

St Gabriel's Risk Assessment - Covid19 – Whole School September 2020 Opening

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 full reopening of the Senior, 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 is reasonable practicable.

Hazards identified	Control measures	Extra measures needed	Person responsible
<p>Capacity</p>	<p>Cohort size must not exceed government 'bubble' guidelines.</p> <p>Bubbles are: Years 7 & 8 Years 9 & 10 Year 11 Sixth form Reception, years 1 & 2 Years 3 & 4 Years 5 & 6 Sandford Nursery operating on a room basis.</p> <p>Cohort are segregated from each other to reduce social interaction. Where possible bubble to remain in tutor rooms with teachers coming to each room. Tutor groups and bubbles grouped in specific areas around the school to allow ease of movement between tutor groups in bubbles and the ability to teach in sets for each year group. Prep arrangements allow for social distancing of pupils belonging to different bubbles. Parents will not enter school to collect pupils from Senior prep.</p> <p>Facilities are allocated for sole use of each cohort. Pupils informed which toilets are for the specific use of their bubble.</p> <p>Additional staff room provided for senior staff to allow space to work following social distancing guidelines.</p>	<p>Year groups combined to achieve appropriate size bubble.</p> <p>Where movement between rooms is required pupils to keep to the left in all corridors and stairs.</p> <p>Allocate break areas for each group and inform students. Staff to monitor during break.</p> <p>Clear signage to encourage social distancing and limit numbers in each staff room</p> <p>2 toilets swap at 3.45pm for after school prep. These are disinfected before and after prep, and signage informs pupils which bubble applies.</p>	<p>Staff</p> <p>Staff/Pupils</p> <p>Staff/ Bursary</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
Access / egress	<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. Students to go directly to tutor room on arrival.</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>Health declaration signed.</p>	<p>All</p> <p>School nurse/Staff</p> <p>ALL</p>
Movement around the site	<p>Observe social distancing where possible</p> <p>Staff and pupils to keep to the left in all corridors and on stairs.</p> <p>Staff and pupils to follow one-way system where in place</p> <p>Staff and pupils to follow signage where in place</p> <p>Please also see next section on wearing of face masks</p>		<p>ALL</p>
Wearing of Face Masks	<p>Face masks are mandatory for all staff and senior school pupils in all communal areas and corridors. Any member of staff or pupil who is medically exempt must notify the school nurse. Staff and senior school pupils should follow the Senior School Mask Protocol.</p> <p>Face masks are mandatory for all staff and pupils on all school transport.</p> <p>In the event of additional local or national lockdowns, the school will follow government guidance on the wearing of face mask.</p>	<p>All staff to ensure senior pupils are wearing face masks as per the protocol and be vigilant about their own use.</p> <p>School executive to monitor government guidance on wearing face masks and adapt school policy in line with any changes</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. Children are encouraged to do the same with Staff where possible.</p> <p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <ul style="list-style-type: none"> • All persons are to wash/sanitise 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. • Pupils to move to any other required room within their bubble space promptly and keeping to the left. • Assemblies will be held using remote technology, form tutors will log on in form rooms. <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/sanitise on entry to setting. • Display PHE handwashing posters around school • Wash hands/sanitise 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. Teachers to clean desks and other equipment touched before they leave a teaching room and upon arrival. <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>Teacher 2 metres round desk – pupils facing front</p> <p>Sanitisation materials available in each classroom</p> <p>Daytime cleaner on rota of all areas throughout the day</p> <p>Teacher responsibilities to be reflected in Department level risk assessments.</p> <p>Regular reminders are given in staff briefings to reiterate Teacher/pupil responsibilities for cleaning.</p>	<p>Bursary</p> <p>All</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
Use of outdoor areas and play equipment	<p>Dedicated outside area for each bubble</p> <p>Wet weather plan in place for juniors. Seniors in tutor rooms</p> <p>Access to outdoor equipment that cannot be cleaned to be restricted</p>	<p>Static outdoor equipment (eg. bench seating, junior play structures) to be routinely disinfected.</p>	Executive
Meals/Snacks	<ul style="list-style-type: none"> • Food and drink should only be consumed in areas that are suitable • Staff and students to bring their own snacks for the day. Gabbies will not be open. • Dedicated tables in the dining room for each bubble. • Strict rota and timings for entry into the dining room. • A takeaway staff lunch will also be available to allow teachers to eat in other locations such as offices. • At Break times 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. • All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. • Mask Protocol gives details of face mask use in the Dining Hall 	<p>Teacher/TA to sit with junior pupils in the Dining Hall to support and maintain bubbles during lunch service.</p> <p>Sneeze screens in place. No self serve</p> <p>Clean of dining room between Junior and Senior sittings</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. These have been circulated to staff and parents before the beginning of term.</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. Details of requirements have been circulated to parents and staff.</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. The school will follow PHE and other local guidelines and requirements.</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 dedicated room 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 has been checked and serviced prior to school opening</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. Pupils will work with their own designated resources e.g. textbooks, exercise books, sports and technology equipment etc. Equipment that has been touched by pupils will not be reused until it has been cleaned or isolated for the required period of time. Teachers will be encouraged to use sanitisation when marking books, or to mark work using remote means.</p> <p>Internal, non-fire doors, windows will be propped open so that touching door handles etc. is kept to a minimum. Safeguarding and fire safety take 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. Wipes/Paper towels and spray next to equipment.</p> <p>Hand driers and external water fountains out of use.</p> <p>Pupils to bring own pencil cases</p> <p>Bins emptied on a regular basis.</p> <p>Day cleaner to clean common touchpoints and toilets on a rotational basis throughout the day.</p>	<p>All</p> <p>Bursar, Estates Manager, HR & Ops Manager</p> <p>Caretaker</p> <p>Day cleaner</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
Disposal of PPE	Masks and Gloves, where appropriate are to be disposed of in lidded bins.	Classrooms are provided with lidded 'Tissue' bins in addition to a general waste bin. Dedicated outdoor PPE bin available.	Bursar, Estates Manager, HR & Ops Manager
Staff welfare	<p>Make your own drinks and place empty glasses, crockery and cutlery in the dishwasher. Library temporary staff room will have disposable cups.</p> <p>Junior staffroom dedicated to Junior staff</p> <p>Junior music room dedicated to Nursery staff</p> <p>Senior staff to use Senior staff room and Library – and observe SD within these rooms – 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</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>		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>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 and other equipment must not be shared. Teachers to use their own board pens, board rubber etc taking equipment with them between classes.</p> <p>No handshaking.</p> <p>Staff toilets are all individual. Additional facilities added in white corridor</p>	<p>Take some staff room workstations out of use to allow social distancing.</p> <p>Offices: wipe down secretary changeover</p> <p>Poster in staff room reminding to 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>School Nurse will carry out individual risk assessments with staff who are known to be vulnerable/live with a vulnerable person.</p>	All staff

Hazards identified	Control measures	Extra measures needed	Person responsible
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 or quarantine 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>	Remind school community to follow government guidelines if travelling, particularly around school holiday periods.	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>	<p>School transport will be provided and will follow Government guidance on hygiene and social distancing.</p> <p>School minibus' to be cleaned before and after each trip. Each vehicle will be fogged to sanitise material seat and fittings. Pupils will sit in allocated seats in order of boarding/disembarkation. Eating and drinking will not be allowed. Pupils will not be allowed on transport if showing any symptoms of Covid-19. Face masks will be worn by all including junior pupils</p>	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>Residential school trips are cancelled for the foreseeable future. UK based day trips may take place following social distancing and hygiene guidance. A full risk assessment of each trip will be carried out, including examining Covid-19 safety during the journey and at the venue.</p>		All
Visitors	<p>No visitors or contractors will be permitted on site in term time except in an emergency.</p> <p>All visitors to wear a face mask in all communal areas.</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>Extra-curricular clubs to run only where pupils are within their bubble and within a space that allows appropriate social distancing controls for staff and pupils.</p> <p>Parents evenings and other events where parents visit site (other than for drop-off and collection) will be held remotely on Teams/Zoom.</p> <p>No external lettings permitted at present.</p>		All staff

Hazards identified	Control measures	Extra measures needed	Person responsible
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. ○ Wear face masks • 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	Large staff meetings will take place via Teams/Zoom. Smaller meetings may take place face to face when held in large well ventilated rooms where social distancing can be adhered to.		All staff
Working in ventilated areas	Staff to open windows where appropriate to keep a flow of fresh air.		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	<p>Appropriate fire wardens will be on site. Checked to ensure that areas of main school have correct coverage.</p> <p>Procedure will be revised to reflect reduced staff.</p> <p>Staff and pupil registers will be in place for checking everyone is out of the building.</p>	Revised fire and evacuation procedure in place.	Bursar

Risk Assessment Document Lead: Penny Setter **Dated:** 11/08/2020 **Version:** 1

Date reviewed:	Reviewed by:	Updates:
29/09/2020	P Setter, A Morris	Amendments saved as new Version 1.1
03/11/2020	P Setter	Update to wearing masks. New version 2

Signed off by Governors at meeting of COVID subcommittee 01/09/2020.

Signed off by the Governors COVID sub committee 27/10/2020



N Garland Chair of Governors

Appendix 1 –

Senior School Mask Protocol

Mask protocol will apply at all times that the school is open. Masks need not be in uniform colours but should be appropriate, clean and cover the nose and mouth.

Masks should be worn at all times in communal areas and corridors but do not need to be worn once sitting down in the Dining Room or once seated in a classroom. In the Dining Room masks should be tucked up a sleeve while eating and put on again once standing up to empty trays – girls should continue to sanitise on entry to, and exit from, the Dining Room. In classrooms, masks should be put in a small plastic bag and in school bag. Girls should sanitise once their mask has been removed and after putting their mask on again at the end of the lesson. There will be pupil sanitiser in all senior classrooms as well as the staff sanitiser.

If necessary, masks should be disposed of in the lidded bins.

If girls forget their mask, their tutor or the office can provide them with a disposable one. Tutors will check that girls have their masks in morning registration.

The school nurse will be notified if a pupil is medically exempt from wearing a mask.