

St Gabriel's Risk Assessment - Covid19- Including Face to Face contact for Year 10 and Year 12

The following applies to all members of the school community. In all areas identified below, the school is keeping up-to-date with updates and following guidance from the government, DfE, Public Health England and the Foreign and Commonwealth Office.

The school has adopted the government 'bubble' guidelines in risk assessing the partial reopening of the Junior school and nursery. It is accepted that social distancing may not be possible in all circumstances and the school has assessed and mitigated those risks so far as is reasonable practicable.

On the 22nd June Year 10 and Year 12 will have the opportunity for face to face time with their tutor and/or Head of School.

Hazards identified	Control measures	Extra measures needed	Person responsible
Capacity	<p>Junior school cohort size must not exceed EYFS ratio guidance or government 'bubble' guidelines. Year 10 and 12 numbers follow government guidelines.</p> <p>Cohort are segregated from each other to reduce social interaction</p> <p>No break areas needed for Year 10 and 12</p> <p>Facilities are allocated for sole use of each cohort</p>	<p>Split year groups to achieve correct ratio. Pupils have been asked to indicate their attendance to allow planning for use of appropriate areas.</p> <p>Move groups to larger classrooms/spaces. Year 12 will be based in Sixth form Common room and Scholl Library. Year 10 will use appropriate areas in Main school.</p> <p>Allocate break areas for each group and inform students. Staff to monitor during break.</p>	<p>Staff</p> <p>Bursary/ Staff</p> <p>Staff/ Bursary</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
<p>Access / egress</p>	<p>Sanitise your hands as soon as you arrive at school and before you go home each day.</p> <p>Discourage parents and students from gathering at entrances on arrival and departure.</p> <p>Each Year group / sub group to have dedicated access/egress route to their room or area of school.</p>	<p>Hand sanitiser stations at every entrance.</p> <p>School nurse/Staff to take temperatures of pupils on arrival</p> <p>Health declaration signed.</p> <p>Temperature check not needed for yr 10 & 12 as social distancing observed</p> <p>Follow government and PHE guidance on wearing face masks and gloves.</p>	<p>All</p> <p>School nurse/Staff</p> <p>ALL</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
<p>Use of indoor space</p>	<p>Where possible Staff are to maintain a safe distance between each other (2 metres). Children are encouraged to do the same with each other and Staff</p> <ul style="list-style-type: none"> • Limit the number of persons in each room/area to follow social distancing guidance. • All persons are to wash their hands prior to or upon entering rooms. • Cohorts not mix with each other during teaching time, breaks or outdoor activities. • Space/rooms to be kept very well ventilated. <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry to setting. • Use alcohol-based hand sanitiser where hand washing facilities are not available. • Establish a routine for hand washing. • Display PHE handwashing posters around school • Wash hands if face is touched. • All hand contact surfaces to be cleaned throughout the day. <p>Equipment:</p> <ul style="list-style-type: none"> • Ensure all equipment used is cleaned between sessions. <p>Personal care for pupils</p> <ul style="list-style-type: none"> • Where personal care routinely already involves PPE then this should continue to be the case, <i>no additional measures are required</i> 	<p>Teacher only zone to be marked as required by each year group</p> <p>Pupil/ staff desks spaced 2m apart where possible.</p> <p>Sanitisation materials available in each classroom</p> <p>Daytime cleaner on rota of all areas throughout the day</p>	<p>Bursary</p> <p>All</p>
<p>Use of outdoor areas and play equipment</p>	<p>Wet weather plan in place- No changes for yr10 and yr 12 in the event of wet weather as inside</p> <p>Access to outdoor equipment that cannot be cleaned to be restricted</p>	<p>Climbing frames and trail to be roped off</p>	<p>Executive</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
Meals/Snacks	<ul style="list-style-type: none"> • All persons should be required to stay on site once they have entered it and not use local shops etc. • Food and drink should only be consumed in areas that are suitable and can be easily cleaned • Break times, should be staggered, if necessary, to reduce congestion and contact. Cohort groups should not mix. • Hand cleaning facilities or hand sanitiser should be made available before entering any room where people eat and should be used again by all persons when leaving the area. • Food should be protected against contamination by coughing, sneezing, etc. • All adults should sit 2 metres apart from each other whilst eating and avoid all contact. • Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. • Tables and chairs should be cleaned before, between and after use. • All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. • All areas used for eating must be thoroughly cleaned at the end of each break and between cohorts, including chairs, door handles. 	<p>Pupils and staff to eat in classrooms or dedicated outside space-</p> <p>Year 10 & 12 will not be taking meals on site</p>	Staff

Hazards identified	Control measures	Extra measures needed	Person responsible
<p>Someone develops symptoms of Covid-19 whilst at work</p>	<p>Immediately report to the School Nurse and follow the procedure for presenting symptoms of Covid-19</p> <p>Avoid touching anything.</p> <p>Cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow.</p> <p>You must follow the NHS guidance on self-isolation and not return to school until your period of self-isolation has been completed.</p> <p>Following the hygiene and social distancing advice will help to minimise spread of the virus.</p> <p>A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.</p>	<p>PPE needed for School Nurse and supporting Covi19 medical staff.</p> <p>Procedure for safely disposing of PPE following PHE guidance.</p> <p>Use Room 1S classroom for covid symptoms isolation holding area</p>	<p>All Medical</p> <p>Medical</p>
<p>Contaminated workplace</p>	<p>Affected areas will be decontaminated following UK government guidelines.</p> <p>A deep clean will take place.</p> <p>Following the hygiene and social distancing advice will help to minimise spread of the virus.</p> <p>Air conditioning will be turned off (Food, IT, MFL, Y6)</p>		<p>Bursar, Estates Manager, HR & Operations Manager</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
<p>Hygiene</p>	<p>A cleaning schedule will be implemented throughout the site ensuring that all contact points are thoroughly cleaned and disinfected regularly</p> <p>Alcohol gel/ hand sanitizer, anti bac spray, tissues, aprons and gloves are available in all classrooms and communal areas. Soap is in all toilets and by sinks. Use these as necessary.</p> <p>Common touchpoints such as doors, handles, bins, kitchen sides and equipment are wiped during and at the end of the school day.</p> <p>Enhanced cleaning regimes for toilet facilities.</p> <p>Stationery must not be shared between people. Pupils to bring own pencil case containing the equipment required.</p> <p>Internal, non-fire doors, windows will be propped open so that touching door handles etc. is kept to a minimum. Safeguarding takes priority.</p> <p>Caretaker to open windows during morning opening up rounds to ensure good ventilation</p> <p>Wash your hands at regular intervals - Use warm water and soap rather than hand sanitiser if you can, although this is not always practical.</p> <p>Avoid touching your face with unclean hands.</p> <p>Posters are present across the site reminding people of how to stay safe.</p>	<p>Users to wipe shared computer equipment, photocopiers and other classroom equipment before and after use. Paper towels and spray next to equipment.</p> <p>Specific toilet cubicles taken out of use to enable social distancing where required. In reception house dedicated toilet for each group. Soap and warm water available.</p> <p>Hand driers and external water fountains out of use.</p> <p>Pupils to bring own pencil cases</p> <p>Bins emptied x2 per day</p> <p>Day cleaner to clean common touchpoints and toilets on a rotational basis throughout the day. Sign off sheets present to record when last cleaning took place</p>	<p>All</p> <p>Bursar, Estates Manager, HR & Ops Manager</p> <p>Caretaker</p> <p>Day cleaner</p>
<p>Disposal of PPE</p>	<p>Masks and Gloves are to be disposed of in outside bins.</p>	<p>Signed dedicated bins.</p>	<p>Bursar, Estates Manager, HR & Ops Manager</p>

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Staff welfare	<p>Make your own drinks and place empty glasses, crockery and cutlery in the dishwasher. Junior staff to use disposable cups.</p> <p>Junior staffroom dedicated to Nursery staff</p> <p>Gabbies dedicated to Junior staff</p> <p>Senior staff to use Senior staff room – and observe SD within this room – Staff to place own used glasses, crockery, and cutlery in dishwasher.</p> <p>Staff illness – inability to staff a class</p>	<p>Signs staff use dishwasher 2m mark kitchen kettle/sink</p> <p>Appropriate cover in place, where not available class to shut</p>	Staff
First Aid provision	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear normal PPE appropriate to the circumstances.</p> <p>Wash hands and ensure the affected area is cleaned upon completion</p>	First aid kits to be provided in each classroom where appropriate/ main reception.	All
Fire	<ul style="list-style-type: none"> Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). Cohorts should assemble together and not mix with other groups. In the event of an unplanned evacuation, fire safety must take priority over social distancing. 	Local fire procedures updated as required	All

Hazards identified	Control measures	Extra measures needed	Person responsible
Social interaction	<p>Where possible, maintain at least two metres away from others. Additional staffroom added to allow social distancing</p> <p>Workstations must be spaced apart within office areas.</p> <p>Breaks to be staggered.</p> <p>Only hold meetings and briefings that are absolutely necessary and ensure all persons are kept at least 2 metres apart where possible. The use of Skype / Zoom / Teams will be implemented.</p> <p>Stationery must not be shared.</p> <p>No handshaking.</p> <p>Staff toilets are all individual.</p>	<p>Take some staff room workstations out of use to allow social distancing.</p> <p>Take some workstations out of use in pupil areas (eg. Scholl Library, ICT, classrooms)</p> <p>Offices: wipe down secretary changeover</p> <p>Poster on staff room doors social distance or work elsewhere</p>	All
Close working	<p>Close working must be avoided where possible.</p> <p>Work requiring skin to skin contact must not be undertaken.</p>		All
When social distancing (2m) cannot be applied	<p>Minimise the frequency and time you are within two metres of each other.</p> <p>Minimise the number of people involved.</p> <p>Work side by side, or facing away from each other, rather than face to face.</p>		All
Vulnerable employees	<p>Vulnerable staff should talk to their line manager or their Head of Department about any concerns.</p> <p>Options will be discussed eg. wearing PPE, working from home, dependants' leave, annual leave.</p> <p>NHS and government guidance will be followed.</p>		All staff

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Employees who have contracted COVID-19 outside of work	<p>If NHS 111/online determines an employee has or possibly has COVID-19 they will be treated as off sick as per normal School policy.</p> <p>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS guidelines.</p> <p>Employees with COVID-19 or suspected COVID-19 will self isolate as per government guidelines.</p>	School to be directed by PHE. Consider closure of school for cleaning	Principal and Nurse
Self isolation and wellbeing	<p>NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<u>Stay at Home Advice</u>)</p> <p>Managers will ensure that all employees that can continue to work during self isolation have the necessary equipment to do their jobs safely.</p> <p>Managers will keep in contact with home workers to support their wellbeing.</p>		Staff, line managers
Travelling to and from school	<p>If possible, travel to school on your own.</p> <p>If it is not possible to travel to work on your own, then your journeys should be shared with the same individuals.</p> <p>Ensure everyone has cleaned their hands with hand sanitiser (minimum 60% alcohol based) before getting into the vehicle.</p> <p>Do not fill the vehicle; leave space in the vehicle so that distance between occupants can be maintained.</p> <p>Maintain as much ventilation as possible whilst traveling by opening the windows.</p> <p>Do not make any unnecessary stops during your journey, ensure that you and your occupants travel to work with what they need.</p> <p>When arriving at school, ensure that you and all the occupants of the vehicle wash their hands using hand sanitiser.</p>	No school transport will be provided.	All

Hazards identified	Control measures	Extra measures needed	Person responsible
Visiting other sites	<p>Follow FCO for travel advice and advise the Principal if you have any concerns or are symptomatic after travelling. Do not come into school.</p> <p>School trips and visits are cancelled for the foreseeable future.</p>		All
Visitors	<p>No visitors or contractors will be permitted on site in term time except in an emergency.</p> <p>Visitors and Contractors must not have been in contact with any persons suspected of Covid 19 or showing symptoms their selves.</p> <p>No extra-curricular clubs to run for the foreseeable future.</p> <p>No external lettings to the end of this academic year.</p>		All staff
Contractors	<ul style="list-style-type: none"> • Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. • Staff and contractors are to maintain a safe distance between themselves and others (2 metres). • All contractors are to wash their hands upon entering the site. • Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> ○ Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. ○ Repeat the hand washing/sanitising every hour. • Site inductions are to be carried out following social distancing principles (2m separation).The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. 		Bursar, Estates, HR&Ops
Governors and staff meetings	<p>Face-to-face meetings will not take place until further notice.</p>		All staff

Hazards identified	Control measures	Extra measures needed	Person responsible
Working in ventilated areas	Staff to open windows where appropriate to keep a flow of fresh air. Air conditioning units to be switched off and not used.		All Staff
H&S risks following a period of closure	Health and safety compliance checks have continued during period of closure and record as normal. These include hot and cold water systems, gas safety, fire safety, security. A further check of these systems will be undertaken before re-opening.		Bursar, Estates, HR&Ops
Emergency plans	Appropriate fire wardens will be on site. Checked to ensure that areas of main school have correct coverage. Procedure will be revised to reflect reduced staff. Staff and pupil registers will be in place for checking everyone is out of the building.	Revised fire and evacuation procedure in place.	Bursar

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27/05/2020 Penny Setter Version: 6

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N Garland Chair of Governors

08/06/2020 Penny Setter/Angela Morris review. Version 7

12/06/2020 PS/VV Reviewed for yr10 and yr12 attendance – Version 8 – Signed off by COVID subcommittee 16/06/2020

