss and action any outstanding checks needed to be completed before further re-opening.</p> <p>Planned fire drills will be timetabled as soon as re-opening confirmed.</p> | |



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| | | group has sufficient social distancing while exiting and assembling for drill purposes only. Communicate changes to fire procedures to all staff and children. | | |
| Staff | <ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p> | <p>After establishing class sizes, allocate rooms and staff to accommodate, consider 1 teacher or 1 TA per group, this will allow more flexibility should a particular teacher or TA fall ill.</p> <p>Avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups.</p> <p>Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles</p> <p>Staff to avoid the use of the staff room unless for individual use when using essential equipment</p> <p>Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves</p> <p>Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work</p> <p>All office type workstations/desks being used at the same time to be at least 2 metres apart, unless</p> | <p>Daily: Lesson requirements</p> <ul style="list-style-type: none"> • 6 teachers for 4 groups= 24 teachers • 8 Teaching Assistants | |



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| | | <p>working closely together as a requirement of their work</p> <p>Toilets are only (wherever possible) used by 1 member of staff at a time</p> <p>Where possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups</p> <p>Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired.</p> <p>If capacity of staff cannot be achieved to keep the school open, then the school will contact the Trust for further advice before making decisions to temporarily close on health and safety grounds.</p> | <p>Due to Secondary needs our staff will move classes rather than the students.</p> | |
| <p>Cleaning</p> | <ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing</p> | <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as desks, door handles, light switches, welfare facilities, using appropriate cleaning products and methods.</p> | <p>Cleaners contacted to check availability to help with deep cleaning sessions.</p> | |



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| | underlying health conditions | <p>Installation of hand sanitisers are located at key points around the site i.e. entrances, exits.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Review cleaner and caretaker staff hours to accommodate additional cleaning requirements throughout the working day in line with guidance.</p> <p>When effective cleaning is no longer available the school would pursue;</p> <ul style="list-style-type: none">• replacement/cover site staff if the duties are contracted in• voluntary assistance from other school staff• external cleaning services• temporary workers if alternative arrangements cannot be made <p>If site cannot be cleaned, the school will contact the Trust for further advice before making decisions to temporarily close on health and safety grounds.</p> | <p>Further hand sanitisers to be purchased for class rooms.</p> <p>Our Caretaker is currently self-isolating following GP advice- some of his duties are already being overseen by relief.</p> | |
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The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment.
NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

| Print Name | Signature | Date | Print Name | Signature | Date |
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