

Activity/ Situation	COVID SECURE ARRANGEMENTS FROM 4 th JANUARY 2022			
Location	All Saints RC School, York (January 2021 Version 25)			
Persons at Risk	Students <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> * Contact Between Individuals * Inadequate Cleaning/Sanitising * Spread of Coronavirus to Staff, Students and Families, Visitors and Contractors * Site User Becoming Unwell * Site User Developing Symptoms * Inadequate Hand Washing/Personal Hygiene * Inadequate Personal Protection & PPE * Visitors, Contractors & Spread of Coronavirus * Inadequate Ventilation * Arrangements for Boarding Schools During Pandemic 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
<p>In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff / students with protected characteristics</p>				
Contact Between Individuals				
It is no longer necessary to keep children in consistent groups ('bubbles')	Staff briefing on first day back (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outbreak management plans cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups	Outbreak management plan produced (SBM/DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assemblies have resumed	Whole year group assemblies will be suspended until 31 Jan (after Government review on face coverings in schools Jan 26) (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students can mix at breaks and lunchtimes	No specific zones at break times for different year groups at upper site. Lower site will have zones for different years: Y9 - carpark and gardens Y8 – Paddock/lower playground Y7 – Upper playground/ around MW block (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new educational visit, whether domestic or international, are advised to ensure that any	You should speak to either your commercial insurance provider, the Risk Protection Arrangement (RPA) or an outdoor education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

new bookings have adequate financial protection in place	adviser to assess the protection available and make sure it provides suitable protection in the event of a COVID-19 related cancellation (SBM)			
Schools can undertake educational day visits	Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes any system of controls at the destination Staff informed by email that UK based day educational visits allowed Consideration given to NYCC Guidance for Activities in Schools - Autumn/Winter 2021 (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake domestic residential education visits	Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. Staff to include COVID-19 precautions as part of EVOLVE Consideration given to NYCC Guidance for Activities in Schools - Autumn/Winter 2021 (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International educational visits that have previously been deferred or postponed can take place from September 2021 and new international visits for the future can be organised	Any international residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. Staff to include COVID-19 precautions as part of EVOLVE (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has resumed all before and after-school educational activities and wraparound childcare for students	More information on planning extra-curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children Individual student support before and after school will be considered (SENCO) My Tutor program for KS4 students is online support (DHT) Y11 parents evening and Y9 Options evening will be online (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inadequate Cleaning/Sanitising				
A cleaning schedule that includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces is in place	Cleaning of non-healthcare settings outside the home Wipes, sanitizer, disinfectant spray (compliant to EN1276 standard) and disposable cloths are available in all rooms. Cleaners on site throughout the day for high traffic areas and toilets (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Monitored by Cleaning Team (CM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Monitored by Cleaning Team (CM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Stock to be monitored by Cleaning Team and ordered as required (CM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spread of Coronavirus to Staff, Students and Families, Visitors and Contractors				
Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result	Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. Identified contacts will be contacted directly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> fully vaccinated adults – people who have had 2 doses of an approved vaccine all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status people who are not able to get vaccinated for medical reasons people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine	Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.	For further information please see SEND Guidance (SENCO)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18-year-olds are treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Close contacts will be identified via NHS Test and Trace	Education settings will no longer be expected to undertake contact tracing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact	NHS Test and Trace will work with the positive case to identify close contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school	Ensuring that students, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19) (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)	Ensuring that students, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19) (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.	The decision would need to be carefully considered in light of all the circumstances and current public health advice (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds	Where applicable, schools should follow guidance on mandatory certification for events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The NHS COVID Pass is not used as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training	Entry to Y12 taster day 11 January to be after negative LFT result checked and verified. Letter to students (AHSF)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures	Discussions with other local schools through network meetings (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting	Outbreak management plan produced (SBM/DHT) For most education and childcare settings, whichever of these thresholds is reached first: • 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period Headteacher to contact the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All settings should seek public health advice if a student or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.	Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents. Letter to parents if needed (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From 13 December office workers who can work from home should do so	Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work. This will be at the direction of SLT (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children and young people previously considered CEV should attend their school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice	Further information is available in the guidance on Supporting students with medical conditions at school No CEV students attend All Saints RC School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Individual risk assessments for colleagues formally considered to be CEV are undertaken and reviewed regularly	No CEV staff attend All Saints RC School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p>The risk assessment will need specific factors to be taken into account including:</p> <ul style="list-style-type: none"> ➤ ensuring the working environment is as Covid-safe as possible, taking into account individual vaccination status and the risk of coming into contact with Covid cases as part of their role; ➤ they should not provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid 	<p>Coronavirus: how to stay safe and help prevent the spread - GOV.UK www.gov.uk</p>			
<p>Pregnant women should follow the latest government guidance and avoid anyone who has symptoms of coronavirus. Pregnant women should be particularly attentive to social distancing. Pregnant colleagues should follow the same guidance as for previously defined CEV colleagues and an individual covid risk assessment should be completed and regularly reviewed in addition to the New and Expectant Mother (NEM) workplace risk assessment</p> <p>The risk assessment will need specific factors to be taken into account including:</p> <ul style="list-style-type: none"> ➤ ensuring the working environment is as Covid-safe as possible, taking into account individual vaccination status and the risk of coming into contact with Covid cases as part of their role; ➤ they should not provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid 	<p>Coronavirus (COVID-19): advice for pregnant employees</p> <p>Mothers risk assessment have been completed as well as the Covid Individual risk assessment.</p> <p>Both the New and Expectant Mothers and the Individual Risk Assessment are reviewed prior to 28 weeks when risk factors increase.</p> <p>Individual Risk Assessments are subject to regular review (DHT)</p> <p>RCOG Q&A -covid-19-virus-infection-and-pregnancy</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>All employers have a duty of care to their employees, and this extends to their mental health.</p> <p>Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures.</p> <p>Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing</p>	<p>Read about the: extra mental health support for students and teachers, Wellbeing for Education return programme</p> <p>Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing</p> <p>All staff have access to the Health Assured Programme</p> <p>Individual stress risk assessments are conducted on a case by case basis (DHT)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Becoming Unwell</p>				
<p>If anyone in school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice</p>	<p>Symptoms of coronavirus (COVID-19)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a student is awaiting collection, they should be left in a room on their own if possible and</p>	<p>Lower site - conservatory Upper site - first aid room</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

safe to do so. A window should be opened for fresh air ventilation if possible	If it is not possible to isolate them, move them outside (DHT)			
If the student needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	Lower site - bottom of chapel stairs Upper site - toilet next to first aid room (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the student while they await collection if close contact is necessary	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The room used by the student awaiting collection should be cleaned after they have left	COVID-19: cleaning of non-healthcare settings guidance (CM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The household (including any siblings) should follow the UKHSA stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection	Stay at home guidance for households with possible coronavirus-covid-19 infection Letter to parents (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household	Students will be collected from school by parents or walk/cycle with parental consent (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home	Students will be collected from school by parents or walk/cycle with parental consent (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the student is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital Anyone with symptoms encouraged to contact NHS 111(HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed Staff already briefed- H&S reminders on first day back for staff (DHT) Letter to parents(HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary school students should continue to test twice weekly at home	Letter to parents (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff in all settings should undertake twice weekly home tests	Staff to take tests Sunday and Wednesday and report results to school and NHS Test and Trace (SBM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Secondary schools should retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to students who are unable to test themselves at home	Chaplaincy offices at both sites could be used if necessary (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and students with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection . They will also need to get a free PCR test to check if they have COVID-19 .	Letter to Parents (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the student can return to school, as long as the individual doesn't have COVID-19 symptoms	Letter to Parents (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test	Lateral flow tests are taken by people who do not have COVID-19 symptoms. Anyone who develops 1 of the 3 main COVID-19 symptoms should stay at home and self-isolate and take a PCR test. They must self-isolate if they get a positive test result, even if they have had a recent negative lateral flow test – these rules have not changed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whilst awaiting the confirmatory PCR result, the individual should continue to self-isolate	Letter to Parents (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus	Parents informed when contacted with symptoms (AO)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students, staff and other adults should follow public health advice on when to self-isolate and what to do	When to self-isolate and what to do - Coronavirus (COVID-19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation	The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 7 (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation	Letter to parents (HT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inadequate Hand Washing/Personal Hygiene				
Staff/students/cleaners/contractors etc. will be reminded to clean their hands regularly, including; <ul style="list-style-type: none"> when they arrive at the school when they return from breaks when they change rooms before and after eating 	Regular hand washing throughout the day to be encouraged using soap and hand sanitizers. Dedicated outdoor hand washing stations installed (BM) Pastoral staff will ensure that students have hands sanitised on entry to lower site (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how often students and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	Students will return to lessons on first bell in afternoon to allow time for handwashing (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working with students who spit uncontrollably may want more opportunities to wash their hands than other staff	Teaching assistants working with such students to be advised (SENCO)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered	Consideration of these students to be taken (SENCO)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help given to students with complex needs to clean their hands properly	Consideration of these students to be taken (SENCO)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for students with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these students and the staff working with them	Risk assessment prepared for relevant students - PPE for relevant staff, including face shields (SENCO)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Guidance on hand cleaning posters at all hand washing stations (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all students and staff can clean their hands regularly	Additional hand washing stations installed at both sites. Sanitiser stations at entrances to buildings (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION . In normal circumstances students should not be using alcohol based hand cleansers because of the risk of ingestion	80% hand sanitiser available around school. Supplies stored securely in locked cupboards on both sites. Skin friendly cleaning wipes can be used as an alternative (CM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger students and those with complex needs understand the need to follow them	Students are encouraged to use hand sanitizer when moving around the sites and when leaving a classroom Pastoral staff will ensure that students have hands sanitised on entry to lower site (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


<p>The 'catch it, bin it, kill it' approach is very important and is promoted</p>	<p>CATCH IT Germs spread easily. Always carry tissues and use them to catch your cough or sneeze. </p> <p>BIN IT Germs can live for several hours on tissues. Dispose of your tissue as soon as possible. </p> <p>KILL IT Hands can transfer germs to every surface you touch. Clean your hands as soon as you can. </p> <p></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disposable tissues are available in each room for both staff and student use</p>	<p>Available in all rooms (CM)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins (ideally lidded pedal bins) for tissues are available in each room</p>	<p>Bins emptied daily (CM)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has embedded the 'catch it, bin it, kill it' approach to ensure younger students and those with complex needs get this right, and that all students understand that this is now part of how the school operates</p>	<p>The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Inadequate Personal Protection & PPE</p>				
<p>Face coverings are worn when moving around the premises, outside of classrooms, such as in corridors and communal areas in all settings by staff and visitors unless they are exempt</p>	<p>Letter to parents (HT)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face coverings are worn when moving around the premises, outside of classrooms, such as in corridors and communal areas in Secondary Schools by pupils or students in Year 7 and above unless they are exempt</p>	<p>Letter to parents (HT)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face coverings are worn in classrooms by all pupils in Year 7 or above unless they are exempt</p>	<p>Letter to parents (HT) Y13 students are advised to wear them in mock examinations. Letter to students (AHSF)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face coverings are not worn in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons</p>	<p>Letter to parents (HT)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Teachers are not expected to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings are sensitive to the needs of individual teachers</p>	<p>Staff are encouraged to wear face coverings where appropriate to do so eg when going close to students (DHT)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Other adults in secondary school classrooms DO wear face coverings unless they are exempt</p>	<p>TA staff informed (SENCO)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt</p>	<p>Face coverings to be worn on public transport, including PE buses. Letter to parents (HT)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>We are mindful and respectful of such circumstances where people may not be able to wear a face covering</p>	<p>This includes; • people who cannot put on, wear or remove a face covering because of a physical or mental</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>illness or impairment, or disability</p> <ul style="list-style-type: none"> • people for whom putting on, wearing or removing a face covering will cause severe distress • people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate • to avoid the risk of harm or injury to yourself or others • people are also permitted to remove a face covering in order to take medication <p>Staff and students who are exempt to wear lanyards (DHT)</p>			
<p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn</p>	<p>Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited.</p> <p>Transparent face coverings to be provided for staff who teach hearing impaired students (SBM)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has a small contingency supply of face coverings available for people who:</p> <ul style="list-style-type: none"> • are struggling to access a face covering • are unable to use their face covering as it has become damp, soiled or unsafe <p>have forgotten their face covering</p>	<p>A supply of face coverings is available at the main office on both sites (SBM)</p> <p>Lower site students are checked on arrival and supplied as necessary (DHT)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles</p>	<p>Face coverings will be checked by pastoral staff on arrival at lower to make sure they are suitable (DHT)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission</p>	<p>Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately (DHT)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Staff already briefed on lock down video (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>When wearing a face covering, staff, visitors and students should:</p> <ul style="list-style-type: none"> wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose <p>avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination</p>	Students encouraged to sanitise hands regularly (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>When removing a face covering, staff, visitors and students should:</p> <ul style="list-style-type: none"> wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing only handle the straps, ties or clips not give it to someone else to use if single-use, dispose of it carefully in a household waste bin and do not recycle once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them. if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed 	Hand sanitiser dispensers are around school near to entry points (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully	Staff and students may consider bringing a spare face covering to wear if their face covering becomes damp during the day Letter to parents (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing aerosol generating procedures (AGPs)	Donning and doffing procedure video shared with relevant staff and sheet displayed in main offices (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn	Visors are available for staff to use (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				

School strongly encourages parents and other visitors to take a lateral flow device (LFD) test before entering the school	Pastoral, Additional Needs and site teams informed (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key contractors are made aware of the school's control measures and ways of working	Provide information sheet to all visitors (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on is explained to visitors and contractors on or before arrival	Provide information sheet to all visitors (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Checking of COVID-19 Risk Assessment of outside contractors (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Co2 monitors used and monitored to detect areas of poor ventilation	Co2 monitors placed in specific classrooms Health and Safety advisor informed of rooms where consistently high (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where Co2 monitor readings are consistently high for at least 1 week (1500ppm or higher) the school has either bid for air cleaning units (HEPA filtration) or purchased units to improve ventilation	RP175.01 How to apply for a DfE funded air cleaning unit.pdf - Google Drive Air cleaning units being looked into for classrooms where readings are consistently high (SBM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	This can be achieved by a variety of measures including: mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	Natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures Staff advised to open classroom windows and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	external doors where appropriate (DHT)			
Where possible, occupied room windows should be open	Windows to be opened on a regular basis (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Where possible (BM) Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air	Fire doors must not be propped open unless they have a self-closing hold open device fitted Dorguard devices will be added to specific fire doors to allow them to be held open Lower Site - Top of stairs to M5-M8 rooms, door into canteen from DT area Upper Site - Top and bottom on the front stairs in the Natrass building (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space) (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts	Where possible depending on room (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	Where possible depending on room (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Electric fan heaters used sparingly due to increased fire and electrical risk Sealed, oil filled heaters used where necessary (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures				
		High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures				
		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
ACTION PLAN (insert additional rows if required)		To be actioned by		

Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date	
Further control measures included in Additional Information columns above			
Responsibilities within the risk assessment: HT Headteacher DHT Deputy Headteacher SBM School Business Manager BM Building Manager CM Cleaning Manager AO Attendance Officer SENCO Special Educational Needs Coordinator AHSF Assistant Headteacher Head of Sixth Form	S Keelan-Beardsley R Stabler N Rumbolt L Barker C Barrett A Taylor C Blankley-Sharp S Bilton	10 January 2022	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessor(s): Sharon Keelan-Beardsley (Headteacher) (Governors)	Signature(s): 		
Date: 10 January 2022	Review Date: 21 January 2022		
Distribution: Governors and Staff at All Saints RC School, York and the wider community via the School website			

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD		POTENTIAL OUTCOME					
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur	Catastrophic					
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓	Major					
Moderate	RIDDOR reportable over 7 day injury	Possible		Moderate					
Minor	Minor injury (requiring first aid)	Unlikely	Less likely to occur	Minor					
Insignificant	Minor injury	Remote		Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD