

RISK ASSESSMENT: HOLYSPIRIT MAC

Risk Assessment for (Activity/Process/Operation):	<p><i>Re- Opening the schools during the COVID-19:</i></p> <p><i>This risk assessment incorporates Government guidance available as at 18th May 2020. Control measures have been used to exemplify actions that should be taken to mitigate the risk, as we move to re-opening schools.</i></p>
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Name & Post of Authoriser:	Julie Sewell, Chief Finance Officer	Review Date:	2st June 2020		

Risk matrix

Risk rating	Likelihood of occurrence		
High (H), Medium (M), Low (L)	High (very likely)	Medium (possible)	Low (remote)

Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
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1. Ensuring a gradual and safe approach for pupils and staff to return to school:

1.1 Establishing if the building is safe following partial closure

<p>Health and safety risk assessments have not been reviewed.</p> <p>Some health and safety checks may be overdue.</p>	M	<ul style="list-style-type: none"> ▪ The MAC employ a Health & Safety Consultant to work with all schools who is now able to return to sites to review plans and ensure all essential maintenance is taking place. ▪ Site Supervisors should ensure all quarterly/monthly and daily safety checks are completed using the monthly checklist ▪ Health and safety audit/inspection to be conducted by Senior Executive Principal and appropriate staff ▪ Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms 	Y	SEP to inspect each school with appropriate staff to confirm site safety	L
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		<ul style="list-style-type: none"> ▪ This overarching risk assessment supports the Holy Spirit MAC Re-opening Plan for all primary schools. ▪ A separate plan will be put in place for the Secondary School to support re –opening. ▪ During the training day staff are to be briefed on what they need to do to keep safe in different areas of the school: <ul style="list-style-type: none"> ○ Procedures for when pupils and staff enter and leave school ○ Planned movement around the school during lesson, break and lunch times ○ Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 			
Statutory compliance has not been completed due to the availability of contractors during lockdown	M	<ul style="list-style-type: none"> ▪ All statutory compliance should be up to date and all schools should be working through the Health & Safety Planner as agree with Billington Safety Service. ▪ Water systems have been maintained as schools have remained open throughout lockdown - contracts are in place with specialist contractors to ensure chlorination and flushing. 	Y		L
1.2 Offices and communal staff areas					
Use of offices and communal areas during COVID-19. Risk of contamination.	M	<ul style="list-style-type: none"> ▪ Wherever possible, meetings are held electronically or offsite. Meeting attendees sit / stand at least two metres apart from each other, meeting rooms will be well ventilated / windows opened to allow fresh air circulation and if possible, meetings will be held in open areas ▪ Office staff are allocated their own workstation; no hot-desking. If equipment e.g. a phone, is to be shared then a cleaning routine must be followed ▪ Telephones (incl. mobiles), keyboards and mouse are cleaned with alcohol wipes at the end of each day. ▪ Staff keep to the 2-metre social distancing wherever possible. Where this is not possible, the following further measures will be taken: <ul style="list-style-type: none"> ○ The exposure time of staff located within the 2 metre distance will be kept as brief as possible. ○ The number of staff involved in these tasks will be minimised using rotas. 	Y		L

		<ul style="list-style-type: none"> ○ Sneeze / cough screens to protect staff where necessary. ▪ Workers will work side by side, or facing away from each other, rather than face to face ▪ The capacity of lifts will be lowered to reduce congestion and contact at all times ▪ Ventilation in enclosed spaces will be increased ▪ Staff will be reminded to wash their hands before and after using any equipment ▪ Staff are reminded frequently the importance of hygiene (hand washing, etc.), and there is an alcohol gel dispenser in the main areas being used and at each entrance ▪ All persons are instructed to wash their hands for 20 seconds using soap and water when entering and leaving the site ▪ There is a specific timetable which shows the staggered break times ▪ Alcohol wipes are available for staff to wipe any equipment before use that is necessary. 			
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1.3 First Aid/Designated Safeguarding Leads

<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads may place pupil's safety at risk</p>	L	<ul style="list-style-type: none"> ▪ First Aid certificates have been extended for three months by Government ▪ There are sufficient number of first aid boxes available on site with contents being checked regularly ▪ Additional staff training is scheduled on the induction day to ensure all staff understand the processes and procedures that MUST be followed. ▪ The MAC have invested in the Educare On line training for all schools to ensure high quality mandatory training is available to all staff in the MAC. ▪ A review of staff availability needs to be undertaken to ensure all schools have sufficient designated first aid staff on site. ▪ Continue to remind first aiders to recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the 	Y		L
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		<p>default position is to start chest compressions until help arrives.</p> <ul style="list-style-type: none"> ▪ Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. ▪ If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. 			
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2. Determining the number of pupils that can be accommodated within the school premises

2.1 Organisation of teaching spaces and communal areas

Classroom sizes will not allow adequate social distancing	M	<ul style="list-style-type: none"> ▪ Classroom size and capacity audit has been undertaken to ensure social distancing measures of 2m – maximum number of pupils is to be up to 15 per class plus 1 or 2 teachers. ▪ Timetables and staffing to secure curriculum delivery for class-group size will be undertaken and where possible and pupils throughout the day will stay in the same bubble. ▪ Classrooms will be adjusted with chairs and desks in place to allow for social distancing. Any surplus furniture including 'spare' chairs are removed if possible and the area de-cluttered. ▪ Clear age appropriate signage displayed in classrooms promoting social distancing see: E-bug posters ▪ Ensure class groups (bubbles) and staff stay together consistently and do not mix or blend with other groups. 	Y		L
Large spaces that need to be used as classrooms	L	<ul style="list-style-type: none"> ▪ Set group size limit for large spaces (e.g. hall, sports hall, and dining hall) that match teaching group size. ▪ Large gatherings of pupils, parents and/or staff e.g. assemblies, Parents Evening, Open Evenings are prohibited. ▪ Design layout and arrangements in place to enable social distancing with appropriate signage. ▪ The Holy Spirit MAC Re-opening Plan will use all school premises in the MAC to ensure we have sufficient safe classroom space. 	Y		L

<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<p>L</p>	<ul style="list-style-type: none"> ▪ Staff rooms and offices have been checked, cleaned and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. ▪ Staff are discouraged from congregating in communal spaces and are encouraged to eat observing social distance alone or with their designated team. ▪ Social distancing signs will be in place in staff rooms to remind staff how to keep safe. 	<p>Y</p>		<p>L</p>
<p>2.2 Availability of staff and class sizes</p>					
<p>The number of staff who are available is insufficient to safely teach classes in school.</p> <p>Effective home learning schemes and safeguard Pupils not in school</p>	<p>H</p>	<ul style="list-style-type: none"> ▪ The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ▪ Any staff members identified as clinically extremely vulnerable are not permitted onto school premises. ▪ Staff members who are clinically vulnerable are strongly advised to work from home where possible. ▪ Staff unable to work on school premises due to their Health Status will support the on-line learning programme for any pupils not in school. ▪ Staff are made aware of the current symptom checker for Covid-19, including high temperature, persistent cough and loss of taste and smell and understand that they are not permitted to attend school if they or a household member is symptomatic. ▪ All staff have guidance on how to access testing should they or a member of their household show any symptoms. ▪ Staff must report their illness or the illness of a household member immediately to enable testing to take place within 3 days of onset. ▪ Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. ▪ The Holy Spirit MAC will use all its staff resources to ensure we are able to safely teach classes in schools. ▪ Teaching assistants and pastoral staff will be used flexibly to supervise classes under the direction of a teacher if required ▪ Senior Leaders will be deployed where necessary to support safe teaching. 	<p>Y</p>		<p>M</p>
<p>2.3 Staff safety when travelling to work</p>					

<p>Staff need to be able to travel safely when attending school</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ Staff have been instructed wherever possible to travel to work alone using their own transport. ▪ If staff have no option but to share transport, they have been instructed to: <ul style="list-style-type: none"> ○ Share journeys with the same individuals and with the minimum number of people at any one time. ○ Use appropriate face coverings as per latest government advice. ○ Ensure good ventilation (i.e. keeping the windows open) and facing away from each other. ○ Clean the vehicle regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces. ▪ Staff will be encouraged to come to work on foot or by bicycle if possible, as an alternative to public transport. ▪ Staff who have to use public transport should try to avoid busy times and wear a face covering as recently advised by the government. 	<p>Y</p>		<p>L</p>
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2.4 Testing and managing symptoms

<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	<p>H</p>	<ul style="list-style-type: none"> ▪ Guidance on accessing a priority test for symptomatic household members has been brought to the attention of all staff https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested ▪ Staff share the outcome of the test with their employer as soon as possible. 	<p>Y</p>		<p>M</p>
<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	<p>H</p>	<ul style="list-style-type: none"> ▪ Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. ▪ Robust collection and monitoring of absence data, including tracking return to school dates, is in place ▪ Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning. 	<p>Y</p>		<p>M</p>

		<ul style="list-style-type: none"> ▪ A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. Public health advice is followed. 			
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	M	<ul style="list-style-type: none"> ▪ Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. ▪ This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding. ▪ Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners. 	Y		L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	M	<ul style="list-style-type: none"> ▪ Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. ▪ This guidance has been explained to staff and pupils as part of the training day prior to schools re-opening and will then be included in the induction process. ▪ Senior Leaders will work with PHE following all guidance when a case has been confirmed in the school. 	Y		L
2.5 Prioritising provision: determining which pupils will be in school, revisiting the needs of the vulnerable pupils and key workers					
The continued prioritisation of vulnerable pupils and the Pupils of critical workers will create 'artificial groups' within schools when they reopen	H	<ul style="list-style-type: none"> ▪ Plans are in place to meet the learning needs of the Pupils who are outside of the main cohorts (reception, year 1, year 6) attending school and face-to-face meetings for Year 10. ▪ Pastoral and SEND support is deployed wherever possible to support prioritised pupils. ▪ Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. ▪ The Holy Spirit MAC Re-opening Plan is in place for bringing in other year groups. ▪ Ongoing risk assessments are in place to identify pupils whose circumstances may have changed when initial decisions were made. 	Y		M

<p>Pupils who most need to be in school, may not be identified through the age categorisation or parental decision</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ Vulnerable pupils including those with an EHC Plan have been subject to a risk assessment under the LAs guidance for SEND (based on Government guidance) ▪ Pupils who need to develop early learning skills are experiencing emotional withdrawal or anxiety are identified. ▪ Pupils with significant underlying health conditions that place them at risk and those who are shielding are not in school. ▪ Pupils where a household member is identified as clinically vulnerable or clinically extremely vulnerable are not in school and these pupils will be supported by on line learning. 	<p>Y</p>		<p>L</p>
<p>2.6 Pupils travelling to and from schools on re-opening</p>					
<p>Pupils need to ensure they are safe when travelling to and from school</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ Wherever possible students should not use any forms of public transport and consider walking, cycling or private motor vehicle. ▪ Schools should liaise with travel companies to provide advice on which groups of students are returning. ▪ Schools should request from travel companies their risk assessments and arrangements they plan to make to ensure their service is compliant with current guidance on social distancing ▪ Schools may need to help travel companies assess demand by communicating with parents who intend to use the service. 	<p>Y</p>		<p>L</p>
<p>3 Measures to reduce risk of transmission through breaches of social distancing or good hygiene</p>					
<p>3.1 Staff induction and CPD</p>					
<p>Staff are not trained in new procedures, leading to risks to health</p>	<p>H</p>	<p>Prior to re-opening all MAC staff will attend a staff training day which includes:</p> <ul style="list-style-type: none"> ▪ Infection control ▪ Fire safety and evacuation procedures ▪ Constructive behaviour management ▪ Safeguarding ▪ Risk management 	<p>Y</p>		<p>L</p>
<p>New staff are not aware of policies and procedures prior to</p>	<p>H</p>	<ul style="list-style-type: none"> ▪ The MAC has an Induction programmes for all new staff – either online or in school prior to them starting. ▪ The MAC staff policies are issued to all new staff prior to them starting. 	<p>Y</p>		<p>L</p>

starting at the school when it reopens		<ul style="list-style-type: none"> ▪ The MAC staff policies are being reviewed prior to MAC Schools re-opening. 			
3.2 Communication planning					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<ul style="list-style-type: none"> ▪ Communications plans are in place for the following groups: <ul style="list-style-type: none"> ▪ Staff ▪ Pupils ▪ Parents ▪ Governors/Trustees ▪ Professional associations including Trade Unions ▪ Other partners including peripatetic staff and health professionals 	Y		L
There is a lack of clarity and understanding in maintaining social distancing and good hygiene	H	<ul style="list-style-type: none"> ▪ Some pupils such as nursery and reception are too young to be able to follow signs or instructions so each early years setting will need to be reviewed to limit the risk to staff and pupils. ▪ Clear signage will be in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting the 2-metre rule, good handwashing and 'catch it bin it' rules. ▪ Clear floor markings identify 2-metre spaces where pupils, parents or staff are likely to congregate. ▪ One-way systems in corridors and thoroughfares to ensure safe distancing when travelling in and around the building or the external environment, including arrival and leaving procedures. ▪ All systems and procedures are checked by Senior Leadership and routinely monitored and reviewed throughout the day. ▪ All drinking fountains need to be made out of use ▪ Ample supplies of paper tissues need to be available in classrooms and follow the catch it bin it, kill it https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf ▪ Lidded or pedal operated bins will be available in every classroom and the pedal and lids will need to be regularly sanitised and emptied following current guidelines to double bag this waste 	Y		M

Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> ▪ The communications plan includes how the MAC are going to inform parents of any changes to procedures and how the MAC will keep parents up to date with information, guidance and the school's expectations on a weekly basis. ▪ Each school has a COVID-19 section on its website and this is regularly updated. 	Y		L
Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> ▪ Key messages in line with government guidance are reinforced on a weekly basis via school newsletters and regular communications via emails and texts using Parent Mail and the school's website. 	Y		L
4 Keeping safe when moving around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> ▪ All sites will have circulation plans subject to regular reviews and revisions. ▪ One-way systems are to be in place where possible to reduce congestion and to support 2m social distancing. ▪ Corridors are divided where feasible. ▪ Appropriate signage is in place to clarify circulation routes. ▪ Pinch points and bottlenecks are identified and managed accordingly. ▪ Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and utilising any external learning environment that is available. ▪ Pupils and staff are regularly briefed regarding observing social distancing guidance. ▪ Appropriate levels of supervision and guidance are in place 	Y		M
4.1 Management of social distancing in the reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> ▪ No visitors are allowed on the premises without a pre-arranged appointment ▪ Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit ▪ Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor 	Y		M

		<ul style="list-style-type: none"> ▪ Social distancing points are clearly set out, using floor markings, continuing outside where necessary. ▪ Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). ▪ Any reception desks without a barrier will need to have a sneeze/cough clear screen protection. ▪ Non-essential deliveries and visitors to school are minimised. ▪ Arrangements are in place for segregation of visitors. 			
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4.2 How we plan to manage the start and end of each day

The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> ▪ Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place ▪ Start and departure times are staggered to reduce the risk of pinch points and groups released at pre-arranged intervals. ▪ The school day will be adjusted to ensure that the start and end of the day can be safely managed to mitigate breaches of social distancing. ▪ A clear traffic management scheme is in place that allows safe queuing of vehicles monitored on the school gate with a drop-off and go procedure in place. ▪ All available safe exits are utilised to leave the school building, with clear safeguarding procedures in place to ensure pupils are handed over to their parents. ▪ Segregation of groups is considered wherever practicable. ▪ Floor markings are visible where it is necessary to manage any queuing. 	Y		M
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Pupils and parents gathering at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> ▪ Start and finish times are staggered all details are included in the Holy Spirit MAC Re-opening Plan. ▪ The use of available entrances and exits is maximised. ▪ Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. ▪ Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Y		M
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4.3 Management of classrooms and teaching spaces

The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	M	<ul style="list-style-type: none"> ▪ Home base arrangements are in place. ▪ Each class will be assessed to ensure pupil and teaching space numbers in each classroom is compliant with social distancing measures and in line with local and government guidance ▪ All furniture not in use where possible should be removed from classrooms and teaching spaces into safe storage ▪ Arrangements are reviewed regularly. 	Y		L
4.4 Management of movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> ▪ Circulation plans have been reviewed and amended. ▪ One-way systems are in operation where feasible. ▪ Corridors are divided where feasible. ▪ Circulation routes are clearly marked with appropriate signage. ▪ Any pinch points/bottle necks are identified and managed accordingly. ▪ The movement of pupils around school is minimised as much as possible and break times will be staggered. ▪ Where possible, pupils and staff stay in classrooms or in designated external areas ▪ Pupils are reminded regularly to observe social distancing guidance whilst circulating, supported by signage ▪ Appropriate supervision levels are in place. ▪ At all times each school will look to use as much outdoor space as possible for activities. 	Y		M
4.5 Management of social distancing at break times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> ▪ Break times are staggered with fewer pupils using the same spaces at the same time. ▪ External areas are designated for different groups. ▪ Pupils are reminded about social distancing as break times begin. ▪ Social distancing signage is in place around the school and in key areas. ▪ Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Y		M
4.6 Management of social distancing at lunch times					
Pupils may not observe social	H	<ul style="list-style-type: none"> ▪ Pupils are reminded about social distancing as lunch times begin. 			

distancing at lunch times		<ul style="list-style-type: none"> ▪ Grab bags will be used in each school to reduce the risk to staff and pupils at lunch times. ▪ Pupils wash their hands using the 20-second routine, before and after eating. ▪ Dining area layouts have been configured to ensure social distancing. ▪ Tables and chairs have been cordoned off where this is not possible. ▪ Floor markings are used to manage queues and enable social distancing. ▪ Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. ▪ Guidance has been issued to parents and pupils and the Holy Spirit MAC Re-opening Plan will initially only allow school provided food in grab bags to limit items being bought into school. ▪ Eating areas are cleaned/ disinfected after lunch. 	Y		M
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4.7 Management of social distancing and hygiene in the toilets

Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> ▪ Queuing zones for toilets and hand washing have been established and are monitored. ▪ A review of how many pupils can use the toilet facilities at any one time – lock facilities and implement a 1 in 1 out system. ▪ Floor markings are in place to enable social distancing. ▪ Pupils know that they can only use the toilet one at a time. ▪ Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. ▪ The toilets are cleaned frequently. ▪ Monitoring ensures a constant supply of soap and paper towels/ hand dryer. ▪ Bins are emptied regularly. ▪ Pupils are reminded regularly on how to wash hands and young Pupils are supervised in doing so. Signage is in place E-bug posters 	Y		M
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4.8 Safety arrangements for the use of medical rooms

<p>The configuration of medical rooms may compromise social distancing measures</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ Social distancing provisions are in place for medical rooms. ▪ Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged ideally these rooms should have a window and allow a supervising adult to be 2 metres away. ▪ Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. ▪ Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff 	<p>Y</p>		<p>L</p>
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5. Securing and sustaining robust hygiene systems and procedures

5.1 Cleaning

<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. ▪ All schools to follow the cleaning guidelines: COVID-19: cleaning in non-healthcare settings ▪ Schools are now using bleach to kill the virus and PPE and COSH guidelines are being followed. ▪ Cleaning regimes will be enhanced to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day. ▪ Sufficient supplies of soap/hand wash, paper towels, tissues and cleaning products are procured to ensure constant supplies are available in every teaching and washing space ▪ Common contact surfaces are regularly cleaned in reception, office, workshop, kitchen, access control and delivery areas, particularly during peak flow times <ul style="list-style-type: none"> ○ Taps and washing facilities ○ Toilet flush and seats ○ Door handles and push plates ○ Hand rails on staircases and corridors ○ Lift and hoist controls ○ Machinery and equipment controls ○ All areas used for eating will be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices ○ Telephone equipment ○ Key boards, photocopiers and other office equipment 	<p>Y</p>		<p>L</p>
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		<ul style="list-style-type: none"> ○ Rubbish collection and storage points will be increased and emptied regularly and at the end of each day ○ There will be frequent contact with cleaning providers regarding provisions onsite. 			
5.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> ▪ An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered ▪ Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. ▪ The MAC will share any resources across all schools if we anticipate a shortfall. 	Y		L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> ▪ Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. ▪ Posters E-bug posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. ▪ School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. ▪ Pupils and staff are taught how to effectively wash their hands especially before and after eating, going to the toilet, or following direct contact with another person 	Y		M
5.3 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> ▪ Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. ▪ The Holy Spirit MAC have centrally procured all PPE for schools from a reputable medical supplier. ▪ Staff who need to use PPE (e.g. SEND intimate care; First Aid, receiving/handling deliveries; cleaning staff) will be given guidance for use of PPE and trained on training day prior to opening the schools. Such instruction will include: <ul style="list-style-type: none"> ○ How to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely). 	Y		L

		<ul style="list-style-type: none"> ○ PPE supplies are to be double bagged and stored securely for 72 hours, after that time they can be put in the general waste. ▪ Re-usable PPE will be thoroughly cleaned after use and not shared between workers. ▪ Single use PPE will be disposed of so that it cannot be reused. ▪ Staff are reminded that wearing of gloves is not a substitute for good handwashing. 			
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6. Curriculum organisation

Pupils may need to re-socialise and familiarise with new routines	H	<ul style="list-style-type: none"> ▪ Consideration should be given on planning what to teach, and how, taking into account the temporary disapplication of the curriculum. ▪ The priorities for young Pupils currently is resocialisation into new style school routines; speaking and listening and regaining momentum in particular with early reading. 	Y		L
Pupils may have fallen behind in their learning during the school closure and achievement gaps will have widened	H	<ul style="list-style-type: none"> ▪ Gaps in learning are assessed and addressed in teachers' planning. ▪ Home and remote learning is continuing and is calibrated to complement in-school learning and address any gaps identified to minimise inequality. ▪ Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Y		M
Pupils moving on to the next phase in their education do not feel prepared for the transition	H	<ul style="list-style-type: none"> ▪ The Holy Spirit MAC Re-opening Schools Plan has a strong focus on Year 6 transition planning. ▪ A plan is in place for current staff to support the transition by attending the secondary school with pupils. ▪ On line communications have been developed to support Year 6 pupils and parents to prepare pupils fully for the next phase of their education. ▪ Pastoral staff will speak with pupils and their parents about the next stage in their education and resolve any issues. 	Y		L

7. Enhancing mental health support for pupils and staff

7.1 Mental health concerns – pupils

<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>H</p>	<ul style="list-style-type: none"> ▪ There are sufficient numbers of trained staff available to support pupils with mental health issues. ▪ There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. ▪ Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). ▪ Resources/websites to support the mental health of pupils are provided. 	<p>Y</p>		<p>L</p>
<p>7.2 Mental health concerns – staff</p>					
<p>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>H</p>	<ul style="list-style-type: none"> ▪ Staff are encouraged to focus on their wellbeing. ▪ All Holy Spirit MAC staff have access to Care First, an anonymous service that provides free advice, guidance and counselling to all employees 24/7 ▪ Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. ▪ Staff briefings and training have included content on wellbeing. ▪ Staff briefings/training on wellbeing are provided. ▪ Staff have been signposted to useful websites and resources. 	<p>Y</p>		<p>L</p>
<p>Working from home can adversely affect mental health</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ Staff working from home due to self-isolation have regular catch-ups / welfare calls with line managers. ▪ Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. ▪ Appropriate work plans have been agreed with support provided where necessary. ▪ Staff working from home may help provide remote learning for any pupils who need to stay at home. 	<p>Y</p>		<p>L</p>
<p>7.3 Bereavement support</p>					
<p>Pupils and staff are grieving because of loss of friends or family</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ The school has access to trained staff who can deliver bereavement counselling and support. This includes the Council's critical incident team ▪ Support is requested from other organisations when necessary. 	<p>Y</p>		<p>L</p>

8 Governance and policy					
8.1 The role of Governors/Education Standards Committee					
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ The governing body continues to meet regularly via online Zoom meetings. ▪ The governing body agenda is structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. ▪ The Principals report to ESC members communicating how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. ▪ Regular dialogue with the Chair of Governors and those ESC members with designated responsibilities is in place. ▪ Minutes of all governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	<p>Y</p>		<p>L</p>
<p>Governors are not fully informed or involved in making key decisions</p>	<p>L</p>	<ul style="list-style-type: none"> ▪ Online Zoom meetings are held regularly with foundation directors to review the MAC plans. ▪ The Holy Spirit MAC Board is involved in key decisions and has agreed the Holy Spirit MAC Re –opening Plan. ▪ All the Education Standard Committees are being briefed regularly on the latest government guidance and its implications for the school. 	<p>Y</p>		<p>L</p>
8.2 Policy review					
<p>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. ▪ Staff, pupils, parents and governors have been briefed accordingly. ▪ Governors have approved revisions. 	<p>Y</p>		<p>L</p>
9. Other operational issues					
9.1 Review of fire procedures					

Fire procedures are not appropriate to cover new arrangements	L	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • Reduced numbers of pupils/staff. • Possible absence of fire marshals. • Social distancing rules during evacuation and at muster points. • Possible need for additional muster point(s) to enable social distancing where possible. • Where fire doors are kept open to minimise contact with door handles and plates, staff must ensure that they are closed at the end of the day and during the day when the area will not be used for a long period. • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. 	Y		L
Fire evacuation drills - unable to apply social distancing effectively	L	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place, which are in line with social distancing measures. 	Y		L
Fire marshals absent due to self-isolation	L	<ul style="list-style-type: none"> • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Y		L
9.2 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	M	<ul style="list-style-type: none"> ▪ The Holy Spirit MAC has throughout the pandemic operated its own internal foodbank to ensure that all families in the MAC in need are provided with food or vouchers for food. ▪ The MAC community has a Just Giving Website that is continually raising funds to ensure we are able to feed those in need. ▪ A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	Y		L
9.3 Ensuring staff work safely and comply with GDPR regulations whilst working at home					

Working from home – access, data breaches	M	<ul style="list-style-type: none"> ▪ Staff are able to contact the IT team for support – Mobile telephone numbers provided plus system for reporting IT issues is still available. ▪ Staff are able to contact the CFO for GDPR guidance (Mobile 07488 358949). ▪ GDPR Training is provided by the Educare the on line training package the MAC have purchased. 	Y		L
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9.4 Contractors working on the school site

Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	<ul style="list-style-type: none"> ▪ Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. ▪ An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. ▪ Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. ▪ Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. ▪ Social distancing is being maintained throughout and any such works where this is not possible are reviewed to determine if necessary. ▪ In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Y		L
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9.5 School staff and delivery employees

Post and packaging / deliveries	M	<ul style="list-style-type: none"> ▪ A box of disposable gloves is provided to staff handling deliveries ▪ Keep a 2m distance from the delivery person ▪ Where loading and offloading arrangements on site will allow it, drivers will be asked to remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials ▪ Delivery persons are asked to place the goods on a bench or floor by the goods-in door. ▪ Staff should not sign for receipt of goods and only if absolutely necessary then gloves must be worn. ▪ Staff have been instructed to place delivery notes in the relevant tray and if it needs to be touched again within a 48-hour period then gloves must be worn. ▪ Parcels and letters are to be wiped down with alcohol wipes and only opened if wearing gloves ▪ All packaging / opened envelopes will be discarded promptly in the applicable bin ▪ Staff have been instructed to replace their gloves with a fresh pair prior to handling and distribution of the contents of parcels and to wash hands thoroughly after finishing task 	Y		L
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9.6 School trips and travelling for work

Travelling for work purposes and school trips	M	<ul style="list-style-type: none"> ▪ Only schools critical visits are allowed between school sites; all non-essential travel will be cancelled. ▪ Currently there is a travel ban overseas – so no future overseas trips to be organised and all current trips to be cancelled and refunds obtained. ▪ Schools to await further advice before organising future school trips. ▪ Staff travelling to school or between school locations are instructed to travel alone. ▪ If staff have no option but to share a vehicle, then they have been instructed to: <ul style="list-style-type: none"> ○ Share with the same individuals and with the minimum number of people at any one time ○ Wherever possible maintain a distance of two metres and avoid touching their faces 	Y		L
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		<ul style="list-style-type: none"> ○ Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey ○ Wash their hands for 20 seconds using soap and water or alcohol hand sanitiser if soap and water are not available before entering and after getting out of the vehicle ○ Wear a face covering as recently advised by the government. ▪ Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces that may be touched during the journey. 			
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Resources and references:

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings	Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings Covid-19-decontamination-in-non-healthcare-settings staying at home and away from others (social distancing) Health and safety risk checklist for classrooms E-bug posters https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf
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Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

Initial Review Date			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	1 weeks from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	2 weeks from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	4 weeks from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	2 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	6 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

