

Blessed Edward Oldcorne Catholic College

Draft Risk Assessment for wider reopening after lockdown



The measures we list are based on current (as at 28 May 2020) government guidance:

- > [Actions for education settings to prepare for wider opening](#)
- > [Implementing preventative measures in education settings](#)
- > [Guidance for secondary school provision](#)
- > [Safe working in education settings](#)

RAG rating of control measures

Each control measure is marked in the appropriate colour, to make it clear how prepared the college is for each measure being in place for wider reopening. The RAG rating uses the Worcestershire Children First Probability and Impact Matrix and has been cross referenced with the Worcestershire Children First Risk Assessment tool.

- > Red: this measure cannot be put in place in our school at any time
- > Amber: this measure can be put in place, but not in time for when we've been asked to reopen
- > Green: this measure is in place, or can be in place for when we've been asked to reopen

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	RAG RATING
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, 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. A student displaying symptoms will be escorted to the college medical room. Once the student has been cared for and reassured the window will be opened to ensure adequate ventilation and the door to the medical room will be closed. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m 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 • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection. All relevant PPE for this scenario is available in Pupil Reception. • Weekly stocktake of PPE and new order placed if supplies are diminishing <p>Relevant staff will be trained in the use of PPE</p>	Headteacher and College Manager	Friday June 12th	

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		<p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves. Only the designated minibus AC04BEO is to be used for this purpose. The following steps will be taken:</p> <ul style="list-style-type: none"> • The driver and passenger will maintain a distance of 2m from each other; • 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 <p>A deep clean will take place in the areas that the symptomatic person has been in, including the minibus and PPE will be disposed of properly, following decontamination guidance.</p> <p>If a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home 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>Minimum staff numbers will be 12 teaching staff across each day, 2 office staff, 2 IT support staff, 2 site staff and 1 finance staff. A reopening plan will be shared with all staff. Staff not in college will continue to deliver online</p>			

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		<p>learning.</p> <p>Parents will be asked to notify student absence in the usual manner if the student is expected in college that day. If the absence is covid related the attendance officer will confirm the date of return in writing to the parents. Staff will notify the college of their absence in the usual manner. If the absence is covid related the staff member will be notified in writing of their return date.</p>			
<p>Contact with coronavirus when getting to and from school</p>		<p>Everyone will be encouraged to either walk, cycle or be brought in by parents and advised to avoid taking public transport during peak times.</p> <p>If students walk to school they need to arrive at the designated time and not be socially mixing on their way to and from school. The front and back entrances will be open and supervised by staff.</p> <p>Cyclists must dismount at the entrance and wheel their bike to the designated bike rack ensuring that they maintain social distancing while locking up their bicycle.</p> <p>Parents bringing their child to school can drop off at the front or back entrance. The student must then use the relevant pedestrian entrance which will be supervised by a member of staff. Parents will be advised to keep their child in the car until safe social distancing guidance allows for their entry into the college.</p> <p>Students arriving in the college will be directed straight to their designated classroom. Staff on duty will ensure that small groups of students do not gather in corridors or playgrounds.</p> <p>If parents are picking up students at the end of the day</p>	<p>Headteacher and College Manager</p>	<p>Friday June 12th</p>	

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		<p>they should wait in their vehicle until their child arrives.</p> <p>For anyone who needs to take public transport, they'll be referred to government guidance.</p> <p>If and when home to school transport begins to operate, discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>A parent wishing to speak to a member of staff should go to main reception, via the Timberdine Avenue entrance, where they can seek advice and guidance. Only one person is allowed in main reception at any one time. Any queuing parents will be asked to wait outside and a safe distance away from any staff or students entering or leaving the college.</p> <p>Current guidance states that it is not recommended for staff and students to wear face masks. Other controls such as our one way system, small group sizes and a focus on good hand hygiene will reduce the risk of infection.</p>			
Spreading infection due to touch, sneezes and coughs		Year 10 students will be based in Science laboratories because of the ready availability of handwashing facilities. Hand sanitiser will be available if any work needs to be completed outside of these rooms. Hand sanitiser will be used by all staff and students on first entering the building and on each subsequent occasion that they enter the building. Students will wash their hands with soap and	Headteacher, teaching staff in classrooms and College Manager	Friday June 12th	

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		<p>water before leaving the classroom.</p> <p>Windows in the classrooms will be open to ensure good ventilation.</p> <p>Each child's desk will have its own visual reminder of the college protocols in relation to social distancing and good hygiene practices.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, 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 in lessons and by posters put up across the school.</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>			
Spreading infection through contact with		<p>Cleaning staff will regularly clean frequently touched surfaces using recommended cleaning products, including:</p> <ul style="list-style-type: none"> • Banisters 	College manager and site staff to liaise with cleaning staff on a	Friday June 12th	

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coronavirus on surfaces		<ul style="list-style-type: none"> • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Telephones • Fingerprint scanners <p>Classroom doors will be wedged open. Teaching rooms will also have disposable cloths and cleaning products for use by all staff.</p> <p>All areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Unnecessary items that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Students will be allocated their own personal desk and Chromebook. Chromebooks will be included in the cleaning schedule.</p> <p>In good weather the students will be allowed to have their lunch in a designated outside area of the college. The</p>	daily basis and monitor quality of cleaning		

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		<p>students will remain in their classroom groups and not be allowed to mix with students from other classrooms. All students will be expected to follow social distancing guidelines at all times. If the weather does not allow for the students to go outside they will eat their lunch in their designated classroom.</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 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>Teachers will wash their hands and surfaces before and after handling pupils' books. Teachers will not be collecting student books in or handing out and collecting in text books</p>			
Spreading infection due to excessive contact and mixing between pupils and staff in classrooms		<p>Pupils will be organised into small groups. These groups will be no larger than 10.</p> <p>Only a quarter of students in year 10 will be in on any day. A rota will be used to decide which of these students will be in on each day, with no separate morning or afternoon rotas (i.e. we will not use split day rotas). However, vulnerable children or children of critical workers can continue to attend full-time.</p> <p>Space will be maintained between pupils, 2m apart where possible, with seats and desks arranged to allow this.</p> <p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.</p>	Headteacher, teaching staff in classrooms and College Manager	Friday June 12th	

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		Students will be taught in the same room at all times with teaching staff moving to them when necessary			
Spreading infection due to excessive contact and mixing between pupils and staff around the school		<p>Pupils will be kept in the same small groups at all times each day.</p> <p>Pupils will stay in the same classroom at the same desk throughout the day wherever possible.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>The college will continue to use its well established one way system with enhanced signage. Each classroom in the science corridor will have its own identified access staircase to further minimise corridor interaction.</p> <p>There will be no assemblies until further notice.</p> <p>Toilet use will be managed to avoid crowding. Numbers permitted in each toilet are clearly signposted and will be supervised by staff</p> <p>The staff room and offices will be arranged to limit occupancy.</p> <p>Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.</p> <p>A fire drill will be practised in the first week and students taught how to ensure social distancing during it.</p>	Headteacher, teaching staff in classrooms and College Manager	Friday June 12th	
Spreading infection due to the school environment		Checks to the premises will be done to make sure the school is up to health and safety standards before reopening.	Headteacher and College Manager	Friday June 12th	

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		<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>			
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.</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>	Staff conducting meetings	Friday June 12th	
Individuals vulnerable to serious infection coming into school		<p>For everyone who could come into school:</p> <ul style="list-style-type: none"> • If they're clinically extremely vulnerable (as defined here), they will continue to learn or work from home • If they're clinically vulnerable (as defined here) – 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 	Headteacher and College Manager	Friday June 12th	

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		<p>others wherever possible</p> <ul style="list-style-type: none"> • 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>All staff have been assessed against relevant guidance in respect of those who are extremely clinically vulnerable (shielding) or Clinically vulnerable.</p> <p>If an individual chooses to take on a role that does not allow for 2m distancing the college will undertake and record a risk assessment with that individual to judge whether this involves an acceptable level of risk.</p>			
Wellbeing of staff		<p>College counsellor available for staff to access</p> <p>Staff will be signposted to Education Support, a free 24 hour service for education workers</p> <p>Staff issued with guidance on protecting and maintaining good mental health.</p> <p>Staff will have a clear process in college for raising practical or emotional concerns about returning.</p> <p>Malachi staff support will be purchased to ensure staff have access to ongoing support outside of college.</p>	Headteacher and College Manager	Friday June 12th	