



COVID19 - Full Opening Risk Assessment

Saint Felix School

As of 3rd September 2020

Purpose of this document:

This COVID19 Risk Assessment & Action Plan documents set out the decisions taken and measures put in place to prepare for the full opening of the school and ensure the school continues to operate in a safe way. Additional risk assessments are available for individual operations and facilities e.g. Swimming, Boarding, Catering, Transport, Practical subjects.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- Safe Recruitment

IDENTIFYING, EVALUATING AND MANAGING RISKS FOR ACHIEVING A SEPTEMBER RETURN TO Saint Felix SCHOOL FOR ALL PUPILS

COMPLETING THE RISK MATRIX:

LEGEND	
I	Impact
P	Probability
I x P	Risk Rating

To establish the risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5). The tables below are for guidance on risk rating scores.

Impact (or Consequence)	
Description	Indicators
5 (Major)	The risk has a major impact if realised
4 (Significant)	The risk has a significant impact if realised
3 (Moderate)	The risk has a moderate impact if realised
2 (Minor)	The risk has a minor impact if realised
1 (No consequence)	The risk has no consequence impact if realised

Probability (or Likelihood)	
Description	Indicators
5 (Very Likely)	The risk will emerge
4 (Likely)	The risk should emerge
3 (Unlikely)	The risk could emerge
2 (Very Unlikely)	The risk is unlikely to emerge
1 (Impossible)	The risk will not emerge

Score	Risk Description	Action Required
25	Extreme Risk	▪ Immediate escalation to Headteacher for risk control activities
20 - 15	High Risk unacceptable	▪ Risk to be actively managed with appropriate risk control activities
12 - 6	Medium Risk –	▪ Take appropriate action to manage the risk - Monitor carefully
5 and below	Low Risk - acceptable	▪ Risk to be removed from register with monitoring activity to assess changes in risk rating

Hazard/Risk Description	I	P	Risk Rating	Risk Control(s)	Lead for Risk Control Activities	Risk Rating following controls
National guidelines are updated daily but school lapses in following advice	5	2	10	<ul style="list-style-type: none"> ➤ Head Teacher to ensure daily checks are made with Government updates ➤ Website information is automatically updated ➤ Pupils updated via form time/class teachers/email as necessary ➤ Any change in information to be shared with Chair of Governors and passed on to parents and staff by email <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community</p>	SLT Monitored By Safety Officer	
Guidelines following government advice are in place but may not be being followed in full	5	3	15	<ul style="list-style-type: none"> ➤ Posters around school including Reception, dining hall, in classrooms and in corridors ➤ Hand sanitizers installed in key locations to ensure ease of access for staff and pupils ➤ Teachers to reiterate message in form time, class time (when directed) and via email: <ul style="list-style-type: none"> • Covering your cough or sneeze with a tissue, then dropping the tissue in a bin. • Avoid touching your eyes, nose and mouth with unwashed hands • Washing hands regularly ➤ Coronavirus information is on the school website <ul style="list-style-type: none"> • Website documents in place and updated accordingly ➤ Bursar to ensure the cleaning products we should be using in school meet necessary standards ➤ Cleaners manager and cleaning staff: <ul style="list-style-type: none"> • Ensure that all toilet facilities are well stocked • Ensure that cleaners' resources are adequate and are effective against Coronavirus. • All touchpoints including door handles, bannisters, doors and toilets are cleaned during the day and paper hand towels, sanitising stations are regularly re-filled. • to provide hand sanitiser stations for all entrance and exits, sanitising gel to be available in reception area, outside dining room and at key locations throughout the school 	SLT Bursar Cleaning Manager Monitored by SO	

				<ul style="list-style-type: none"> ➤ Pupil Organisation: <ul style="list-style-type: none"> • Pupils arranged in Self Contained bubbles according to year groups. The integrity of the bubble must be maintained so that cross transmission cannot occur. Each bubble must use a separate entrance and exit. Each bubble must have separate dining arrangements. Each bubble must operate in a designated area of the school and using designated toilet facilities. ➤ Classroom management and cleaning <ul style="list-style-type: none"> • A separate risk assessment exists for staff to follow including classroom lay out, with additional information for practical areas such as Swimming, Gym, Art & Design, and Science that must be adhered to. • All classrooms must be equipped with a supply of hand gel for sanitising and spray for cleaning surfaces, with surface and equipment cleansing at agreed times. • Teachers must supervise entry and exit ➤ Infection identified <ul style="list-style-type: none"> • If an infection is identified PHE must be notified immediately and advice taken as to how to proceed with regard to limited closure etc. <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>		
Poor Communication	5	3	15	<ul style="list-style-type: none"> ➤ All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems ➤ Head Teacher to share Saint Felix Risk Assessment with all staff ➤ Saint Felix School risk assessment & action plan shared with parents <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>	SLT Monitored by SO	
Staff do not report travel activity to/from an area with travel/quarantine requirements or a member of their household who has travelled to a similar area	5	3	15	<p>National Guidelines:</p> <p>People who have returned from a listed area should self-isolate and should not attend work or any education or pupil care setting and should ring NHS 111 for advice or access NHS advice online</p> <p>People who are symptomatic (Dry cough, Fever, breathlessness, loss of smell/taste) after visiting a restricted travel area should self- isolate and should not attend work or any education or pupil care setting and should ring NHS 111 or access NHS 111 online for advice</p> <p>See link below for specified countries / areas</p>	SLT Heads of Dept.	

<p>Staff do not report a member of their household has been confirmed positive for virus</p> <p>Staff are not displaying symptoms but have virus</p> <p>Staff do not report sickness</p> <p>Staff are unwell but attend school</p> <p>Staff absence Increases</p> <p>Catering staff absent – lunch no longer available</p> <p>Staff absent – cleaning no longer available</p>				<p>http://www.gov.uk/government/publications/covid-19-specified-countries-and-areas</p> <ul style="list-style-type: none"> ➤ communicate to staff the importance of following national guidelines in regular emails ➤ remind staff to follow the sickness policy during lock down period/staff self-isolation ➤ Site Manager to remind contractors to follow guidelines in accordance with PHE <p>As a result: risk of staff passing virus reduced</p> <p>National Guidelines: People who feel unwell should stay at home and should not attend work or any education or Childcare setting</p> <ul style="list-style-type: none"> ➤ Communicate to staff the importance of following national guidelines in staff briefings, email and share copies of risk assessment with staff. ➤ Remind staff of the sickness policy during any lock down period or staff self-isolation ➤ Staff to inform Head Teacher immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice <p>Catering Manager: (A separate risk Assessment is in place for Managing Catering) this includes:</p> <ul style="list-style-type: none"> ➤ ensure precautions are in place for kitchen staff on site <ul style="list-style-type: none"> • Washing hands • Use of sanitizer • Wearing gloves , face coverings and uniform in food preparation and service • Thorough cleaning of kitchen and dining area at the end of every service ➤ Ensure the kitchen space and welfare facilities for staff and students are being cleaned as appropriate ➤ Inform Head Teacher of any staff off sick with associated symptoms. ➤ If no kitchen staff available: <ul style="list-style-type: none"> • Kitchen to close and emergency sandwiches bought in. • Parents informed that pupils will need packed lunches from day 2. <ul style="list-style-type: none"> ➤ Cleaning staff absent - If necessary and possible, buy in external cleaning services ➤ If the Head Teacher is sick, the DHT will lead the school ➤ In the event of significant staff absence, the HT will review the viability 	<p>Catering and</p> <p>SLT Cleaning manager</p>	
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Pupils travelling by school mini bus may transmit infection				<p>of school remaining open. The Head Teacher will consult with the Chair of Governors</p> <ul style="list-style-type: none"> ➤ In the event of a school or bubble closure with staff and pupils at home who are well and still able to access education, work will be set electronically. <p>As a result: pupils will continue to access education</p> <ul style="list-style-type: none"> ➤ National guidelines state that pupils over 11 yrs travelling by public or school transport must wear face covering unless medically exempt. <ul style="list-style-type: none"> • Usual risk assessments will apply • Parents are asked to ensure that pupils sanitise hands before boarding and after disembarking • Boarding and disembarking must be governed by ‘drop off’ and ‘pick up’ points so that interactions on the bus are kept to a minimum. Pupils travelling in their school bubble will be used where possible • Boarding staff follow updated national guidelines on travelling to busy places for boarders activity e.g. shopping <p>As a result: pupils and staff are protected from risk of not continuing education</p>	Transport Manager	
<p>Pupils are not displaying symptoms but have virus Pupils do not report sickness Pupils are unwell but attend school Pupils absence Increases</p> <p>Pupil or adult shows symptoms whilst at School</p>	5	4	20	<p>All staff follow procedures regarding reporting and supporting a child who is unwell and displaying symptoms – see below:</p> <ul style="list-style-type: none"> ➤ All staff understand the symptoms of COVID-19 and follow School agreed process ➤ Staff report to Head Teacher ➤ Admin team to notify parents for collection. ➤ Pupil moved to identified clean & ventilated room until collected and 2 metre distance maintained from all other staff and pupils ➤ Deep clean of safety rooms once evacuated ➤ Site Manager: Advice on rubbish which may have been contaminated: all waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of PHE. 	MO	
Virus confirmed as positive in a St Felix adult or child	5	4	20	<ul style="list-style-type: none"> ➤ All staff understand the symptoms of COVID-19 and follow agreed process in line with DfE & PHE guidance ➤ Head Teacher to call PHE immediately 	MO SLT	

vulnerable pupils & adults in the School are exposed to illness	5	3	15	<p>If any adult or pupil tests positive, HT informs PHE and follows advice As a result: risk of passing virus reduced</p> <ul style="list-style-type: none"> ➤ School communicate appropriately with their most vulnerable pupils and parents. ➤ Health care plans are updated and instruction from GPs and Consultants followed <p>Send Team identify the most vulnerable pupils and staff from current medical information</p>	DSL	
Boarding students possibly transmitting infection including overseas students	5	3	15	<p>A separate risk assessment for boarding accommodation is available for guidance and which follows and is up-dated from national guidance and Boarding Schools Association guidelines.</p> <ul style="list-style-type: none"> ➤ For the purposes of a self-isolation policy, each boarding house is considered as a separate 'household' and will be considered as a self-contained bubble for the purposes of dining, socialising, any off site activity. ➤ Students arriving from a country with UK quarantine restrictions imposed will be required to quarantine for a period of 14 days before participating in full school activities ➤ Boarding households, in contrast with other households, will almost always need to have staff and other professionals arriving and leaving during any period of self-isolation. Where possible, boarding houses should operate a consistent staff rota to minimise the risk of transmission ➤ If a pupil in a boarding house shows symptoms of coronavirus, the school should ensure that pupils self-isolate and are looked after by residential staff ensuring the safety of the remaining staff and pupils. Staff attending a student positively identified as infected must wear full PPE ➤ Parental advice on whether a boarder should return home for a period of self-isolation or should stay at school during this period should be sought before final decisions are made 	Boarding supervisor Monitored by SO	

