



St Alban's Catholic High School
Health and Safety Risk Assessment
September Re-Opening



Date of Assessment	Latest update 30/11/2020	Assessed by	Nick Berry – Assistant Headteacher Craig Tournay-Godfrey – Staff member/NEU rep
		Others involved with this assessment	Richard Denny – Site Manager Phil Dance – Governor
Those at risk	<ul style="list-style-type: none"> • Students • Staff • Contractors and essential visitors • Family groups 	Overall risk	<ul style="list-style-type: none"> • Catching or spreading the COVID-19 virus

Risk Classification:

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

Risk Assessment for full re-opening in September 2020

TASK	HAZARDS TO YOU	CURRENT RISK RATING	CONTROL/MITIGATION MEASURES	POTENTIAL RATING
UK Government - System of controls				
Minimise contact with individuals who are unwell	A member of staff or student comes into school with COVID-19 symptoms	High	Staff, parents/carers and students will be informed, and reminded regularly, that if they have coronavirus symptoms they must not come into school until they have a negative COVID-19 test or they have completed the self-isolation period. Poster will be put on building entrances.	Low
Clean hands thoroughly more often than usual	Coronavirus transferred to or from touchpoint or another person due to poor hand hygiene.	Medium	Hand gel dispensers in all main entrances and in all classrooms. Posters in entrances and toilet areas. Student and staff will be reminded of this regularly and will be included in training/integration sessions at start of term.	Low
Ensure good respiratory hygiene	Poor respiratory hygiene leading to coronavirus germs in the air or on surfaces	Medium	'Catch it, bin it, kill it' posters in main entrances. Student and staff will be reminded of this regularly and will be included in training/integration sessions at start of term.	Low
Introduce enhanced cleaning	Coronavirus germs on touchpoints and surfaces	Medium	All rooms to be cleaned at end of sessions. Classrooms to be used by one bubble of students only during a day. Touchpoints and toilets to be cleaned during the day and at the end of the day	Low
Minimise contact between individuals	Maintain social distancing wherever possible – see section below			
Use of appropriate PPE	Staff moving across bubbles and staff or students with particular medical requirements may have enhanced risk of being exposed to coronavirus germs	Medium	Staff moving across bubbles or those teaching sixth form will have appropriate PPE available where and when required. Students with particular medical requirements will have an individual risk assessment to assess need for appropriate PPE.	Low

Face Coverings	Staff and students moving outside classrooms may find social distancing difficult	Medium	<p>Students will be asked to wear a face covering:</p> <ul style="list-style-type: none"> • Arriving at and leaving the school • On school or public transport • When moving in corridors • When going to the toilet • When buying food in school <p>Staff will also be asked to wear a face covering in any situation where 2m social distancing is not possible.</p> <p>Face coverings will not be required during lessons due to mitigations detailed below.</p>	Low
Engage with the NHS Test and Trace process	A member of staff or student shows COVID-19 symptoms while in school become	High	<p>See section below in original RA</p> <p>Follow PHE guidelines (details here)</p> <p>Testing guidance here</p>	Low
Manage confirmed cases of coronavirus	A member of staff or student have received a positive COVID-19 test after attending school	High	DfE Coronavirus helpline and Local Health Protection Team will be contacted for advice for advice	Low
Contain any outbreak	If two or more confirmed cases within 14 days	High	Support and advice will be provided by local Health Protection Team, which must be followed at all times.	Medium
Other controls				
Staff / student safety	Given increase in numbers of students, staff and students will not feel safe from COVID-19 risk	Medium	Year group bubbles will be taught by one faculty group each day to avoid movement between bubbles as much as possible. Where this is not possible – see <i>use of appropriate PPE</i> above	Low
	Students may not understand the new timings and procedures	Medium	All year groups will have a half-day induction and expectations session at the start of term to talk through the start/finish times, the new timetable structure and lunch arrangements. In these sessions there will also be a fire evacuation walk through and emphasis on the update behaviour policy.	Low

<p>Staff / student safety <i>continued</i></p>	<p>Design of classroom increases risk of Coronavirus transmission.</p>	<p>Medium</p>	<p>Classrooms will be re-organised into rows so all students face forward. (Where not possible a separate risk assessment will be organised – i.e. some computer rooms)</p> <p>Safe access to teachers desk, following distancing rules, have been organised.</p> <p>Staff should distance from students at all times and may not move into the students areas, except in an emergency wearing PPE.</p> <p>Windows and doors should be kept open to provide a supply of fresh air (see below). Students may wear coats when it is cold.</p> <p>Rooms should be left unlocked, except for rooms with potential hazards such as technology rooms. Students should enter the room and sit down to avoid crowding in corridors.</p> <p>A full audit of all rooms in the school has been completed to ensure all workspaces are compliant with social distancing for teaching and support staff.</p>	<p>Low</p>
	<p>Risk from mixing students from different year group bubbles at the start of the day and during breaks</p>	<p>Medium</p>	<p>Students will enter the school through entrances specific to their year group and go straight to their year zone to avoid mixing. If the weather is poor they will be directed straight to their form base by duty staff.</p> <p>At break times, students will stay in their year bubble at all times in designated year zones</p> <p>Also - see <i>food provision</i> below</p>	<p>Low</p>
	<p>Risk of using subject specific equipment out of the normal context</p>	<p>High</p>	<p>Where a practical subject is taught out of its normal context, equipment will only be used where it is safe to do so. In this case a separate risk assessment will be organised.</p>	<p>Low</p>

Use of specialist rooms during the school day	Practical subjects have no access to specialist rooms in most year groups. If these are used for groups outside of the year bubble then there will potential risks with equipment and touchpoints	Medium	Where these rooms are needed, an individual room risk assessment will be completed by the head of department. This will detail how the rooms will be cleaned safely between year bubbles using them and how student mixing will be avoided.	Low
Ventilation and air conditioning	Coronavirus germs remain in the air due to poor ventilation or recycled air	Medium	Windows will be kept open during the school day to provide fresh air supply. Air conditioners should only be used where fresh air is used. If air conditioners recycle air for cooling they should be switched off. Students and staff will be asked to have sufficient warm clothing available for cold days.	Low
Transport	Students having difficulty getting to and from school due to issues with public transport and staggered starts and associated risks	Medium	Students are able to use public transport, taxis and the regular school buses but must wear a face mask at all times while on the transport.	Low
Drop off/pick up	Parents/carers dropping off and picking up students at the wrong times.	Medium	Parents/carers will be asked not to drive onto the school premises to drop off or pick up at any time, except where pre-arranged for medical needs. If a parent/carer is dropping off students from more than one year group, see “ <i>risk of mixing groups</i> ” above.	Low
Before and after school provision	Provision for breakfast club and after school activities including sporting activities given the change in the school day.	Medium	Breakfast club and all after school activities, other than the planned exam support activities for year 11 & 13 will be suspended for the foreseeable future to make the staggered provision possible and safe.	Low
Physical Activity	Extra risk from use of sports equipment and contact sports	Medium	This must be balanced with the risk of students having no access to physical activity. Any sports equipment used will be cleaned daily and will only be used within one year group bubble each day. Contact sports will be avoided and outdoor sports prioritised. Students will come to school wearing PE kit on days where they have PE. This is to avoid crowding in the PE changing rooms.	Low

Behaviour	A potential increase in behaviour issues due to the changes in provision and other possible issues due to lockdown and not being in school	Medium	An addendum to the behaviour policy has been written and will be reviewed once the new systems are embedded. This policy will be strictly adhered to, especially with regard to COVID-19 risk.	Low
Pastoral/ Welfare	Possible increase in disclosures and mental health related issues	Medium	There may be a need, at least in the short term, for redeployment of staff to deal with an increase in such matters. There will also be time for reflection and support during form time each day.	Low
Fire evacuation and drills	Students will not remember the procedures and will not follow them effectively	Medium	All students will have training and a “walk-through” on their first day back in school in September. A full fire drill will be organised for late September.	Low
Food provision through Caterlink	Students having access to food, especially free school meals, in a safe and organised way	Medium	No food will be available before school or a break time. Staggered lunchtimes and splitting the food provision between the Canteen and the Pod has been organised so that year groups bubbles do not mix. Food, including hot food, will be pre-packaged and the same food will be available in the Canteen and the Pod	Low