

Health and Safety Risk Assessment –Schools – COVID-19- 17/08/2021

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| School | Blessed Hugh Faringdon Catholic School |
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| Address | Fawley Road Reading RG30 3EP |
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| Subject of Assessment | Opening school to Staff, Students, Visitors & Contractors |
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| Assessed by | Senior Leadership Team | Date | 17/08/2021 Updated 30/11/2021 Updated 20/01/2020 Updated 24/02/2022 | Review date | To be reviewed in accordance with changes advised by Government and LA |
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| Details of workplace/activity | Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school. | Persons Affected <i>(Who may be harmed)</i> |
| | | Students, Employees, Contractors and Visitors. |

| Hazards and Risks | Existing Control Measures | Risk Rating | Comments/Further Actions – | Person(s) responsible | In Place |
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| 1. | Contact with someone suffering from coronavirus | <p>Please follow link to the current Government advice - Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk) to look at latest information with regards to :</p> <ul style="list-style-type: none"> • Isolation • Travel Abroad • Testing <p>Everyone will be asked not to come into school if they need to self-isolate under current Government Guidance.</p> <p>If pupils or staff have travelled abroad, they will be asked to adhere to current government guidance.</p> <p>Anyone self-isolating with symptoms will be advised to do so in line with current government guidance.</p> <p>If a symptomatic person comes into school or develops symptoms while in school, or if a pupil has a positive test while at school, they will be sent home immediately or isolated until they can be picked up.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • A window will be opened in the room to allow for fresh air ventilation • If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron | 9 | <p>Signage at entry points and regular reminders to parents/carers – Heads Up, Group Call</p> <p>Covid-19 safe procedures to be checked for servicing contractors</p> <p>Staff member will be sent straight home</p> <p>Student will wait in First Aid room for collection</p> <p>First Aid room has sufficient room for two symptomatic students</p> <p>PPE available in admin office</p> | <p>HT SBM</p> <p>SBM</p> <p>HR Officer</p> <p>SBM</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
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| | <ul style="list-style-type: none"> If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the pupil can walk, cycle or scoot home. If the pupil cannot be collected or travel home independently, we will make alternative arrangements to transport the pupil home. In this case:</p> <ul style="list-style-type: none"> Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or The driver and passenger will maintain a distance of 2 metres from each other; or The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they able to do so <p>A deep clean will take place in the areas that the symptomatic person or pupil who has tested positive in school has been, and PPE will be disposed of properly, following decontamination guidance.</p> <p>Testing programme:</p> <p>Asymptomatic testing is no longer required for mainstream students and staff.</p> <p>Students and Staff in our SEND units will be offered twice weekly testing.</p> | | <p>PCR Test kits available from Admin Office or SBM Office</p> <p>Use School Mini Bus – student to sit at rear accompanied by another staff member sitting at front -not next to driver</p> <p>Contact areas to be cleaned or vehicle not to be used for 72 hours</p> <p>Site/Cleaning staff must be immediately informed when student has been collected to allow deep clean of area</p> <p>Clinical Waste bin on site</p> <p>Instruction leaflet to be distributed with all test kits</p> | <p>Site Team</p> <p>SEND staff Parents/Students</p> | <p>✓</p> <p>✓</p> |
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| | | <p>Whole school may be required to resume testing in the case of an outbreak.</p> <p>We won't need to see evidence of a negative test result to allow staff and pupils to attend school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we resume rapid testing.</p> <p>We will ask pupils and staff to share all test results with us, and we will keep accurate records of all results. We will only share health records with the relevant people.</p> <p>We will report test results to NHS Test and Trace wherever this is required by current government guidance.</p> <p>Face masks in classrooms will no longer be required from 20 January and in communal areas from 27 January</p> | | Staff to report absence under normal procedures | SBM/ Office Manager/ HR Officer | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
| 2. | Spreading infection due to touch, | <p>Hand sanitiser at entrances and exits to the school and in all classrooms, offices.</p> <p>Everyone in school will be encouraged to:</p> <ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS | 6 | Supplies for soap, hand sanitiser and disposable paper towels and tissues will be monitored on daily basis. Staff to email site team for replenishment. | Site Team | ✓ |

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| | sneezes and coughs | <p>guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands</p> <ul style="list-style-type: none"> • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits: posters are displayed in key areas.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p> | | <p>Lidded bins will be emptied daily by contract cleaners</p> <p>Signage at entry points</p> <p>Notification to parents/staff/visitors via newsletter, Groupcall</p> <p>Hand sanitiser in all classrooms/offices</p> <p>Covid-19 banners displaying advice in strategic areas of school – entrances – classrooms, toilets</p> <p>Hand wash signage in all toilets</p> <p>Hand sanitiser units in place in key areas</p> <p>Tissue bins in all classrooms</p> <p>Site staff written routine</p> | <p>Cleaning Contractors</p> <p>SBM</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
| 3. | Spreading infection through contact with coronavirus on surfaces | <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles | 6 | <p>Brayborne cleaning staff briefed – cleaning hours 3.00pm to 6.00pm</p> <p>Cleaning materials, tissues & hand sanitiser available in all classrooms & offices</p> | | <p>✓</p> <p>✓</p> |

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| | | <ul style="list-style-type: none"> • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Telephones • Fingerprint scanners <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>If a person with coronavirus symptoms comes into school, a clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> | | <p>Hand sanitiser station in canteen to be used</p> <p>Cleaning materials by Managed Print Devices (where safe and practical)</p> <p>Clear Desk policy to enable cleaning of teachers' desks, office desks by Contract cleaners</p> <p>Dept responsibility - Food Technology and Blessed Mary Ward – T towels etc</p> <p>Departmental responsibility</p> <p>Site team responsibility to ensure adequate supply of stock</p> <p>Sanitiser available in classes, offices</p> | <p>SBM</p> <p>Subject Leaders</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
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| 4. | Spreading infection due to the school environment | <p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Rearranging furniture where possible to avoid direct drafts <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> | 6 | <p>Normal procedures apply ref site checks</p> <p>Fire doors protecting key evacuation routes i.e stairwells, higher fire risk areas – Science, FT, DT must not be propped open</p> <p>Emptied daily by cleaning contractors</p> <p>Carbon Dioxide Monitors in internal classrooms/offices</p> | <p>SBM</p> <p>Site Controller</p> | <p>√</p> <p>√</p> <p>√</p> |
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RISK ASSESSMENT SCORE

1 – 6 **LOW RISK**
measures & monitor

Keep assessment under review **8 – 12**

MEDIUM RISK

Put in place effective control

15 – 36 **HIGH RISK**

Review procedure and ensure control measures are in place and are working effectively. Consider alternative methods of work

| RISK RATING | | |
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| Likelihood | | Risk band |
| 1 | A highly improbable occurrence (not known) | Low |
| 2 | A remotely possible (may have happened) | Low |
| 3 | An occasional occurrence (known) | Med |
| 4 | A frequent occurrence (happens) | Med |
| 5 | A frequent and regular occurrence | High |
| 6 | Almost a certainty (immediate ACTION to prevent a disaster) | High |
| Now decide how SEVERE the accident or illness could be. Use scale below. | | |
| Severity | | Risk band |
| 1 | Negligible injuries/illness/damage | Low |

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| 2 | Minor injury/illness/damage | Low |
| 3 | Major injury/illness/damage (RIDDOR?) | Med |
| 4 | Single fatality/serious illness/damage | Med |
| 5 | Multiple fatality/very serious illness | High |
| 6 | Multiple fatalities (including off site) | High |
| | Certain death from consequential illness | |

Frequency x Severity = Risk Rating

e.g. 3 (an occasional occurrence) x 2 (minor injury/illness/damage)
= 6