



Sacred Heart High School

## COVID 19 RISK MANAGEMENT ASSESSMENT

18 September 2020    Review, weekly

**Headteacher:** Marian Doyle

**Chair of Governors:** John Sills

**On behalf of Trustees:** Sr. Cath Lloyd

Related School Policies	Related Government Guidance Documents
<ul style="list-style-type: none"><li>• Whole school and Departmental Health and Safety Policies (<i>PE/DT/Art will not be able to take place in school owing to SD rules</i>)</li><li>• Attendance Policy</li><li>• Critical Incident</li><li>• First Aid in Schools</li><li>• Premises Management Review Checklist</li><li>• Children With Health Needs who cannot attend school (<i>can be supported via remote learning technology</i>)</li><li>• Safeguarding and Child Protection Policy</li><li>• Supporting Children with Medical Conditions (<i>those with serious underlying conditions will not be able to attend school</i>)</li><li>• Curriculum Access (<i>ZC completing the risk assessment for this</i>)</li></ul>	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p> <p><a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a></p> <p><a href="#">Actions for schools during the coronavirus outbreak</a></p> <p><a href="#">Coronavirus (COVID-19): implementing social distancing in education and childcare settings</a></p> <p><a href="#">Coronavirus (COVID-19): guidance for educational settings</a></p> <p><a href="#">COVID-19: cleaning in non-healthcare settings</a></p> <p><a href="#">Safe working in education, childcare and children's social care</a></p> <p><a href="#">Coronavirus (COVID -19): safer travel guidance for passengers</a></p> <p><a href="#">COVID -19: guidance for households with possible coronavirus infection</a></p>

### Assessment

**Likelihood** (1= low 5= high) x **Impact** (1= low 5= high) = **Inherent (underlying) Risk**

Same assessment is then repeated in the context of stated safeguarding measures.

**Likelihood** (1= low 5= high) x **Impact** (1= low 5= high) = **Residual Risk**

Inherent and Residual Risk Scores	
1-5	Very Low Risk
6-10	Low Risk
11-15	Medium Risk
16-20	High Risk
21-25	Very High Risk

RISK	Description of Risk	INHERENT Risk			CURRENT CONTROLS	RESIDUAL Risk			Assessment Dated
		Likelihood 1= low 5= high	Impact 1= low 5= high	Total Inherent Risk		Likelihood 1= low 5= high	Impact 1= low 5= high	Residual Risk	
<b>1. INADEQUATE STAFFING LEVELS IN SCHOOL</b>	<p>Rising transmission rates increase health risks for certain staff or their families and shielding requirements are reintroduced preventing attendance in school to deliver lessons or carry out other vital support work.</p> <p>Even without rising transmission rates, some staff may be required to self-isolate preventing attendance in school to deliver lessons or carry out other vital support work.</p> <p>A lack of adequate supervision additionally risks pupil non-adherence to social distancing and other safeguarding measures.</p> <p>It might impede first aid provision.</p>	4	4	16	<p>Most school-based roles are not ideally suited to home working we expect most staff to return to work in school. Some administrative roles, may be conducive to home working, the school will consider what is feasible and appropriate.</p> <p>Government Guidance confirms that <b>extremely clinically vulnerable</b> (shielded) staff and staff with extremely clinically vulnerable (shielded) family, and others who are <b>clinically vulnerable</b> can return to school subject to the implementation of control measures set out in the guidance (and included in this risk assessment). All such staff returning to school should take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing.</p> <p>Notwithstanding that guidance the school will conduct individual risk assessments for staff who remain under the care of a specialist health professional. This may include input from occupational health.</p> <p>We will also conduct individual risk assessments for pregnant women who are generally considered to be in the 'vulnerable' category (allowed to return to work) but we recognise that women from 28 weeks gestation or with underlying health conditions may be at greater risk.</p> <p>The school will make sure that staff are aware when they are expected back in and for any that remain anxious, they will be reminded of all the safety measures being implemented through this risk assessment, in line with government guidelines. These measures aim to minimise contact between pupils and staff, and also between staff.</p> <p>Where a staff member is unable to attend school because they are complying with clinical and/or public health advice (but otherwise remain well) the school will expect them to remain working remotely from home where possible. Where this is not possible, arrangements will be made for the work to be taken over, possibly using supply staff, in order to ensure the smooth running of the school and continued education for all.</p> <p><u>Supply staff</u></p> <p>Government advises schools to minimise the number of temporary staff entering school premises and suggests that schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year. The school will use supply staff where</p>	4	3	12	

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<b>1. INADEQUATE STAFFING LEVELS IN SCHOOL</b> <i>(continued)</i>					<p>necessary and cost effective, and mindful of workload burdens on other staff.</p> <p><u>Staff deployment</u></p> <p>The school may need to alter the way in which it deploys staff, and may need to use existing staff more flexibly. We will ensure that managers discuss and agree any changes to staff roles with individuals. ITT trainees may also be used to take responsibility for small groups or to work in pairs to co-plan, teach and assess lessons.</p> <p>The school will build in to its plans in the need to avoid increases in unnecessary and unmanageable workload burdens. This will include a review of existing practices in this respect drawing on the DfE's <a href="#">workload reduction toolkit</a>.</p> <p>If, having pursued all the immediate options available, the school still has concerns regarding its staffing capacity, the school is required to liaise with its local authority.</p> <p>Detail to be included in the staff Covid Handbook</p>				
<b>2. PUPILS MISSING EDUCATION</b>	<p>Rising transmission rates increase health risks for certain pupils or their families and shielding requirements are reintroduced preventing attendance in school.</p> <p>Even without rising transmission rates, some pupils may be required to self-isolate preventing attendance in school.</p>	4	5	20	<p>Pupils are expected to return to school and normal attendance rules apply. Government Advice confirms shielded pupils and pupils with family who were shielding can return to school.</p> <p>Some pupils no longer required to shield, but who remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school.</p> <p>The school will operate a series of safeguarding controls aimed at preventing infection and minimising contact with other pupils to reduce the likelihood of the need for self-isolation.</p> <p>Where a pupil is unable to attend school because they are complying with public health advice, the school will <b>immediately offer them access to remote education</b> including support as necessary for disadvantaged pupils.</p> <p>Where children are not able to attend school because parents or carers are following clinical and/or public health advice, absence will not be penalised. Include guidance in parent/pupil Covid Handbooks</p>	2	5	10	

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<b>3. CAPACITY OF PUBLIC TRANSPORT</b>	<p>Many journeys to and from would normally be made on public transport, and some may be lengthy.</p> <p>Risk arises where public transport capacity is constrained and pupils and staff find it difficult to access. Or that it is not constrained but pupils and staff are unable to maintain social distancing so may increase the risk of infection.</p>	4	5	20	<p><b>Limited alternatives to Public Transport</b></p> <p>The capacity of public transport is likely to remain constrained in the autumn and we encourage all those who can do so, to get to school by other means. Having said that we recognise the limitations of this.</p> <ul style="list-style-type: none"> <li>We have extremely limited space for cycles on school premises and are prioritised for and will be fully used by staff.</li> <li>We have very limited parking on site for staff and the council have now ended their key worker parking scheme. We will do all we can to further maximise the allocation of parking on site but recognise that public transport will still be the only option for many people.</li> </ul> <p><b>Trying to avoid rush hour</b></p> <p>We have considered timetables to wholly avoid rush hour but these are unworkable when coupled with the need to maintain a manageable workload for staff and ensure time for cleaning of the school. As it stands, pupils will face the rush hour in the morning (all arriving between 8.15-8.45am) but the return journey for the majority of pupils will take place ahead of the evening rush hour as they depart 2.40pm-3.10pm. Year 12 depart at 3.40pm and Year 13 at 3.50pm. If we start school later in the morning, pupils will face greater rush hour on departure.</p> <p>School will be open for staff from 7am and they may be able to miss the worst of the rush hour in the morning if they come in early. Staff will be required off site routinely by 4pm, with some possibly able to remain until 5pm in the M corridor subject to capacity. Staff will not have finished their work day when they arrive home as department and pastoral meetings etc. will then take place remotely.</p> <p><b>Safety on Public Transport</b></p> <p>The school will remind everyone of the need for <b>face coverings</b> and encourage the wearing of gloves. See further procedures for removing such face coverings on arrival at school, in the PPE section in Risk 7, Control no.6, page 14. Those using public transport (both staff and parents/pupils) will be referred to the <a href="#">safer travel guidance for passengers</a>. Include guidance in parent, pupils and staff Covid Handbook.</p>	3	5	15	

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<b>4. CONTACT WITH INFECTED PERSON IN SCHOOL</b>	Risk of direct contact in school with individuals who are unwell and may be infectious with Covid.	3	5	15	<p><b>(1) THOSE WHO HAVE CORONAVIRUS SYMPTOMS OR WHO HAVE SOMEONE IN THEIR HOUSEHOLD DISPLAYING SUCH SYMPTOMS ARE REQUIRED TO REMAIN AT HOME.</b></p> <p><i>Numbering correlates to the numbered listing of required controls in government guidance.</i></p> <p>This will be communicated to parents, pupils and staff on a regular basis with fuller details regarding length of isolation included in school Covid Handbooks.</p> <p><u>Discovery of symptoms while in school</u></p> <p>Pupil displaying symptoms in school to be isolated if possible in a meeting room near reception with the window open for ventilation until collected Full details regarding precautionary measures, PPE/cleaning included in guidance to admin team and senior staff.</p> <p>Government Guidance states staff and pupils who have been in close contact with the pupil <b><i>'do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace'</i></b>. Full details are set out in the staff Covid Handbook.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.'</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <p><u>The right to refuse entry</u></p> <p>In line with Control 9 below (page 18) we anticipate that the school and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, we reserve the right in line with government guidance, to refuse the child entry to school</p>	2	5	10	

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<b>4. CONTACT WITH INFECTED PERSON IN SCHOOL</b> <i>(continued)</i>	Risk of direct contact in school with individuals who are unwell and may be infectious with Covid.	3	5	15	if in our reasonable judgement it is necessary to protect other pupils and staff from possible infection with coronavirus (COVID-19). Any such decision will be carefully considered in light of all the circumstances and the current public health advice. Staff will be instructed to remain vigilant to look out for any members of the school community who are exhibiting possible Covid symptoms and to report this very promptly to a member of the senior team				
					<b>(2) USE OF FACE COVERINGS</b>  <i>Numbering correlates to the numbered listing of required controls in government guidance.</i>  The school <u>requires</u> face coverings to be worn by everyone in public areas within the school such as corridors, at the photocopiers, in the basement shared area in kitchens and also currently in all shared offices. This also includes when pupils are outside (perhaps moving to a PE class) and when together outside at break and lunchtime. Masks may be removed to eat and drink.  We recognise that some individuals are <u>exempt from wearing face coverings</u> and <b>staff will be advised to be sensitive to those needs.</b>  The school will maintain a small contingency supply of face masks to meet the needs of those whose mask has become unsafe, those who have forgotten it, etc.  Local restriction areas where transmission of the virus is high are defined as <b><u>areas of national government intervention</u></b> . Information on areas with a status of ‘intervention’ can be found in the <b><u>National coronavirus (COVID-19) surveillance report</u></b> , which is updated every week. These will be monitored weekly and any additional protocols required, will be communicated swiftly to the school community.  The school does not ‘require’ the wearing of face coverings in the classroom. We recognise that government guidance states ‘Face	2	5	10	

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					<p><i>coverings would have a negative impact on teaching and their use in the classroom should be avoided'. At Sacred Heart use of face coverings in the classroom by pupils and staff will be left to parental and staff discretion. We will carefully monitor the impact of this on teaching and learning will review this regularly.</i></p> <p>Care will be taken to ensure that pupils who are hard of hearing are not disadvantaged.</p> <p><b>Safe Wearing and removal of face coverings</b></p> <p>The school recognises that <i>'the safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully'</i>. Procedures to do this safely, without touching the front of the mask will be regularly communicated to all.</p> <p>On arrival, those who have worn face coverings on their journey to school will proceed to their classrooms before removing them. Those who arrive at the gate without a mask must put one on before entering the school site.</p> <p>When masks are removed (for example on arrival at their classroom) face coverings should be sealed in a plastic bag. Hands should be sanitised.</p> <p>Those wearing face coverings in school will be regularly reminded not to touch the front of the mask while wearing it as well as when taking it off as described above.</p> <p>If a mask becomes damp, for example if it gets wet in rain, then such masks must be disposed if in line with the protocols referred to above.</p>				

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<b>5. INFECTION ON HANDS</b>	Risk of infection from touching ones face (eyes/mouth) with virus particles on your hand.	3	5	15	<p><b>(3) CLEAN HANDS THOROUGHLY MORE OFTEN THAN USUAL</b></p> <p><i>Numbering correlates to the numbered listing of required controls in government guidance.</i></p> <p>Government Guidance on reopening schools 7 August 2020, states that ‘Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.’</p> <p>Those on site must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating and after coughing or sneezing and every 1.5 hours if feasible. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</p> <p>Reminders will be given regularly to pupils and staff about the importance of this with guidance about how best to wash hands.</p> <ul style="list-style-type: none"> <li>Hand washing or hand sanitiser ‘stations’ will be provided at all entrances to the site and to each building, in halls and near exits where possible to ensure that those on site can clean their hands regularly. Pupils and staff are also encouraged to bring their own. Hand dry blowers to be disabled and replaced with the provision of paper towels and lidded bins. Plenty of soap to be available in toilet areas.</li> <li>Sanitiser stations will be under general supervision at the start and end of the day and at break and lunchtimes.</li> <li>Handwashing to be formalised into school culture, supported by behaviour expectations in new Living &amp; Learning (behaviour) Policy Addendum. Staff training regarding the new addendum before pupils return and support to ensure that pupils with complex needs understand the requirement.</li> </ul> <p>Guidance to be included in staff and parent/pupils Covid Handbooks.</p>	2	5	10	



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<b>6. VIRUS TRANSMITTED BY COUGHS AND SNEEZES</b>	<p>The virus is known to be airborne and coughs and sneezes may propel virus particles further.</p> <p>(Likelihood is only shown as a 3 <u>not because</u> the likelihood of transmission this way is medium, it is acknowledged to be high - but the likelihood of infected people in school is lower than at the height of the pandemic. This will need to be monitored)</p>	3	5	15	<p><b>(4) ENSURE GOOD RESPIRATORY HYGIENE BY PROMOTING THE ‘CATCH IT, BIN IT, KILL IT’ APPROACH</b></p> <p><i>Numbering correlates to the numbered listing of required controls in government guidance.</i></p> <p>Pupils and staff to be regularly reminded of the importance of this approach. Posters around school and regular verbal reminders.</p> <p>Pupils to be regularly reminded of the severity of consequence for their behaviour if they deliberately cough or sneeze on anyone else.</p> <p>Pupils and staff encouraged to carry their own tissues, but the school will also to ensure that sufficient tissues are available with boxes in every classroom and lidded bins to be provided around the school for disposal of tissues. If a cough or sneeze comes without time to get a tissue, pupils and staff should do so into their elbow to limit particle spread.</p> <p><i>Face coverings are required by law at all times on public transport to and from school and when in shops. See additional requirements relating to face coverings in school as described in Control 2 above.</i></p>	2	5	10	

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<b>6. VIRUS TRANSMITTED FROM INFECTED SURFACE</b>	Virus particles can become airborne from infected surfaces and can also be transmitted by touch	3	5	15	<p><b>(5) ENHANCED CLEANING, INCLUDING CLEANING FREQUENTLY TOUCHED SURFACES OFTEN USING STANDARD PRODUCTS SUCH AS DETERGENTS AND BLEACH.</b></p> <p><i>Numbering correlates to the numbered listing of required controls in government guidance.</i></p> <p>The school will ensure more frequent cleaning of rooms and shared areas that are used by different groups; frequently touched surfaces will be cleaned more often than normal. Toilets will be cleaned regularly and pupils encouraged to clean their hands thoroughly after using the toilet. As far as practical, different groups will be allocated their own toilet block.</p> <p><i>[Cleaners to do a thorough clean at the end of each day and toilets to be cleaned more regularly during the day. Cleaning materials will additionally be provided for staff to wipe clean kitchens, photocopiers, computer keyboards, etc before and after use. Also available for pupil use]</i></p> <p>The school will follow Public Health England's revised <a href="#">guidance for cleaning non-healthcare settings</a> which addresses general cleaning required in addition to existing advice on cleaning when there is a suspected case.</p> <p>Staff will be required to be off site by 5pm to enable cleaning to take place and avoid further contamination. Staff to wipe down shared areas when working there after school.</p> <p><u>Equipment:</u> Staff and pupils encouraged to bring their own individual and very frequently used equipment, such as pencils and pens. These should not be shared. Cleaning materials will be available at photocopy stations to allow staff to wipe these down before and after use.</p> <p>Depts must review what equipment they need to use and ensure that where possible that they use digital resources. Any hard resources used must be cleaned regularly and this is the responsibility of each department in line with its own risk assessment. Practical departments such as PE, art, science and music are required to prepare their own department risk assessments in line with subject institute standards. See more regarding Music and PE in page 13</p> <p>Department risk assessment must include that the use of resources that are shared between classes or bubbles will be cleaned frequently and</p>	2	5	10	

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<b>6. VIRUS TRANSMITTED FROM INFECTED SURFACE</b> <i>(continued)</i>	Virus particles can become airborne from infected surfaces and can also be transmitted by touch <i>(continued)</i>				<p>meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Sprays will be available for the cleaning of picnic tables in the garth which is used by two separate bubbles at different times.</p> <p>Pupils will be encouraged to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing must be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p><b>Water Fountains-closed</b></p> <p>Constant supervision and cleaning of water fountains is impractical. Staff and pupils must bring their own water bottles to school. Water fountains could pose a risk for cross contamination.</p> <p><b>Staff Shower Cubicles -closed</b></p> <p>These mixed use areas provide a risk of cross contamination and showing in school is not a basic necessity. It is impractical to ensure cleaning between uses by separate individuals. Showers in commercial gyms remain closed and staff showers will remain out of use for the time being. This will be kept under review. Showers would be cleaned at the end of each day once reopened but staff may still be advised to wipe down surface before and after use.</p> <p><b>Staff Kitchens – open cautiously</b></p> <p>Staff kitchen will be open but must never be used by more than one person at a time and without staff congregating outside. Kitchens will be cleaned at the end of each day but those using the kitchens should wipe the taps and kettle and other surfaces before and after use. No crockery or cutlery can be left in the sinks. Staff must wash and remove their own crockery and cutlery and then remove them. Cleaning equipment will be provided.</p>				

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<b>7. RISK OF INFECTION FROM PROXIMITY</b>  <i>This is a long section across several pages</i>	<p>The virus can be transmitted by droplets and airborne particles emitted simply by breathing and speaking; and also by touching an infected person</p> <p>(Likelihood is only shown as a 3 <u>not because</u> the likelihood of transmission this way is medium, it is acknowledged to be high - but the likelihood of infected people in school is lower than at the height of the pandemic. This will need to be monitored)</p>	3	5	15	<p><b>(6) MINIMISE CONTACT BETWEEN INDIVIDUALS AND MAINTAIN SOCIAL DISTANCING WHEREVER POSSIBLE.</b></p> <p><i>Numbering correlates to the numbered listing of required controls in government guidance.</i></p> <p>The school will reduce the number of contacts between pupils and staff by a varying combination of bubbled groups; maintaining distance between people and in specific circumstances, the wearing of PPE. Ventilation will also be used to reduce airborne infection and specific control will be in place for music and PE, see later below.</p> <p><b>A. Bubbles</b>  <u>Key Stage 3 (Years 7, 8 &amp; 9)</u> will be divided into groups each with its own single classroom base where form time and all their lessons will be held including Art, Music and Design &amp; Technology. They will move as a teaching group for PE lessons. The classrooms for each year group will be physically separated from each other.</p> <p><u>Key Stage 4 (Years 10 &amp; 11)</u> will operate in year group bubbles, meeting in their separate identified main classrooms where they will also remain for all core subject teaching (maths, English, science and RE) but then moving and mixing within their year group bubble for options subjects.</p> <p><u>Sixth Form</u> year groups are smaller than lower down the school. The Sixth Form will operate as one Sixth Form bubble, with lessons taught in separate option classrooms.</p> <p>The importance of all prevention controls is even greater in these large year group and Sixth Form bubbles and will be made clear to both pupils and staff.</p> <p><b>B. Staggered Break and Lunch</b>  All year groups will have separate break and lunch times (outside for Years 7-11 where possible) and not mixing with other year groups. Years 12 and 13 will be allowed out of school at lunch time and will otherwise remain in their form rooms. Pupils will remain in their designated classrooms for break and lunch if necessary on account of inclement weather.</p>	2	5	10	

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<b>7. RISK OF INFECTION FROM PROXIMITY</b> <i>(continued)</i>	The virus can be transmitted by droplets and airborne particles emitted simply by breathing and speaking; and also by touching an infected person  (continued)				<p><b>C. Maintaining Distance within Groups</b> All will be encouraged to maintain their distance within groups. Touching others will not be allowed.</p> <p><b>D. Minimising movement and congestion</b> Movement around the school will be kept to a minimum and busy corridors and entrances and exits will be avoided by timetabling, location of bubbles and implementation of a clear one way system.</p> <p><b>E. Staff 'Bubble Cross Over'</b> Government guidance confirms that teachers and other staff (including supply teachers and peripatetic staff) can operate across different classes and year groups in order to facilitate the delivery of the school timetable but they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Face to face contact is to be avoided and any time 1m apart should be minimised. Staff will be reminded of this on a daily basis. The mixing of volunteers across groups will be kept to a minimum</p> <p><b>F. Arrangement of Classrooms</b> Classrooms will be adapted to ensure desks are facing front and unnecessary furniture will be removed where possible. In smaller classrooms where there is limited space between the front pupils and the teacher, a demarcation line will be taped to the floor that pupils should not cross in order to offer some protection to the teacher. Teachers may cross this line as necessary but when doing so may wish to take further face covering protection.</p> <p><b>G. Ventilation</b> The school will ensure good ventilation where possible and in accordance with HSE guidance and will maximise this, by opening windows and propping open doors, as long as they are not fire doors, where safe to do so (bearing in mind safeguarding in particular). Staff will be reminded of this on a regular basis. The school will follow advice in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a>.</p> <p><b>H. No gatherings across groups</b> Gatherings such as assemblies or collective worship will take place remotely. The maximum number for staff gatherings will be limited to six</p>				

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<b>7. RISK OF INFECTION FROM PROXIMITY</b> <i>(continued)</i>	The virus can be transmitted by droplets and airborne particles emitted simply by breathing and speaking; and also by touching an infected person  <i>(continued)</i>				<p>people with a strict adherence to social distancing. Gatherings with more than one group will not take place. Similarly face to face parent teacher meetings, departmental, pastoral meetings etc., will all be remote. Mock GCSEs will be held in classrooms and Mock A-Levels in the new gym (sports hall).</p> <p><b>I. Staff Offices</b> Guidance requires schools to help staff to distance from each other.</p> <p>Shared offices spaces are felt to be risky because of potential for circulation and confinement of airborne particles. Many such offices are very small and others are occupied by many staff.</p> <p>In the larger department offices, no more than two staff will be allowed to work at any one time. Smaller multi use offices may only be used by one staff member at a time. Departments will need to work with staff to coordinate this but some limited bookable alternative provision is being arranged, detail in the Staff Covid Handbook.</p> <p>If department offices are occupied by say 6 or 7 staff this also increases the risk that a whole department may need to be sent home and this must be avoided.</p> <p>Where offices are being used by two or more people at a time, we currently require face coverings to be worn.</p> <p>Staff may remain on site until 5pm but department and other meetings would still need to take place remotely. All staff including admin staff to be off site by 5pm latest to allow cleaning to remain uncontaminated. If there are special circumstances that require a staff member to remain on site after 5pm this must be first approved by the School Business Manager</p> <p><b>J. Pupil Arrival and Departure from School</b> The school will try to avoid cross over between bubbles, using three separate entrances to school and marginally staggering arrival and departure times. This will need careful supervision. Touch button entry will not be used for pupils but they must wear their ID lanyards. Pupils will be provided with new lanyards, with different colours for different</p>				

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<b>7. RISK OF INFECTION FROM PROXIMITY</b> <i>(continued)</i>	The virus can be transmitted by droplets and airborne particles emitted simply by breathing and speaking; and also by touching an infected person  <i>(continued)</i>				<p>year groups to assist identification by staff and pupils in their effort to maintain separation between year groups.</p> <p>On arrival pupils move swiftly to their designated classroom for registration having sanitised their hands. Further details to be included in Covid Handbooks for staff and parents/pupils. Parents and carers to be contacted to clarify expectations to avoid gatherings at entrance points.</p> <p><b>K. Visitors:</b> The school will work closely with regular contractor firms, catering company, etc., to ensure full communication of school Covid safeguarding measures. Guidance on physical distancing and hygiene will be explained to visitors on or before arrival. Wherever possible visits will be scheduled outside of school hours but note that Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. A record will be kept of all visitors. No visitors are allowed on site without prior appointment and staff must not schedule any meetings with parents on site. If this is unavoidable, permission must be sought from the headteacher or Associate Headteacher</p> <p>Local immunisation provision to be maintained with appropriate distancing measures.</p> <p><b>L. Music, Dance &amp; Drama</b> <i>‘There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments, dance or drama takes place.’</i></p> <p>These departments will follow particular guidance provided by the DCMS for professionals and non-professionals, available at <u><a href="#">working safely during coronavirus (COVID-19): performing arts</a></u> but it is recognised that the cumulative aerosol transmission from both those performing in and attending events is likely to create risk and the following protocols will be followed.</p> <p>The school will do everything possible to minimise contacts and mixing. Our overarching objective will be to reduce the number of contacts between pupils/students and staff. Particular care in music, dance and drama lessons will be given to observe social distancing where possible.</p>				

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<b>7. RISK OF INFECTION FROM PROXIMITY</b> <i>(continued)</i>	The virus can be transmitted by droplets and airborne particles emitted simply by breathing and speaking; and also by touching an infected person  <i>(continued)</i>				<p>This will limit group activity and prevent physical correction by teachers and contact between pupils in dance and drama.</p> <p>The music, drama and PE departments will follow government guidance regarding the level of accompanying music; the use of microphones; performances; peripatetic teachers; playing music and singing outdoors and indoors; ensembles; seating positions; the handling of instruments, equipment scores and scripts; handwashing</p> <p>The Music department will carry out its own risk assessment for all of its activities in line with these extracts from government guidance for the re-opening of schools and any further professional subject guidance.</p> <p><b>M. Physical Education</b></p> <p>Pupils will be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups, and contact sports will be avoided. The PE department will abide by its own risk assessment, complying with controls in the school risk assessment and any further professional subject guidance. The school will only provide team sports on the list available at <a href="#">return to recreational team sport framework</a>.</p> <p>Changing rooms will be closed and pupils will be expected to attend school in their PE kit on days when they have PE.</p> <p>Outdoor sports will be prioritised and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>This is particularly important in PE because of the way in which people breathe during exercise.</p> <p>The school will refer to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>				



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<b>7. RISK OF INFECTION FROM PROXIMITY</b> <i>(continued)</i>	The virus can be transmitted by droplets and airborne particles emitted simply by breathing and speaking; and also by touching an infected person  <i>(continued)</i>				<ul style="list-style-type: none"> <li>guidance from Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance documents</a></li> </ul>				
					<p><b>(7) THE WEARING OF APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE) IN CERTAIN CIRCUMSTANCES</b></p> <p><i>Numbering correlates to the numbered listing of required controls in government guidance.</i></p> <p>Government guidance addresses the general use of face coverings in Control 2, see pages 6 &amp; 7 above. This Control 7 remains focused on particular circumstances of greater risk and guidance confirms that majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>where a pupil becomes ill with coronavirus symptoms while at school, and only then if a distance of 2 metres cannot be maintained</li> <li>where a pupil already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> <p>Notwithstanding the above advice, the school will supply PPE to all those on the front line of first aid and for the administration of medicines, whether or not Covid is suspected. Further detail regarding how PPE should be used, what type of PPE to use and how to dispose of it, will be provided to the relevant staff in line with <a href="#">safe working in education, childcare and children's social care</a>.</p> <p><b>First Aid</b></p> <p>The school will follow Health and Safety Executive guidance on <a href="#">first aid</a> during coronavirus (COVID-19). Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>				

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<b>8. RISK OF INFECTION FROM UNKNOWN SOURCE</b>	There is a risk of infection from others will no symptoms who may have been in contact with an infected person but are unaware of this.	3	5	15	<p><b>(8) ENGAGE WITH THE NHS TEST AND TRACE PROCESS</b></p> <p><i>Numbering correlates to the numbered listing of required controls in government guidance.</i></p> <p>Senior staff at the school understand the NHS Test and Trace process and how to contact DfE (<b>Helpline 0800 0468687</b>) or our local <a href="#">Public Health England health protection team</a>.</p> <p>The school will ensure that staff, parents/carers and pupils are aware that they must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school.</p> <p>Further detail on sending people home; the requirement for a test to be booked; the requirement to provide information regarding close contacts and the requirement to self-isolate, has been included in school Covid Handbooks for staff, parents/carers and pupils.</p>	2	5	10	
<b>9. CONFIRMED CASE AMONG THE SCHOOL COMMUNITY</b>	A confirmed case amongst the school community immediately increases the likelihood of others having been infected.	3	5	15	<p><b>(9) MANAGING CONFIRMED CASES AMONST THE SCHOOL COMMUNITY</b></p> <p><i>Numbering correlates to the numbered listing of required controls in government guidance.</i></p> <p>On becoming aware that someone who has attended school has tested positive for coronavirus (COVID-19) the school will promptly call the local health protection team (who would then carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>Based on the advice from the health protection team, the school will send home those people who have been in <b>close contact</b> with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Details regarding the meaning of 'close contact' and the implications for other household members of those sent home have been included in school Covid Handbooks.</p>	2	5	10	

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					<p>The school will maintain a proportionate record for this purpose of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</p> <p>The schools are not permitted to share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>In accordance with government instruction, the school will not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation.</p> <p><u>The right to refuse entry</u></p> <p>As referred to on page 5 above, we reserve the right in line with government guidance, to refuse the child entry to school if in our reasonable judgement it is necessary to protect other pupils and staff from possible infection with coronavirus (COVID-19). Any such decision will be carefully considered in light of all the circumstances and the current public health advice.</p> <p>The following guidance will be followed <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</p>				

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<b>10. OUTBREAK IN SCHOOL OR LOCALLY</b>	<p>If there are two or more confirmed cases amongst the school community within 14 days, or a rise in sickness absence where Covid is suspected, this may be considered as an 'outbreak' requiring an enhanced response to prevent further infection.</p> <p>The Local Authority may also require enhanced measures following any local spike in infection rates, even if not identified within the school.</p> <p><b>The risk</b> relates to increased likelihood of infection <b>and</b> impact on pupil education</p>	4	5	20	<p><b>(10) CONTAIN ANY OUTBREAK BY FOLLOWING LOCAL HEALTH PROTECTION TEAM ADVICE</b></p> <p><i>Numbering correlates to the numbered listing of required controls in government guidance.</i></p> <p>The school will continue to work with its local health protection team and will take whatever additional action is required.</p> <p>This could include a requirement to send a larger number of other pupils home to self-isolate as a precautionary measure, for example a whole year group). Whole school closure based on cases within the school cannot be considered except on the advice of health protection teams.</p> <p>Further measures recommended could include a mobile testing unit dispatched to school to test others (in the class, year group or even whole school if necessary) who may have been in contact with the person who has tested positive.</p> <p>Plans are in place to provide immediate remote education for all pupils unable to attend school under such circumstances.</p>	3	5	12	
<b>11. CATERING</b>	<p>The preparation and distribution of food may pose risks of contamination.</p>	3	5	15	<p>Government guidance expects school kitchens to be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals. <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</p> <p>The kitchen will be fully open but will be providing only a limited menu to take away. No service will be provided before school or at break times. This will be kept under review.</p>	2	5	10	

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<b>12. ERRORS IN MAINTAINING SUFFICIENT DISTANCE</b>	Routine supervision protocols include the need for all on site to be socially distanced but.  There is a risk that pupils or even staff inadvertently get closer to one another than 2m.	4	5	20	<b>Communication / Reminders /Supervision</b> Clear signage displayed in classrooms promoting social distancing/helping reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – via Posters, leaflets and other materials available for display.  Pupils to be educated in the importance of social distancing and the penalties for consistently ignoring the guidelines  Have supervisory measures in place to avoid larger groups of pupils mixing e.g. in toilets, on departure to and from school. /playground.  Include details in staff Covid Handbook.	3	5	15	
<b>13. CRITICAL INCIDENT</b>	Emergency evacuation of the building may increase the risk of reduced social distancing. Likelihood of real event very low but possibility of false alarms increases the risk.  Absence of particular staff may impede the operation of its Critical Incident Team	3	5	15	If an evacuation warning is heard, immediate evacuation of the buildings is required ignoring social distancing norms. Once outside and it is safe physical distancing measures can return.  Parent Pupil Handbooks to set out procedure and consequences for any student setting off the alarm inappropriately.  Staff Covid Handbook to make clear arrangements for lining up, in bubble groups and revised arrangements which may be needed in terms of a Critical Incident Team, if particular staff are absent.	3	5	15	
<b>14. PROVISION OF IT SUPPORT</b>	IT technicians would normally assist staff with IT issues either remotely from their office or when necessary by physically attending in the classroom. This presents a risk to the integrity of classroom bubbles and cross contamination as a technician move from one classroom to another	3	5	15	IT staff on site but remote support only during the school day. IT staff will access classrooms of needed after pupils have departed. Guide to be provided in Staff Covid Handbook. All projectors recently serviced to minimise risk of failure.	2	5	10	

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<b>15. PREMISES RISKS</b>	Returning to a site that has had limited occupation for many weeks can pose risks relating to the previous absence of this monitoring.	3	5	15	<p>Ensure the following safety aspects are continually reviewed and updated:</p> <ul style="list-style-type: none"> <li>• Fire Safety Check (fire risk assessment)</li> <li>• Legionella (temperature checks and water samples)</li> <li>• Gas Safety (annual service inspection)</li> <li>• Electrical Safety (PAT)</li> <li>• First Aid Kit Replenishment</li> </ul> <p>Any other statutory safety checks required to be conducted for the safe running of school premises</p> <p>Safety aspects reviewed by key staff and additional measures needed to protect and keep people safe are put into place.</p> <p>Immediate Risk Assessment review if legionella (or other risk) detected.</p>	2	5	10	
<b>16. RUBBISH</b>	Potentially infected rubbish in open bins may contribute to infection either in relation to touching or through droplet transmission in the air.	3	5	15	<p>Lidded bins will be provided in all toilets; in all classrooms for the safe disposal of tissues; and at all entrances for the safe disposal of PPE.</p> <p><i>[Large dustbins in cloisters to be lidded?]</i></p> <p>Ensure rubbish is removed daily and disposed of safely in sealed bags.</p>	2	5	10	

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<b>17. TOILETS</b>	<p>Toilets would normally be used by pupils across different year groups and classes, and their uses poses a risk of cross contamination.</p> <p>The toilet blocks are relatively confined rooms within which social distancing may become impossible if too many students enter at once.</p>	4	5	20	<p>Guidance states that 'different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it'</p> <p>The school has designated specific toilet blocks for specific year groups but we do not have enough to avoid some being used by 2 year groups. These year groups will still have separate break and lunchtimes and toilets will be cleaned at the end of each day and during the day between these different breaks and lunch times.</p> <p>Toilets will also be supervised at these times at the start and end of each day to limit numbers entering the toilet block and to ensure social distancing outside.</p> <p>Toilet blocks to be labelled to assist clear instructions.</p> <p>Pupils will be regularly reminded of these rules.</p> <p>Include details in staff and pupil/parents Covid Handbooks.</p>	3	5	15	11/06/2020
<b>18. EDUCATIONAL VISITS</b>	Risk of infection enroute or at venue	4	5	20	<p>Overnight trips are currently barred by guidance but domestic day trips are permitted by the government in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.</p> <p>Sacred Heart will not permit trips of any sort at this time. This will be reviewed later as we embed our control mechanisms.</p> <p>The school will consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</p>	0	5	0	
<b>19. ENRICHMENT</b>	Risk from bubble crossover, possible interference with end of day cleaning	4	5	20	Clubs and enrichment activity are currently on hold. We will review this after the October 2020 half term.	0	5	0	

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<b>20. AVAILABLE INFORMATION CHANGING</b>	The UK Covid Scenario is evolving with frequent government updates. Experience in school once all children return may also highlight the need for revisions to our approach.	3	5	15	<p>Risk Assessment to be reviewed by Head and Associate Headteacher on a <b>weekly basis</b>, and more often when necessary such as after any significant government announcement or concern raised by a member of staff.</p> <p>‘Feed-in’ from the Covid Committee extended to meet once every two weeks. All staff encouraged to air concerns at any point and suggestions. Staff can email concerns to Alex Dijkhuis for the Committee. The school will also provide a suggestion box for both staff and pupils which you could be used by anyone who might not want to send an email</p> <p>Relaxations only introduced if government guidance permits and the Covid Committee agrees. Any changes to safeguarding measures are to be communicated to relevant individuals.</p>	2	5	10	
<b>21. NON ADHERENCE</b>	<p>In an evolving risk scenario such as Covid, there is a risk that some people take it upon themselves to interpret relaxation of government advice in a particular manner with no regard for the need for risks to be assessed in school.</p> <p>A revised risk assessment is the only manner by which safeguarding measures in school will be changed.</p>	4	5	20	<p>Rigorous daily checks will be carried out to ensure that the necessary procedures are being followed both on site and in arrivals and departures.</p> <p>Clear statement for staff, pupils and parents that safeguarding measures and protocols in the schools’ Covid Handbooks must be adhered to, unless revised by <u>the school</u> and new protocols communicated to all.</p> <p>While at school, school safeguards put in place by the school are not to be disregarded. Disregarding of controls by both pupils and staff will result in disciplinary action.</p> <p>The Staff Covid Handbook to include information for staff regarding how very new messages will be communicated to them and also to pupils and parents.</p>	3	5	15	



