

Risk Assessment for Returning to The Ursuline Academy from March 8th

Location / Site	
Ursuline Academy, Ilford	
Activity / Procedure	
RETURN OF WHOLE SCHOOL from March 8th.	
Initial assessment date	
2/7/20 following publication of Secondary Guidance	
Review : 1/3/21 : to be updated following any further Government guidance.	
Review: March by FGPC Committee of the Governing Body	

People at risk	
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Control measures take into account Government Guidance – Coronavirus (COVID-19); Plans for all children and young people to return to full-time education at the start of the autumn term. (July 2020)

From March 8th schools are being asked **to reopen to all students**. The Government have made it clear that returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children’s future ability to learn, and therefore it is important to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. School is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19)

Hazard			
LACK OF UP TO DATE INFORMATION/ GUIDANCE FROM GOVERNMENT AND RELEVANT AUTHORITIES			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
KRE and designated member of SLT to read Update emails from DFE, Redbridge & other relevant agencies Any change in information to be shared with SLT, COG and staff via email (and parents and pupils where appropriate)			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard			
LACK OF SOCIAL DISTANCING IN CORRIDORS ON STAIRCASES AND WHEN MOVING AROUND SITE RESULTING IN DIRECT TRANSMISSION OF THE VIRUS			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. All students and staff to be offered Lateral Flow testing on return to school. To be tested 3 times 3/5 days apart followed by testing from home. 2. Limit movement of pupils and staff on site. 3. All students and staff are expected to wear face coverings in all indoor areas (where social distancing cannot be maintained), unless exempt. 4. KS3 Form groups to be allocated rooms, and to remain in those rooms for most lessons except when needing specialist rooms. 5. KS4 and KS5 Year groups to be allocated a suite of dedicated classrooms and to rotate around these rooms throughout time on site except when needing specialist rooms. 6. Pupils to enter and leave the room in order of seating 7. Where possible, doors to remain wedged open at all times, windows open for good ventilation. Staff to remove door wedges in event of a fire alarm. 8. Staff to arrive to class before the students and allow them straight in to avoid lining up in corridors. 9. Parents to be advised to remain in cars when dropping off / collecting 10. A member of staff on gate duty to remind pupils of social distancing and hand washing 11. Posters around the school to ensure safe distance and remind about hygiene. 12. Staff to enter and leave via Reception, Year 7-11 access by blue shutter, Year 12 and 13 access via sixth Form gate. 13. School departure times to be staggered- Yrs 7 & 8 3.10pm, Yrs 9 & 10 3.20pm and Year 11 at 3.30pm. 			

Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard			
LACK OF SOCIAL DISTANCING IN THE CLASSROOM RESULTING IN DIRECT TRANSMISSION OF THE VIRUS			

Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures			
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1. All students and staff to be offered Lateral Flow testing on return to school. To be tested 3 times 3/5 days apart followed by testing from home.
2. All students and staff are expected to wear face coverings in classrooms (where social distancing cannot be maintained), unless exempt.
3. All chairs to face the front of the room
4. Remove excess furniture to increase space
5. Pupils to work in allocated room and at allocated workstation/desk for duration of time in school where possible- teachers to use common seating plan where possible.
6. Pupils to remain seated at desk when in the room
7. Pupils to enter and leave the room in order of seating
8. If teacher’s desk is not accessible without passing by pupils in close proximity, teacher to prop open door, enter **first**, otherwise teacher to enter last
9. Good respiratory hygiene promoted with ‘catch it, bin it, kill it’ and tissues provided to be disposed of in lidded bins
10. Classrooms well ventilated with doors and windows open. Door wedges to be removed in the event of a fire alarm.
11. Laminated reminders in rooms and corridors
12. Teacher interaction at a distance (where possible 2 metres)
13. Bags to be kept under desks

Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard			
LACK OF SOCIAL DISTANCING DURING BREAKS RESULTING IN DIRECT TRANSMISSION OF THE VIRUS			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Girls will be told to go outside for all breaks unless raining when they will remain in form rooms. 2. All students and staff to wear face coverings in dining room unless eating/drinking and all indoor where social distancing cannot be maintained, unless exempt. 3. Break time service in Dining room- grab and go- no seating provided. 4. Lunch time service- girls admitted on rota by year group. Limit time inside to 20 mins to eat lunch and then go outside 5. Close staff supervision throughout breaks to encourage social distancing 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard			
CONTACT OF SHARED RESOURCES/ CLOTHING RESULTING IN INDIRECT TRANSMISSION OF THE VIRUS			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Students to have own designated stationary and equipment and not to share throughout the week 2. Tables, door handles and other surfaces cleaned with disinfectant throughout and end of the day 3. Students encouraged to wash hands / use hand sanitiser on arrival and before and after each session. 4. Wipes, tissues and hand sanitiser to be provided for each classroom. 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard			
STAFF ANXIETY RE: RETURN TO WORK			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Staff meeting on March 5th prior to opening to discuss concerns and share control measures 3. All students and staff to be offered Lateral Flow testing on return to school. To be tested 3 times 3/5 days apart followed by testing from home. 4. Sharing of support helplines 5. SLT member of staff available for staff to share concerns with. 6. All students and staff expected to wear face coverings in all indoor areas (where social distancing cannot be maintained), unless exempt. 7. Risk assessments reviewed regularly and amendments made accordingly in line with effectiveness of control measures 8. Ensure staff get regular breaks and are given opportunities to share concerns 9. Clinically vulnerable staff to remain on remote working including those on extended shielding list- February 21. 10. Any staff in vulnerable groups can request individual risk assessment 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard			
RISK OF SPREADING VIRUS DUE TO POOR HYGIENE RESULTING IN INDIRECT TRANSMISSION OF THE VIRUS			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Hand sanitiser station to be set up at both entrance/exits of school and in classrooms. 2. Soap for handwashing to be checked at the start of every day, and during the course of the day and re-filled as necessary 3. Pupils to use hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 4. Washing hands posters replaced in all washing areas 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard			
RISK OF INFECTION DUE TO LACK OF CLEANING RESULTING IN INDIRECT TRANSMISSION OF THE VIRUS			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day 2. PPE to be available on request to cleaning and premises staff 3. Anti-bacterial spray and paper towels left in each classroom for teacher/pupil use. 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard			
RISK OF ILLNESS OF VULNERABLE STAFF AND FAMILY MEMBERS THROUGH DIRECT AND INDIRECT TRANSMISSION OF THE VIRUS			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Those who are extremely clinically vulnerable – advised to continue to shield and work remotely until 31st March including those on the extended shielding list February 21. 2. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments. 3. KRE/MSK to advise staff re: criteria for self- isolation and expectations re: return to work 4. Any staff in vulnerable groups can request individual risk assessment 5. Self-declaration form to be filled out and updated for all members of staff 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard			
CHILD OR ADULT SHOWS SYMPTOMS WHILST AT SCHOOL			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. All staff understand the symptoms of COVID-19 and follow school agreed process 2. Where a student tests positive or where a pupil becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home, if a distance of 2 metres cannot be maintained, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn 3. All suspected and tested positive cases must be reported to HT/DHT 4. Site Manager to be advised immediately on all equipment and all waste that has been in contact with the individual. The area must be evacuated and deep-cleaned and tissues put in a plastic bag and ties, 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 Health England. 5. Staff to self- isolate – journey home by car 6. Pupil displaying symptoms to be taken to designated area of isolation (Well-being room) to await collection. This is a room which has direct access to the Reception. The door will be closed, and with appropriate adult supervising if required depending on the age and needs of the pupil. 7. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom (if possible) this is the toilet in the well-being room. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else 8. If a member of staff has been in contact with a pupil who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. 9. When a pupil or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. All staff and pupils who are attending an education setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. 10. Where the pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation 11. Where the pupil or staff member tests positive in school with a lateral flow test, their close contacts should be identified and sent home and advised to self-isolate for 10 days. If a subsequent PCR test is negative they can all return to school. The other household members of that wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms. 			
Remaining level of risk			

HIGH	MEDIUM	LOW	NEGLIGIBLE
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Hazard			
Non-compliance with control measures / safety guidance			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. KRE to communicate to young people, parents, carers or any visitors, such as contractors and suppliers, before return on the website and by email the importance of following national guidelines 2. Behaviour policy updated to state expectations re: compliance and to advise that sanctions will be imposed where there is serious / persistent disregard for safety measures 3. Parents and pupils to be advised of Behaviour policy updates 4. Reception Office to share instructions with visitors: safety measures 5. Reception Office to ensure all visitors should use hand sanitiser on arrival in school 6. Teachers/ adults to reiterate safety messages in class 7. Pupils to be supervised at all times whilst on site. Staff to supervise corridors, outside areas, toilets 8. Pupils and parents to be strongly advised of the risks disregard for social distancing in social groups before and after school. Sanctions to be imposed where cases are reported 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk			
Consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments		Insert comments relevant to findings as appropriate	
Risk assessment to be ongoing process throughout re-opening to reflect guidance received, age of pupils on site and consultation with staff and governors			

Name of assessor : Headteacher	Signature of assessor: Headteacher	Date
Keran Reilly		6/7/20

Name of Risk Manager : Chair of FGPC Committee of the Governing Body	Signature of Risk Manager: Chair of FGPC Committee of the Governing Body	Date

Robert Caldeira		

Name of Verifier: Chair of Governing Body	Signature of Verifier: Chair of Governing Body	Date
John Anthony		