

# St Anthony's School

## Updated Spring Term 2021: Risk Assessment

WHAT ARE THE HAZARDS	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 FROM MARCH 2021
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>Everyone will be asked not 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 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. Isolation to be in meeting room. 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 also wear eye protection</li> </ul>	All members of the school community	In Place March 2021	<ul style="list-style-type: none"> <li>• Testing will be in place for staff from 14<sup>th</sup> January. This is to test Asymptomatic cases. Staff can access these voluntarily. The initial testing will involve being tested twice, 3 days apart. The aim from then is to provide staff with testing kits so they can test weekly at home.</li> <li>• Should a member of staff test positive, they will be</li> </ul>

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		<p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group, transport</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,</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</li> </ul>			<p>isolated and required to take a PCR test. Should this come back negative the member of staff can return to work. A positive PCR test would mean that staff member would need to isolate for 10 days. Any close contacts as established through our track and trace system would also need to self isolate for 10 days.</p>

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		<p>person</p> <ul style="list-style-type: none"> <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>			
Contact with coronavirus when getting to and from school		<p>Where possible, staff and pupils will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Try to keep their distance from pupils where possible</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> <li>• Hand sanitiser is available upon boarding and/or disembarking</li> <li>• There is additional cleaning of vehicles</li> <li>• Queuing and boarding is well organised and managed by school staff</li> <li>• Pupils practise distancing within vehicles in line with</li> </ul>	All members of school community. School, Local Authority Transport	In Place March 2021	

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		<p>County Transport Guidance</p> <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>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>Their allocated drop off and collection times.</li> <li>That only one parent/carer should attend</li> <li>Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</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.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>			
Spreading infection due to touch, sneezes and coughs		<p>Handwashing / sanitising facilities will be provided and situated around the school site</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 ( adults only) to cover all parts of their hands</li> </ul>	All members of school community	In Place March 2021	Additional bins, tissues, hygiene equipment has been ordered ready for September

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		<ul style="list-style-type: none"> <li>• Clean their hands on arrival, after breaks, 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 allocated 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>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</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, will be emptied throughout the day.</p>			
Spreading infection through contact with coronavirus on surfaces		<p>A cleaner has been appointed during the day and will regularly clean frequently touched communal surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Light switches</li> <li>• Staff Room Surfaces</li> </ul> <p>Staff in class/ office bases during the day will be responsible for wiping down:</p>	Premise team Teaching and Support Staff	In Place March 2021	On-site cleaner Appointed 2.5 hours per day.

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		<ul style="list-style-type: none"> <li>• Classroom desks and tables</li> <li>• Desks</li> <li>• Light switches</li> <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> </ul> <p>Disinfectant wipes/ sanitiser will be available for</p> <ul style="list-style-type: none"> <li>• Wiping down Photocopier</li> <li>• Facilities in staff room</li> <li>• After using signing in screen</li> </ul> <p>Items that need laundering will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</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, hats, coats, books, stationery and mobile phones.</p> <p>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>			

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		<p>Resources, wherever possible should not be shared between groups. 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. Unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, cannot be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user/ group; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals/ groups</li> </ul> <p>Shared rooms, such as halls and dining areas, secondary classrooms will be cleaned between different groups using them.</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.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p>			

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		<p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>		<p>Primary Pupils will be kept to their class groups and operate as a key stage bubble</p> <p>Pupils in Key Stage 3 &amp; 4 will be kept to their class groups. And operate as a secondary bubble.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</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.</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-</p>	<p>All staff and pupils</p>	<p>In Place March 2021</p>	<ul style="list-style-type: none"> <li>Staff are able to wear masks in class bases as are secondary pupils.</li> </ul>



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		<p>face contact should be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene. PPE will be available to staff when support pupils in this way.</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> <p>When support pupils learning in class, staff should place themselves by the side of the pupil, facing the same way and this should be done for a minimum amount of time as possible.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Pupils will be kept in the same bubbles at all times each day, and wherever possible be kept separate from other bubbles. Pupil groups will have staggered timetables, including, break and lunch times, 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 and take place outside wherever possible.</p> <p>Transition plan in place, social distancing tape/posters to be renewed for March 2021</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>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation</p>	<p>All Staff</p>	<p>In Place March 2021</p>	<ul style="list-style-type: none"> <li>• Staffroom capacity reduced to 10 people. Masks must be worn whilst moving round staff room and only removed when sitting down.</li> <li>• Staff wherever possible remain within their departments/ bubbles.</li> </ul>

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		<p>or a divider down the middle to keep groups apart.</p> <p>All shared rooms, will be cleaned between each use. For dining areas, if this wouldn't be possible, hot lunch will be served in the hall, packed lunches will be eaten in classrooms brought to pupils in their classrooms.</p> <p>Toilet use will be managed to avoid crowding. Max 2 at any time</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. Maximum of 10 at any time. Where possible staff should have breaks in class bases</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place currently.</p> <p>Breakfast Club : Maximum of 8 pupils at any time. The hall is set up for 4 pupils per table. 1 Primary, 1 Secondary. The members of staff on duty will manage the movement in the hall.</p> <p>All adults to wear masks in communal areas and in class bases if chosen</p> <p>Secondary Aged pupils –wear masks on transport, communal areas and class bases if they wish.</p>			<p>Review the number of staff working across the school.</p>
<p>Spreading infection due to the school</p>		<p><a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards before opening in September.</p>	<p>Premises All staff</p>	<p>In Place March 2021</p>	<ul style="list-style-type: none"> <li>Staff and pupils have been reminded of the</li> </ul>

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environment		<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with any limitations and changes to how the school space is being used.</p> <p>Areas/ Classrooms 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>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 breaks, and for education where possible.</p>			<p>expectations with regards to maintaining a safe school environment.</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/carers, visitors and governors. This will be reviewed at the end of September.</p> <p>Where this isn't possible, essential meetings will be in a room large enough to allow for social distancing such as the hall.</p> <p>Morning Briefings will not take place, any messages for the day will be recorded on notice board in staff room.</p> <p>Staff will receive weekly emails with any updates they need to be made aware of</p>	All Staff	In Place March 2021	<ul style="list-style-type: none"> <li>No meetings in school will take place face to face. The exception being a child protection/ safe guarding concern.</li> </ul>
Individuals vulnerable to serious infection		<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, all staff and pupils are expected to come into school, apart from staff who can</p>			<ul style="list-style-type: none"> <li>Staff and pupils within this category are currently</li> </ul>

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coming into school		<p>continue to work from home for some part of the week (e.g. some admin/ office based staff).</p> <p>Staff who are clinically extremely vulnerable and coming into school will have an individual risk assessment completed</p>			<p>shielding until 31<sup>st</sup> March 2021.</p> <ul style="list-style-type: none"> <li>Original risk Assessments to be reviewed upon staff return in the summer term</li> </ul>