



Assessment Reference Number:	COVID-19-01	Date of Assessment	26/08/2020
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 full opening September 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)	Pupil: 550 Teacher: 40 Support: 13 Teaching Assistants 2 Pastoral Assistants		
Expert Guidance: (e.g. HSE - .GOV.UK – PHE – DfE)	<p>Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (published 11 May)</p> <p>Coronavirus (COVID-19): Implementing protective measures in education and childcare settings (published 11 May)</p> <p>COVID-19 Cleaning in non-healthcare settings (updated 26 March 2020)</p> <p>Shielding and protecting people who are clinically extremely vulnerable from COVID-19 (updated 5 May 2020)</p> <p>Management of Health and Safety at Work Regulations 1999</p> <p>Personal Protective Equipment at Work Regulations 1992</p> <p>Staying alert and safe (social distancing) (published 11 May 2020)</p>		
Duration: (e.g. Hr - hours - Min - Minutes)	From 1 June 2020 until Government Review		

Hazard	Who May be Harmed	Gov.uk Guidance and CMAT Response for Required Controls	Specific Educational Setting Response and Controls	Risk Rating
Spread of Covid-19 –Coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners 	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	The Attendance Officer and other members of the Pastoral and Admin staff will be primed to brief parents on guidance on how long to remain away	



	<ul style="list-style-type: none">• Contractors• Drivers• Vulnerable groups – Pregnant workers, those with existing underlying health conditions	<p>infection or have tested positive in the last 7 days. 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>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and arrange to have a test.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</p> <p>Hand washing - Clean hands thoroughly 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, hand rub or skin friendly skin cleaning wipes to be used.</p> <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>from school should a student or a member of the household become unwell.</p> <p>Details will also be sent out: to parents before the end of term and put on our website.</p> <p>The school has established a base for any student who becomes unwell during the school day, with First Aid Support.</p> <p>Any First Aider: who come into contact with an unwell student or staff member will be provided with PPE.</p> <p>Designated toilet blocks have been established; for designated year groups with rotas for use, with designated markings to aid social distancing and supervision.</p> <p>Additional hand washing units are currently being explored, students are provided with a rota to wash their hands, within their designated bubble area.</p> <p>Each classroom will continue to be outfitted with antibacterial wipes, tissues, hand cleanser, and a designated bin for this specific waste.</p>	
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		<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>Students and staff kept updated through daily whole school bulletin from September. A procedure for Form Tutors will be issued to ensure that this is done each day.</p> <p>Good respiratory hygiene signs are around school and in all classrooms</p> <p>Parents will be written to; with regards to arrangements for September which will include reference to hygiene expectations, also published on our website.</p> <p>Students groups will be on a Year group bubble basis, but each teaching group will have its own room/ base unless a specialist subject is being delivered. Each year group will have their own zone and own entrance to their rooms. Specialist delivery will involve the teacher collecting the group from their base and moving them to a specialist room. Procedures for form staff and all teachers to include dismissal of classes row by row/small group by small group to ensure calm and safe distance will be issue to staff.</p>	
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<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>Required PPE can be sourced from:</p> <p>https://www.seton.co.uk/ https://www.polycopy.co.uk https://www.multicaremedical.co.uk</p>	<p>PPE: will only be provided for First Aider staff members at their request. But also to any support staff member who may have to deliver medical support. This has been purchased.</p> <p>Currently we have four staff members who are deemed clinically vulnerable insistent on facemasks usage.</p> <p>If staff feel safer wearing a face covering whilst moving between classrooms or offices then this can be permitted, as at the end of the day.</p> <p>However staff will need to follow the CMAT guidance on types of face coverings, storage and use. This is taken from the CMAT guidance of use of face masks, if Lincoln goes into local lock down:</p> <p>Types of face coverings: Face coverings should be fabric masks rather than disposable. The face masks should have elastic ties/straps around the ears, and should not be a bandana, scarf or other such item. Designs should be appropriate for school and in no way offensive.</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> <p>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	<p>Use and storage: An individual, sealable plastic bag should be used in which to store the mask when not in use. The mask should be removed by the ear straps, not by touching the main section which covers the mouth and nose. Students and staff should sanitise their hands before putting on and after removing their masks.</p>	
<p>Class Sizes – Social Distancing</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>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>Class sizes will be on average 25 students maximum as this is the normal class size, and will be set up to provide the maximum amount of distancing possible. This enables all students to access full education.</p> <p>Classrooms will be set up with all tables facing the front and the teacher 2 metres away from the students.</p> <p>Break times and lunch times will be staggered through the school day with designated areas for outside time</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 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>Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space</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>per year groups. Additional zones will be established for wet weather procedures.</p> <p>Staff will monitor break and lunch times.</p> <p>The canteen will serve pre-ordered cold snacks and meal deals from two other mobile venues across the school site, this will be reviewed as the term progresses.</p> <p>Students will depart the school building on a staggered rota and parents will be informed of this in advance. The start and finish timings of the school day will not change.</p> <p>Lunch will be shortened to 35 minutes with two large bases provided for cold food consumption.</p> <p>Teachers will teach within Year group bubbles.</p> <p><u>Specialist teaching will be:</u></p> <p>ICT- resources cleaned down between sessions</p> <p>Photography- resources cleaned down between sessions</p> <p>Performing Arts- non contact- cleaned down as necessary</p>	
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			P.E Non -contact sport only. Students will come to school in P.E kits if they have P.E on that day.	
Health and Safety	<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 group has sufficient social distancing while exiting and assembling for drill purposes only. Communicate changes to fire procedures to all staff and children.</p>	<p>The Site Manager has made all checks to school site and services are booked during the summer holiday as needed.</p> <p>Update fire drill procedure: will be tested in the first week of term and adapted to address the new arrangements. The procedure will be communicated to staff during September INSET days.</p>	
Staff	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers,</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>As stated above: Students groups will be on a Year group bubble basis, but each teaching group will have its own room/ base unless a specialist subject is being delivered. Each year group will have their own zone and own entrance to their rooms. Specialist delivery will involve the teacher collecting the group from their base and moving them to a specialist room.</p>	



	<p>those with existing underlying health conditions</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 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>EHCP Students will be supported with T.A's as assigned in the EHCP's.</p> <p>Students: will be provided with basic equipment from the school not to be shared.</p> <p>The Procedure for staff hygiene when in school as stated on the left to be reiterated to staff during staff meeting on 14.07 and/or INSET in September.</p> <p>Administration areas of the school have been established with Perspex protection, including reception</p>	
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<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 underlying health conditions</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>Resources being utilised must be cleaned frequently. Where they cannot be cleaned, non-plastic items should be left for 48 hours between cross usage and plastic items must be left for 72 hours.</p>	<p>Additional cleaning periods have been incorporated in to the school day and cleaners have been approached to work a variation of their hours or expansion of their hours on a temporary basis. This process will be overseen by Site Manager Mr J Smith.</p> <p>Specialist rooms will be provided, for subjects but the students will be collected from their bubble base and taken there by the teacher. After each specialist room is used, it will be cleaned down with wipes, by the students that have used it, supervised by the teachers.</p>	



		<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>Hand sanitisers are located at entrances and exits to school, but will be expanded for September to ALL entrances and exits.</p> <p>Additional specific bins have already been provided for this purpose in all classrooms.</p> <p>Mr Smith Site Manager speaking to cleaning staff this week re changes in hours or increase in hours.</p>	
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