



# St Alban's Catholic High School

## Health and Safety Risk Assessment

### Student, Parent/Carer Information



<b>Date of Assessment</b>	02/06/2020	<b>Assessed by</b>	Mr Berry – Assistant Principal Mr Tournay-Godfrey – Staff member/NEU rep
		<b>Others involved with this assessment</b>	Mr Denny – Site Manager Mr Dance – Governor
<b>Those at risk</b>	<ul style="list-style-type: none"> <li>Students</li> <li>Staff</li> <li>Family groups</li> </ul>	<b>Overall risk</b>	<ul style="list-style-type: none"> <li>Catching or spreading the COVID-19 virus</li> </ul>

#### Risk Classification:

<b>Low</b>	2m social distancing and reduced contact with touchpoints
<b>Medium</b>	Intermittent close contact
<b>High</b>	Prolonged close contact and potential touchpoints

TASK	HAZARDS TO YOU	CURRENT RISK RATING	CONTROL/MITIGATION MEASURES	POTENTIAL RATING
<b>Thorough cleaning of all sites.</b>	All Entrances – Potential high risk on all touch points from external sources	<b>High</b>	Hand sanitiser stations at all main entrances to buildings. Posters to emphasise that these stations MUST be used by all entering the building	<b>Low</b>
	Risk associated with COVID-19 virus being present on touchpoints within the building specifically door handles and shared surfaces.	<b>Medium</b>	Deep clean completed on all rooms/classrooms.	<b>Low</b>
		<b>Medium</b>	Rooms/classrooms required for phased return will be cleaned at the end of each session. No room will be used by more than one group of students in a day. Cleaning materials and hand sanitiser will also be available in each room. Touch points to be considered will include: <ul style="list-style-type: none"> <li>Toilets and washing facilities</li> <li>Classroom desks / tables and chairs</li> <li>Door handles and push plates</li> <li>Handrails on staircases</li> <li>Eating areas, including chairs</li> <li>Computer keyboards, mice</li> </ul>	<b>Low</b>

TASK	HAZARDS TO YOU	CURRENT RISK RATING	CONTROL/MITIGATION MEASURES	POTENTIAL RATING
	Risk associated with COVID-19 virus being present on touchpoints within the building specifically door handles and shared surfaces ( <i>continued</i> ).	Medium	Door handles, banisters etc in areas in use to be cleaned daily.	Low
		Medium	To minimise touchpoints doors will be kept open, using doorstops, where possible. In the case of fire doors, automatic closing attachments will be fitted. Only the main doors in reception will be kept closed using the usual entrance system.	Low
		Medium	Toilets will be cleaned after each session. Students will be escorted to toilets during lessons. During breaks toilet areas will be supervised. Where multiple cubicles exist, only a limited number will be available at one time to aid with cleaning rota	Low
<b>Social distancing within class rooms and corridors and playground areas.</b>	Due to the width of the corridors social distancing of 2m is not possible.	High	Entrances and corridors will be one way only with stickers on floor to indicate direction and 2m social distancing. Each building will have designated entrances and exits	Low
	In normal classroom layout social distancing is also not possible.	High	Classrooms will be laid out with work areas 2m apart. (Each building has been considered and between 7 and 10 students will be in each room)	Low
	Social distancing during breaks will be hard to enforce	High	Markings will be put on the ground in all areas possible to indicate 2m distancing.	Medium
		High	Where possible, breaks will be staggered so that few students are on a break at one time.	Low
	Queue for canteen is normally not socially distanced	Medium	Sessions for year 10 & 12 during summer term 2020 will finish by lunchtime. The canteen will not be open to these students.	Low

TASK	HAZARDS TO YOU	CURRENT RISK RATING	CONTROL/MITIGATION MEASURES	POTENTIAL RATING
<b>A student or member of staff displays symptoms of COVID-19.</b>	Potential of COVID-19 virus to be present in the areas of the school where that student or member of staff have been.	High	<p>The SIMS alert system will be used.</p> <ul style="list-style-type: none"> <li>• A member of the office staff will come in PPE to escort the student to the isolation area (by student reception).</li> <li>• Parent/carer will be contacted and asked to collect as soon as possible (<i>this is a condition of students being allowed into school</i>). In an emergency we will call 999.</li> <li>• A test will be organised using the fast track testing protocol.</li> <li>• Following this, PHE guidelines will be followed (details <a href="#">here</a>)</li> </ul>	Medium
<b>A student has an injury or falls ill with non COVID-19 symptoms</b>	Close contact required within the 2m recommended social distance.	High	Each room will have a sealed pack of PPE available. The main office will be contacted for assistance. If appropriate, staff will put on PPE to support the student until assistance arrives. Following this, the standard school injury protocol will be followed.	Low
<b>Work undertaken in classrooms</b>	Risk of cross contamination with COVID-19 virus on paper or equipment	Medium	Students will be asked to bring all books and equipment with them. No equipment or books will be lent out.	Low
	Work handed in by students may contain traces of COVID-19 virus.	Medium	If possible, work will be submitted electronically. If any work is handed in, it will be left for at least 24 hours before being marked. After collection, hands must be washed or hand sanitiser used.	Low
	Students sharing equipment or resources	Medium	There will be no sharing of equipment or resources under any circumstances	Low
<b>Return of significant numbers of students at one time</b>	When the school is expecting a significant numbers of students in at a time.	Medium	Where significant numbers are expected we will plan for staggered starts and breaks to ensure that supervision is manageable and social distancing possible.	Low
<b>Fire Procedures</b>	When following a standard fire evacuation, social distancing will not be possible	Medium	An addendum to the fire evacuation procedures has been written to allow for social distancing. Posters in all rooms.	Low
		Medium	All staff and students will be given regular reminders of updated fire procedures.	Low

TASK	HAZARDS TO YOU	CURRENT RISK RATING	CONTROL/MITIGATION MEASURES	POTENTIAL RATING
<b>A family returns from abroad</b>	Potential risk of family being exposed to COVID-19 virus and being asymptomatic.	<b>Medium</b>	All families returning from travel abroad will self-isolate for 14 days as per the current government guidance.	<b>Low</b>
<b>A student using public transport or taxi to come to school</b>	Risk of pupil having prolonged exposure to the virus.	<b>High</b>	Parents/carers should discuss with their children about the safe use of public transport. Guidance can be found <a href="#">here</a> . All students will follow hygiene protocols when they arrive at school	<b>Low</b>
<b>Queries from parents</b>	Potential risk of office staff being exposed to multiple adults and the virus.	<b>High</b>	Any queries from parents/carers must be done through 'phone or email.	<b>Low</b>

#### General hygiene guidance from Public Health England

- frequently wash your hands with soap and water for 20 seconds and dry thoroughly. Review the [guidance on hand cleaning](#)
- clean their hands on arrival at school, before and after eating, and after sneezing or coughing
- where hand washing is not available use gel hand sanitiser
- you are encouraged not to touch your mouth, eyes and nose
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational setting