

STMLC risk assessment for full opening in September – please note this is an evolving document and will be updated as issues and resulting actions arise.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Parents/carers should check the temperature of students before leaving their house to go to school. Staff must also ensure they do not have any symptoms of COVID-19 before leaving for work</p> <p>No one will be asked to come into school if they need to self-isolate under <a href="#">current 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 engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The isolation area will be the seating area outside the conference room. 2m markings will be in place.</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 symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will</li> </ul>	<p>If known in advance of arrival; Students to report absence to school office. Staff to report absence to DHO.</p> <p>SLT to oversee</p> <p>Staff developing symptoms whilst on site – they must inform their SLT line manager immediately.</p> <p>Students developing symptoms must inform supervising teachers</p> <p>TPA to be informed of any</p>	<p>When school re-opens</p> <p>Absences to be recorded daily</p>	<p>All school policies still apply.</p> <p>If a teacher develops symptoms whilst on site, they will be sent home immediately to request a test.</p> <p>The Office staff will contact parents / carers and inform them of the situation</p> <p>Inform parents/carers that the student may have been in contact with a person displaying Covid 19 symptoms and will therefore need to be tested and go into self - isolation for 14 days.</p>



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		<ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>Staff and students will be given the option to wear a mask in school if this is practicable. Staff and students need to provide their own masks. <b>Students have been requested to wear masks during lesson changeover and whilst queueing for food</b></p>			Behaviour policy needs to reflect consequences of deliberately coughing/spitting on someone
Contact with coronavirus when getting to and from		Everyone will be encouraged to walk to school, and asked to avoid taking public transport during peak times if possible.	SLT and PALS to oversee safe arrival	When school opens	Additional car parking to be looked at Cycle to work scheme for staff

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school		<p>The area outside school will be designated a no waiting area. Parents will be asked not to congregate at the school but arrange a pick up point close by</p> <p>Students will have staggered start and finish times throughout the week.</p> <p>Report directly to their dedicated 'bubble' lessons begin at 09.00</p> <p>The remaining two group arrive from 09.30 ready to start lessons 10.00.</p> <p>This alternates throughout the week</p> <p>Parents and students to be informed that if they do not arrive at the correct times they may have to be sent home to avoid mixing 'bubbles'</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p>	<p>LCA to organise signage</p> <p>SLT to ensure clear guidance for arrival and departure times available for parents/carers</p>		<p>Consider use of shower facilities for staff</p> <p>Signs to be placed outside school</p> <p>Consideration needs to be given to opening times of the gates so that large groups are not</p>

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		<ul style="list-style-type: none"> <li>Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet</li> </ul> <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. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom. Students who wish to wear a mask in school must remove it if asked to do so (to assist in identification) by a member of staff.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>	<p>PZU to ensure bins near entrance are regularly emptied.</p> <p>H &amp; S lead to check each day</p>		<p>congregating on the street.</p>
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Handwashing facilities will be provided. Extra stations to have been placed near the main student entrance and sanitiser provided.</p> <p>All staff and students encouraged to carry their own sanitiser as well as making use of that provided by the school</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>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</li> </ul>	<p>PZU to ensure suitable supplies are available.</p> <p>Supervising teacher to check supplies before commencement of session.</p> <p>PZU/LCA to</p>	<p>When school opens and daily checks.</p>	<p>Signage to confirm students should not drink the water from the new wash stations.</p>

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		<p>of their hands</p> <ul style="list-style-type: none"> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <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 are 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>place handwash signs/posters near sinks.</p> <p>Site staff to empty bins frequently</p> <p>H&amp;S lead to check and double check each day</p>		<p>Posters to be placed around school with current advice in both staff and student areas</p> <p>These are on order but difficult to source</p>
<p>Spreading infection through contact with coronavirus on surfaces</p>		<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"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> </ul>	<p>PZU and site staff to supply and maintain cleaning spray, towels etc. Normal cleaning supplies to be ordered for daily cleaning (PZU)</p> <p>Additional supplies (LCA)</p> <p>PZU to oversee</p>	<p>Every day from opening in Sept</p>	<p>A visible cleaning presence will be needed throughout the school day to build confidence.</p>

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		<ul style="list-style-type: none"> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Fingerprint scanners</li> <li>• Outdoor play equipment</li> </ul> <p>Supplies of cleaning spray will be available to staff to clean the keyboard/mouse and desk space at the end of each lesson.</p> <p>If students are moving rooms within their bubble RBKC H &amp; S lead has suggested that it is acceptable for a student to be nominated to spray and wipe all the desks before pupils move</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, bottled water, coats, books, stationery, tissues, sanitiser and mobile phones. <b>All items to be clearly labelled with the student's name.</b></p> <p>Ties available to borrow from the College office will be allocated to set year groups and placed in quarantine after use.</p>	<p>cleaning rotas each day</p> <p>PZU to oversee provision of necessary materials for cleaning staff</p> <p>H &amp; S lead to check and double check before leaving site each day</p>		<p>RBKC H &amp; S lead has suggested this can be done by students – arms up wipe desks etc</p>

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		<p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day</p> <p>Any areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <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>The use of Google classroom for submission of work should be maintained wherever practical.</p> <p>Individual and very frequently used equipment, like glue, pens and pencils, will not be shared. This includes mini whiteboards and pens.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them. Hand sanitiser will be provided at entrances to the canteens and furniture in the canteen moved to create clear one way systems. Different year groups allocated to different food collection areas</p> <p>The structure of the day will allow groups to use different venues for dining. Those who arrive at 08.45 will have 'lunch' in an extended 30 minute break, those arriving for</p>	<p>LCA and SLT for logistics. Site staff for moving furniture.</p>		<p>Student planner mini white boards to be used and pens provided</p> <p>LCA to look at costs of hands free sanitising stations</p>



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		<p>Students will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this. F30 F32 M17 M19</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible. When pupils have PE they should attend in their PE kits to avoid the use of changing rooms.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff.</p>	<p>SLT to identify rooms where changes need to be made and inform site team for action</p> <p>SLT &amp; music staff</p> <p>SLT &amp; PE staff</p> <p>All staff</p>		<p>All rooms set up facing forwards and 2m gap for teachers. Doorway areas to be kept clear for SLT drop ins.</p>

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		<p>The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>	SLT/DHO		
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<p>Pupils will be kept in the same working areas at all times each day, and be kept separate from other groups but may move rooms within their bubbles to allow for specialist teaching in some subjects such as languages.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and Acts of worship, to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>A system for the end of P5/registration transition in the C block has been implemented to ensure staff and students can move safely to registration.</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>Students will be given clear guidance about entering and leaving their designated areas and where necessary simple one way systems will be put in place</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. Lunch provision will be staggered across the two 30</p>	SLT/PALS/All staff	By Sept	Supervision rotas to be put in place once interim TT is confirmed.

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		<p>minute breaks. If necessary lunches will be brought to pupils in their classrooms. All food to be 'grab and go' not eaten in the canteen.</p> <p>Toilet use will be managed to avoid crowding. Each 'bubble' will be allocated a specific toilet block to use and these will be clearly labelled.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. Office spaces will need to be used on a rota system. Spare classrooms will be made available for staff to work as well as the library.</p> <p>Staff will be encouraged to use 'one out one in' for toilets.</p> <p>The staff room will be reconfigured by removing some furniture to ensure social distancing can take place. Crockery and cutlery will be removed to reduce risk of transmission. Any food placed in the staff fridge must be clearly labelled. Use of microwave/dishwasher to be reviewed.</p> <p>Once on site staff and students will be asked to remain on site not visit local shops/cafes etc. to minimise risk of contact with others.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures</p>	<p>Extra furniture to be removed and stacked in the old SSC. Crockery and cutlery removed (Site staff/JDB over the summer)</p>		<p>Alternative plan for the library to ensure students can access books</p> <p>Unlikely any trips will run.</p>



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		is not drinking water.			
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/carers, 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> <p>Governors are encouraged to continue to keep in touch with the school through virtual meetings. On site visits by governors should only occur if individual risk assessments are completed prior to the visit</p>	SLT/All staff	Sept	<p>Use of virtual parents meetings and ARDs to be explored.</p> <p>Governor meetings to be conducted virtually.</p>
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused as indicated from 1/8/20 all staff and pupils are expected to come into school.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual risk assessments will be completed for those who declare themselves in this category.</p>	SLT	Sept	We will want to look at who we need to do risk assessments for once JDB has the collated information.
Transmission of Coronavirus / spread of COVID-19 through emergency procedures	Staff, Students / pupils / wider contacts	<p>Where there are pre-planned fire drills, social distancing can be maintained, with the focus on social distancing rather than the time it takes to get out of the building.</p> <p>Where emergency evacuations are necessary, the focus should be on evacuating the building quickly and in an</p>	LCA/SLT		

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(Fire alarm activations etc)		<p>orderly manner without the focus on social distancing. Social distancing can be maintained once everyone is out of the building, and out of danger, safely.</p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.</p>			
Students unable to follow instructions		<p>Policies for safeguarding, behaviour for learning, detentions need to be reviewed.</p> <p>As we are unable to mix year group bubbles repeated and /or serious misbehaviour is likely to result in students being sent home.</p> <p>Mobile phone practices remain the same in school</p>	SLT/Govs	Sept	Consider revised code of conduct for parents/carers and students

Please note: this document is monitored and discussed with staff every day for feedback and for fine-tuning. We have had a visit from the LA H&S Officer. Some minor recommendations have been made, which have been discussed with staff i.e. items such as pen, paper and so forth should not be left on tables in the staffroom – all staff are to ensure they do not leave any items in communal areas.