

## Thomas More Catholic School Covid-19 Risk Assessment June 2020

Assessment carried out by: James Kearns, DHT

Date Completed: 3<sup>rd</sup> June 2020

Date Approved by Governors: 11<sup>th</sup> June 2020

This risk assessment has been drawn up in response to current Government guidance. This guidance is being regularly updated in light of the constantly changing national context. The Government documents that have been considered are:

- *Actions for schools during the coronavirus outbreak [Updated 18 May 2020]*
- *Actions for education and childcare settings to prepare for wider opening from 1 June 2020 [Updated 12 May 2020]*
- *Coronavirus (COVID-19): guidance for educational settings [Updated 20 May 2020]*
- *Coronavirus (COVID-19): implementing protective measures in education and childcare settings [Updated 12 May 2020]*
- *Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) [pub 14 May 2020]*
- *Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak - actions for educational providers and other partners 2020 [Updated 15 May]*
- *Opening schools and educational settings to more pupils and Pupils and students from 1 June: guidance for parents and carers [Updated 20 May 2020]*
- *What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak [Updated 20 May 2020]*
- *Stay at home: guidance for households with possible coronavirus (COVID-19) infection [Updated 18 May 2020]*
- *Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 [Updated 18 May 2020]*
- *COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus [Updated 18 May 2020]*
- *COVID-19: cleaning in non-healthcare settings [Updated 15 May 2020]*
- *Coronavirus (COVID-19): safer travel guidance for passengers [Last updated 23 May 2020]*

Government guidance, along with guidance from Public Health England, the Local Authority and other appropriate professional bodies has been, and will continue to be, monitored regularly by the Headteacher and the School Business Manager. Any necessary amendments to this risk assessment and school procedures will be made as soon as possible as directed by the Headteacher and the School Business Manager. This is a live and active document which will be shared with all staff and stakeholders and reviewed on a regular basis.

The DfE coronavirus helpline is: 0800 046 8687 Monday to Friday from 8:00am to 6:00pm and weekends 10:00am to 4:00pm. You can also email the helpline on [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk).

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE FOR THE CONTROLS	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Contact with someone suffering from coronavirus</p>	<p>Staff  Contractors and other visitors to the school.</p>	<p>If any pupil, student or member of staff or anyone they live with is experiencing coronavirus symptoms, they will be asked not to come to school and instead to follow the official <a href="#">self-isolation guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a>, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Anyone needing to be put into isolation will be moved immediately to the Medical Room.</p> <p>999 will be called if they are seriously ill or injured or if their life is at risk.</p> <p>In the case of a symptomatic student who needs to be supervised ahead of being picked up:</p> <ul style="list-style-type: none"> <li>If a distance of 2m cannot be maintained, supervising staff will be required and advised to</li> </ul>	<p>NWA – Letter/Email sent to students, families and an email to staff</p> <p>SLT and Middle leaders will be on the entrance gate.</p> <p>KGI For buying and allocating PPE and organising the site for cleaning; signage and one way systems.</p>	<p>Friday 12<sup>th</sup> June ready for a walk through by SLT. Then in place for the students' return on Monday 15<sup>th</sup> June.</p> <p>Monday 15<sup>th</sup> June.</p>	<p>Rated as Green as this is a simple communication to all stakeholders - that anyone who is symptomatic stays at home. This follows existing government advice with which everyone has been working.</p> <p>There is a difficulty when there are no symptoms, which is why the 2m rule for social distancing, handwashing and all other mitigating strategies are in place.</p> <p>Specific PPE for providing First Aid will be kept in the First Aid room.</p>

		<p>wear a fluid-resistant surgical screen and a face mask.</p> <ul style="list-style-type: none"> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron.</li> <li>• Due to a risk of splashing to the eyes, from coughing, spitting or vomiting, supervising staff will have the screen and mask listed above.</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Staff will not take symptomatic children home themselves. Parents or carers will be asked to collect them.</p> <p>If a student or a staff member working with children tests positive for coronavirus, the rest of their student group will be contacted and told that they are not permitted back to school and advised to self-isolate for 14 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p>	<p>NWA – will communicate this with parents.</p> <p>Staff responsible for their own hygiene control.</p> <p>NWA to contact LA and PHE</p>		
--	--	---	---	--	--

<p>Contact with coronavirus when getting to and from school</p>		<p>Everyone will be encouraged to walk or be driven into school, and warned to avoid taking public transport during peak times.</p> <p>For anyone who needs to take public transport, they'll be referred to <a href="#">government guidance</a> which currently states that it is mandatory to wear a face mask to travel on TFL</p> <p>For students who need to be dropped off and picked up, parents will be told through messages and signage.</p> <p>The school front area before the entrance gates, is the drop off point for pupils and students and car numbers will be limited and a queuing system used that starts before the first speed bump at the top of Russell Hill Road will be place.</p> <p>Students will be able to get out of their transport and immediately go through the pedestrian gate, before entering the school site and the one way system.</p> <p>These protocols are for minimising adult to adult contact.</p> <p>Parents and carers dropping off will be asked to not get out of their vehicles and are not to gather at the entrance gates or doors, or enter the site unless they have a pre-arranged appointment in exceptional circumstances.</p> <p>Students will not be permitted to gather at the gate and will enter as soon as they arrive and staff will be</p>	<p>NWA – Letter/Email sent to students, families and an email to staff</p> <p>For signage and one way systems</p> <p>SLT and Middle leaders on the entrance gate.</p>	<p>In place for students return on Monday 15<sup>th</sup> June 2020.</p>	<p>Green again because of the simple, clear instructions that are directly guided by government strategies – which have been communicated across national media to all – namely the wearing of face masks on TFL.</p> <p>It is highly likely TMCS will have low numbers of students returning as a very high %age come in on the bus or train.</p> <p>For those parents or carers dropping off students at the school gate the procedures indicated remove any chance of person to person contact (outside of their families) and so risk management is very effective in this area.</p>
---	--	--	---	--	--

		<p>supervising the entrance to school with a queuing system that starts from outside the pedestrian gate up the steps to the pedestrian entrance. Signs and staff will ensure that pupils and students socially distance and queue in the one way system, from entrance to the site all the way to their classrooms</p> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.</p> <p>Students who do not have a plastic bag will be given one.</p> <p>On arrival at school all to wash hands/use sanitiser</p> <p>Visitors asked to confirm they have do not have symptoms of C-19.</p> <p>Access to school will not be allowed if the individual or anyone in their household has symptoms of Covid-19 and has not received a negative test result for Covid19.</p>	<p>Reminder from NWA or SG team by letter that it is every family's duty and responsibility to inform us of any cases of Covid 19 in their immediate family</p>		<p>This specific area needs significant advanced preparations to get the entrance into school correct and safe. For this reason it may be decided to rate this as Amber.</p> <p>Relying on individuals to disclose symptoms has its inherent risks and strategies– such as temp checks are an extra layer of safety TMCS can put in place if necessary.</p> <p>Recent scientific data suggests two indicators are also good if not better for identifying Covid-19 – these are 1) loss of taste and smell 2) rash on skin. Asking these questions by letter in advance or on the gate each day would help to minimise risk and put the additional checks into the</p>
--	--	--	---	--	---

					consciousness of the school student community.
Spreading infection due to touch, sneezes and coughs		<p>Handwashing &amp; sanitising facilities will be provided in school. As there are no sinks at the entrances and exits, hand sanitiser will be distributed at the entrance to the school and in the classrooms being used.</p> <p>Everyone in school will:</p> <p>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands.</p> <p>Clean their hands on arrival, before and after eating, and after sneezing or coughing.</p> <p>Be encouraged not to touch their mouth, eyes and nose.</p> <p>Use a tissue or elbow to cough or sneeze, and use bins for tissue waste.</p> <p>Students will be encouraged to learn and practise these habits in lessons and this message will be reinforced through posters put up across the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly</p>	<p>KGI</p> <p>For buying and allocating hand sanitiser and PPE and organising the site for cleaning; signage and one way systems</p> <p>Staff will be responsible for keeping the hand washing routines in place at the door to their classroom and other meeting areas they may be responsible for during the school day.</p> <p>Premises / Cleaning Team</p>	<p>In place students return on Monday 15<sup>th</sup> June 2020.</p>	<p>Red risk because this is the most common way to catch the virus – direct contact and breathing in water droplets containing microscopic amounts of the virus. If someone who is asymptomatic arrives at school, everyone is unaware that they are a risk including the infected person.</p> <p>It is therefore much harder to ensure those who are not symptomatic follow the NHS guidance for keeping safe at all times i.e. – Catch it – Bin it –Kill it strategy. Hand washing continuously and concentrated cleaning around the school. This is a wholesale</p>

		<p>and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues will be emptied daily.</p>	Premises / Cleaning Team		<p>behavioural change which most people have now had 10 weeks to get used to but will still be hard and students and staff may require constant reminders verbally and signage everywhere will help to convey the message to stay alert.</p>
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> <p>Banisters</p> <p>Classroom desks and tables</p> <p>Bathroom facilities (including taps and flush buttons)</p> <p>Door and window handles</p> <p>Furniture</p> <p>Light switches</p> <p>Reception desks</p> <p>Teaching and learning aids</p> <p>Computer equipment (including keyboards and mouse)</p> <p>Sports equipment</p>	<p>KGI</p> <p>For buying and allocating PPE and organising the site for cleaning; signage and one way systems</p> <p>KGI</p> <p>For buying and allocating PPE and organising the site for cleaning; signage and one way systems</p>	In place for pupils and students return on Monday 15 <sup>th</sup> June 2020.	<p>Amber Risk - as this is not the most common way to catch the virus – this is the secondary way of infection. And easier to mitigate because cleaning surfaces and handwashing is a lot easier than trying to stop asymptomatic people infecting the air we breathe.</p>

		<p>Telephones Fingerprint scanners</p> <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day. These areas will be the shared areas used on entry and exit, toilets and classrooms used during the day</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously.</p> <p>Shared rooms, such as halls and dining areas, will not be used.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils and students' books.</p>	<p>SLT and Premises team to agree which areas are not being used and RGA to then close unused areas</p> <p>KGI</p> <p>For buying and allocating PPE and organising the site for cleaning; signage and one way systems</p>		
<p>Spreading infection due to excessive contact and mixing</p>		<p>Students will be organised into small groups. These groups will be approximately 1/3 the size of normal classes, apart from in the case of already small</p>	<p>SLT - in deciding the number of students in a one stage and</p>	<p>In place for students' return on Monday 15<sup>th</sup> June 2020.</p>	<p>Red risk as this is again back to the primary method of infection – being in close proximity to</p>

<p>students and staff in classrooms</p>		<p>classes. There will be a set limit of 10 students as the maximum.</p> <p>Only a fifth of pupils and students in year 10 and 12 will be in on any day. A rota will be used to decide which of these pupils and students will be in on each day, with no separate morning or afternoon rotas (i.e. we will not use split day rotas). This will revolve around tutor groups in Year 10 with one tutor group attending each day. However, vulnerable children or children of critical workers can continue to attend full-time.</p> <p>Sixth former will come in for one lesson per subject per fortnight. This has been arranged by having two classes from each option block per day. Sixth form classes are small enough to ensure that no more than 10 will be in at any one time. In just a very few cases, more than 10 may be in a class but in that case, a larger room will be used to ensure social distancing.</p> <p>Space will be maintained between pupils and students, 2m apart where possible, with seats and desks arranged to allow this. Any pupils and students who do not follow social distancing will be asked to return home with immediate effect and phone calls made home to parents to request 100% compliance with the school safety rules before they can return to school.</p> <p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be discouraged and prevented where possible. If</p>	<p>their time in school. Then teaching staff to ensure students follow the safety instructions.</p> <p>The HOY and SLT will be responsible for referrals made by staff to remove pupils and students who refuse to socially distance</p>		<p>others who have the virus.</p> <p>15mins or longer with someone in a confined space like a classroom is the same as being less than 2m distance for a very short period of time and scientific data is coming out regularly, giving accounts of varying risk levels for how this works. All studies suggest in such environments the wearing of face masks by ALL is a good mitigating strategy, however these only benefit those not wearing the mask, as the mask is stopping the spread of the particles coming from the wearer. So all need to wear a mask including pupils and students and staff or this strategy of teachers wearing PPE</p>
---	--	--	--	--	--

		<p>shared equipment is used, it will be cleaned thoroughly between each group using it.</p> <p>As far as possible, the same staff will be assigned to the same group each day. Teachers may need to switch between groups if subject specialism is needed.</p> <p>PPE will be available to staff – however only screen (worn in addition to face masks) will be worn by those in the medical room who may be asked to deal with symptomatic pupils and students. Full face screens to stop spitting and sneezing etc should not be necessary for staff teaching as they will be maintaining a 2m distance at all time and can wear a face mask if desired.</p>			<p>is not sound. ALL in the room need to wear PPE</p>
<p>Spreading infection due to excessive contact and mixing between students and staff around the school.</p>		<p>Students will be kept in the same small groups at all times each day.</p> <p>Students will stay in the same classroom at the same desk throughout the day wherever possible.</p> <p>Students will be supervised at all times to ensure mixing between groups does not occur, and they will be reminded about the rules throughout the day.</p> <p>Shared rooms, such as sport halls and dining areas, will not be used.</p> <p>For dining areas, lunch will be collected by FSM students in small numbers and they will not stop in the dining hall.</p> <p>Toilet use will be managed to avoid crowding. Students will only attend for a reduced day, so</p>	<p>SLT - setting classes and strategy for teaching groups</p> <p>Teaching staff allocated to each teaching group</p> <p>LSU for H&amp;S risk assessment for canteen preparation of food.</p>	<p>Friday 12th June ready for a walk through by SLT. Then in place for students' return on 15<sup>th</sup> June</p>	<p>Red risk as this is again back to the primary method of infection – being in close proximity to others who have the virus.</p>

		<p>breaks will be discouraged and will not be as necessary as students are only in for a few hours. For those still needing the toilet, this will be permitted but a greater number of toilets will be used and will be locked as is normal procedure during lessons. Students will need to ask their supervising teacher for the key and then visit a toilet alone. Students cannot then congregate in the toilet areas. On return the key to the toilets is to be cleaned.</p> <p>Staff use of staff rooms and offices will be restricted to smaller numbers to limit occupancy and risk of not being able to keep 2m apart. Signage will be put in place to inform staff of maximum numbers and remind of washing hands routines</p> <p>Staff and contractors who are not working with student groups will be asked to maintain 2m distances from each other and from the student groups. Reception is to inform visitors of the 2m rule and signage around school will remind all staff and students of the 2m rule.</p>	<p>Teaching staff and First Aider on rota responsible for only allowing single students out for toilet breaks if absolutely necessary and then picking up the key and registering use.</p> <p>Staff will need to have cleaning materials to clean the key between uses.</p> <p>All staff and Reception for informing visitors</p>		
--	--	--	---	--	--



<p>mixing in meetings</p>		<p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	<p>the leaders of each meeting</p>		<p>all the control mechanisms are used however it becomes Green – as meetings are virtual</p>
<p>Individuals vulnerable to serious infection coming into school</p>		<p>For everyone who could come into school:                      If they're clinically extremely vulnerable (as defined <a href="#">here</a>), they will continue to learn or work from home                      If they're clinically vulnerable (as defined <a href="#">here</a>) – parents should follow medical advice if their child is in this category, and staff in this category will continue to work from home wherever possible. If these staff members cannot work from home, they will be given a role that allows them to be kept 2 metres away from others wherever possible                      If they live with someone who's clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered to and, in the case of children, they're able to understand and follow those instructions</p>	<p>NWA to write letter or email to all families specifying these restrictions</p>	<p>In place for students' return on Monday 15<sup>th</sup> June 2020.</p>	<p>Green as the risk should be very easy to communicate and a very high proportion (99.9%) of people who are shielding or are in a highly vulnerable group themselves, will want to let the school know</p>