

OPERATING DURING CORONAVIRUS RISK ASSESSMENT

ST JOSEPH'S COLLEGE

Risk Assessment of operating during coronavirus pandemic. Who Might be Affected? Staff, students and visitors		Date of Assessment March 2020... reviewed July 2020 Name of Assessor Emma Bavin Southalls and Charlotte Slattery and David Thorley St Joseph's College NB: These control measures are in addition to site risk assessments which are held on Safety Cloud and remain applicable for other hazards.
What are the Hazards?	How could people be Harmed?	Control Measures to be Applied

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<p>Coronavirus (Covid-19)</p>	<p>Most people are at risk from infection (staff, children, visitors, etc.). The risk of COVID-19 infection is, as we know, higher for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.</p>	<p>Government Advice:</p> <ul style="list-style-type: none"> ● Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice. ● All unnecessary travel should be avoided. Increase the use of telephone calls and web conferencing, etc. ● All employees are encouraged to work from home unless it is impossible for them to do so. ● Employees are encouraged to avoid public transport on route to work where possible. A more flexible approach to time and attendance within the school will be taken to facilitate this – 9:00 –15:00 daily ● All meetings on site will be observing 2m social distancing rules where possible or conducted utilising technology. ● All non-essential appointments on site have been postponed and necessary appointments will be evaluated taking into account current guidance as they occur. ● All staff have been informed about guidance on social distancing ● All training that requires congregations and group exercises have been suspended within the school. ● Poster material related to social distancing has been applied throughout the school and employees are reminded regularly and during their work day of the importance of social distancing. <p>Self-Isolation:</p> <ul style="list-style-type: none"> ● The school is following government guidance on self-isolation. In the event of any staff member exhibiting symptoms they must self-isolate. Guidance on time scales changes. The latest advice is here: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection ● Individual members of staff must tell the headteacher if they are self-isolating based on them being classified as a clinically extremely vulnerable group. Employees defined as being shielding are advised (and supported if possible) to stay at home and work from there.

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		<ul style="list-style-type: none"> • Employees must tell the headteacher if they feel they are at risk and require adjustments to their working practice. • The school will ensure employees self-isolating are made aware of the importance of social distancing in line with current government guidelines. • Where staffing levels may be reduced due to absences within the school the headteacher or member of SLT on site will undertake an assessment of the necessary controls to operate the school with a reduced capacity. • School will undertake deep cleaning in the event of any staff member being confirmed as having coronavirus. <p>Personal Hygiene</p> <ul style="list-style-type: none"> • Staff have been advised by management regarding common control measures which include sneezing into a tissue or elbow and not just into the hand, followed by immediate disposal of tissue and frequent hand washing. • All members of staff have been informed to follow the Government's guidance on handwashing and ensure hands are washed on a regular basis. • All children, young people and staff should wash their hands on arrival at the school. • Good hand-washing practices will be encouraged during lessons. • Children and young people to clean hands before eating. • Where a sink is not provided within the classroom, hand sanitiser will be available for use. Students will be encouraged to bring their own hand sanitizer also. <p>Travel to Site</p> <ul style="list-style-type: none"> • Wherever possible workers should travel to site alone using their own transport. Where this is not possible and public transport is used, social distance guidelines should be followed. • Communication will be made with parents and carers, encouraging young people and children to walk or cycle to school. <p>Social Distancing when working within the School</p> <ul style="list-style-type: none"> • Senior Leadership Teams to ensure social distancing can be practiced and that adequate welfare facilities are available on sites.

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		<ul style="list-style-type: none"> • Timetables will be planned and refreshed, where possible: <ul style="list-style-type: none"> ○ timetables will be varied to reduce movement around the building ○ Learning activities will be chosen that best promote social distancing. • Registration: the school office will provide updates on numbers of students in school per day. • Class sizes may be reduced to allow adequate spacing of students and teaching staff. This may require revision of teacher numbers. • Non-essential physical work that requires close contact between members of staff will not be carried out e.g. manual handling of large objects. • Work will be planned to minimise contact between staff members. • Reusable PPE will be thoroughly cleaned after use and not shared between staff members. • Single use PPE will be disposed of so that it cannot be reused. • Stairs will be used in preference to lifts. • Staff members are informed to clean and disinfect their equipment at the beginning and end of each day / at beginning and end of each teaching session. • Encourage social distancing (2m apart) in canteen and other staff welfare areas. Limit the amount of staff allowed into these areas. • Crowding of toilets will be discouraged, and consideration given to use of these during lessons as well as at breaks to stagger use. • Assemblies will be staggered so that groups may be seated apart. • Break and lunch time provision will not be offered at present. This will be reviewed to ensure that all students and staff can sit further apart, and can also follow social distancing guidelines when queuing. • Break and lunch times will be staggered to reduce numbers within corridors, lunch halls and dining areas. (see Above) • Students to enter dining areas in groups that they are already in, and these groups are to be kept apart as much as possible within the dining hall. • Outside space will be used for exercise and breaks where possible. • Staff members are asked to bring pre-prepared meals and refillable drinking bottles from home. • Discourage staff from using other workers' phones, work tools and equipment, cups and drinking / eating vessels when possible. If necessary, clean and disinfect them before and after use.

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		<ul style="list-style-type: none"> • Avoid physically greeting others for example by shaking hands and nudging elbows. A simple 'good morning' or 'good afternoon' will suffice and will also adhere to the 2-metre clear social distancing measures. • Windows (on restrictors) will be opened where possible to provide natural ventilation in learning environments. • Unnecessary items will be removed from learning environments and classrooms where there is space to store elsewhere. • Separation within corridors will be promoted, where possible, by the use of floor markers or dividers; this will be further achieved by the staggering of break times and students will not be moved from room to room for subjects, instead they will stay in one room for the school day where possible. • Wind musical instruments e.g. clarinets will not be shared. <p><i>Social Distancing in Secondary Provision:</i> (See attached notes at the end of this RA)</p> <ul style="list-style-type: none"> • Group sizes will normally be halved to promote separation. • Desks will be spaced further apart to promote separation; sitting positions to be placed 2m apart. Space will be maintained between seats and desks in science labs, workshops and classrooms where possible. • Remote education will be used as well as limited face to face support. <p>Cleaning and Disinfection:</p> <ul style="list-style-type: none"> • Equipment should be cleaned and disinfected regularly. • Equipment such as pens and pencils should not be shared between students/pupils. Where there is the requirement to share equipment, e.g. science equipment, this will be cleaned and disinfected following use. • Bins, with bin bags that can be tied off at the top, will be provided in every teaching area to allow immediate disposal of tissues, and these will be collected daily for disposal. • Increased cleaning and disinfection of frequently handled or touched surfaces within classrooms, teaching areas, common rooms, entrances, and dining halls. • Tables between groups at lunch and break are to be cleaned. • Shared materials and surfaces will be cleaned and disinfected more frequently. Where equipment such as that used in practicals is shared, it must be capable of being cleaned and disinfected thoroughly between uses.

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		<p>Off School Meetings</p> <ul style="list-style-type: none"> • Unnecessary travel to other schools will be avoided and where possible meetings will be held via telephone calls / web conferences. • Only if absolutely necessary participants should attend in person. • Attendees should be two metres apart from each other. • Rooms should be well ventilated / windows opened to allow fresh air circulation. • Consider holding meetings in open areas where possible. <p>Parent / Carer Communication</p> <ul style="list-style-type: none"> • Communications will be sent to parents and carers to let them know of the control measures that are in place; advice will be given on temporary collection and drop off procedures at the school; gatherings of parents and carers at the school gates will be discouraged. One parent only to attend site to collect or drop off younger children. • Collection and drop off times will be staggered. • Children, parents, carers or visitors (such as suppliers) should not enter the school if they are displaying any symptoms of COVID-19. <p>First Aid</p> <ul style="list-style-type: none"> • A first aid needs assessment will be undertaken to determine the specific needs of the school during this period of reduced hours and reduced staff. • A 3-months extension for first aid certificates which expire on or after the 16th March 2020 can be used when re-training cannot be accessed. • Wherever possible when giving first aid, 2m distance will be maintained. • In the unlikely event of cardiac arrest, rescue breaths will not be performed: https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/ <ul style="list-style-type: none"> ○ Do not place your face close to the casualty to hear for breathing. Watch the chest. ○ If possible, lay a towel or similar over the nose and mouth. ○ Ensure that CPR is performed using chest compressions and if possible a defibrillator if available and trained to do so. ○ Ensure that there is enough PPE for first aiders to utilise including gloves

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		<p>and disposable aprons, as required. Masks can be worn if deemed necessary by the first aider.</p> <ul style="list-style-type: none"> • When dealing with first aid incidents, always be aware of the risks to yourself and others. • Wear gloves or cover hands when dealing with injured persons, particularly those with open wounds. • Cover cuts or grazes on your hands or arms with a waterproof dressing • Always dispose of all medical waste safely in medical waste bin. <p>Fire Safety</p> <ul style="list-style-type: none"> • Interim measures addressing fire safety management will be of a temporary nature in response to the current Covid-19 situation. Once business as usual commences the fire safety measures should again be reviewed, and normal procedures implemented, if deemed appropriate or revise them to ensure they are suitable and sufficient for the establishment. • Fire Marshall Provision will be reviewed. If additional Fire Marshals are required, newly appointed Fire Marshals will be asked to undertake the e-learning on Safety Cloud. (details will be provided if this becomes necessary) • Hand sanitiser will be provided on the main fire exit doors and / or at fire assembly points and employees and students encouraged to use hand sanitiser when re-entering the building. • Social distancing will be maintained at the assembly point – this will be led by the fire marshals and all staff have been informed about maintaining social distancing in the workplace. • Usual in house testing of the fire alarm / emergency lighting will continue. • Planned 6 monthly fire drills will be postponed until more Government guidance is given on the COVID-19 situation. All staff will be advised on any changes to fire evacuation procedures. • Fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned on a daily basis as per government guidance. • All staff can access DSE assessment via Safety Cloud if required. • Advice regarding frequent breaks given in home working guide. <ul style="list-style-type: none"> ○ Getting comfortable is important.

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		<ul style="list-style-type: none"> ○ Forearms should be approximately horizontal and the user’s eyes should be the same height as the top of the screen. ○ Make sure there is enough work space to accommodate all documents or other equipment. ○ Arrange the desk and screen to avoid glare, or bright reflections. Adjust curtains or blinds to prevent intrusive light. ○ Make sure there is space under the desk to move legs. ○ Avoid excess pressure from the edge of seats on the backs of legs and knees. <ul style="list-style-type: none"> ● Homeworking guide has been sent to all staff which covers importance of good workstation set-up. Link is: https://safety.southalls.com/hubfs/2020%20-%20Coronavirus/Southalls_A%20Guide%20to%20Homeworking_2020.pdf <p style="text-align: center;"><u>This RA remains fluid and will be altered as the UK government announces changes to the current guidelines.</u></p> <ul style="list-style-type: none"> ● The school will introduce a one way system in place on all floors of the main building which has separated stairs for up and down at either end of the building – as on the printed plans provided to all staff. In the event of an emergency evacuation, this system will fail safe to normal and allow all stair cases to be allowed to be used to evacuate the building. A small area of the School has two way corridors which cannot be avoided Staff and Students must be courteous and allow people to pass in single file if possible . ● Corridors will have separation lines on the floors of 2m to adhere to social distancing guidelines. ● Until normality resumes, staff using the staffroom and kitchen must adhere to social distancing rules. The kitchen will have single person use at all times. Chairs should have 4 empty seats in between every occupied chair. ● Fire separation doors will not be wedged or propped open, people must sanitize their hands when they arrive at their room after passing through doors. Hand sanitizing gel will be made available to staff and sanitizing wipes in key rooms.

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		<ul style="list-style-type: none"> • First aiders will be supplied with disposable gloves, aprons, masks, face shields, sanitizing gel and anti bac wipes. • Pick up and drop off at the school will be strictly on the terms of the parent staying in the car and leaving a larger space when parking next to other vehicles. <p>New term restart September 2020 St Joseph's College will 'zone' different year groups into classrooms.</p> <p>Year 7 RE1, RE2, MFL1,2,3 Year 8 EN1,2,3,5 Ma5 Year 9 MA1,2,3,4, Hi2 Year 10 Ge1,2, Sc1,2,9,10 Year 11 Hi1,3, Sc6, BH2,3,4</p> <p>Years 12 and 13 are based in the Olsen and Fideliter and Fortiter Buildings</p> <p>The idea is that (like a primary school model) the students stay in their classroom and the teachers move to them. Subjects requiring specialist rooms are the exception and students will move to these (Music, Art, DT, ICT, PE).</p> <p>Students will have temperatures taken using Infra-red temperature monitoring if they feel unwell.</p> <p>All rooms will have wipes / sanitizer/ closed bins / tissues and the cleaners are providing spray and cloths for each room.</p> <p>Some cleaning time is being reallocated to allow regular cleaning of hot spots – bannisters / doors /toilets.</p> <p>We have designed it this way to avoid too much 'crossing bubbles'. We have year groups in bubbles so need to keep them separate, rather than social distancing. However, staff need to stay 2m away from students still and all face the</p>

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		<p>front, hence the movement of some of the classrooms.</p> <p>When students are moving around, they must follow the one way system</p> <p>Split break and lunchtimes will take place with KS3 and KS5 on together (KS5 in Fideliter) and KS4 separate. Year groups will come in separately at specified times.</p> <p>The gates will only open for a limited time in the morning 8:20-8:45, all students must go straight to their form room. Tutors will be in classes from 8:30.</p> <p>There will also be segregation by zones of time spent outdoors.</p> <p>Visitors</p> <ul style="list-style-type: none"> • Visitors to SJC will be allowed by Strict appointment through a series of channels, examples as below and should wear a face mask upon entering the building and follow hand sanitising procedures, also they will be required to keep social distancing of 2 metres • Maintenance workers and contractors should contact the Site Manager before visiting the School. • Parents should ring the school to book an appointment through the Head's PA. • Any Visitors displaying any symptoms of COVID-19 should not attempt to enter the School Premises. <p>Final planning and adjustments may need to be made taking into account the local situation with COVID-19 and any updates on the government guidance.</p>