



<b>St Ambrose College - Risk Assessment for Returning to School during Covid-19. 15 June 2020</b>		<b>Date of Assessment</b>	9/6/2020
<b>Assessment Completed By</b>	Mr P M Groves (DSL - Acting Vice Principal) Mr K Done (Business Manager) Mr T Moran (Premises and Estates Manager)		

**Staying COVID Secure – Our Commitment**

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. We endeavour to keep all safe and take control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will ensure that staff are trained and given a full opportunity to ask questions and be completely reassured of their safety and wellbeing.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

### Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All <b>Clinically Extremely Vulnerable</b> employees are required to self-isolate and must not attend school. Where possible they are required to work from home. Work will be given by line manager / Head of Department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have identified, through the Principal, the names of staff who fall within this category and ensure regular contact is maintained.
02	All employees who live with a person who is Clinically Extremely Vulnerable should work from home where possible, if they do attend work then stringent social distancing measures must be adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that areas are reserved for these individuals only. These staff will be working on their own. Signs will be on doors to ensure that all staff stay away.
03	All <b>Clinically Vulnerable</b> employees are required to take extra care in observing social distancing and should work from home where possible. If unable to work from home, they will be offered the safest available on site role, ensuring that they adhere to stringent social distancing measures. (NB employees who live with a person who is Clinically Vulnerable can attend school)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will consider these on a case by case basis with appropriate risk assessment for each. There is a need to identify "spaces for stringent social distances". These members of staff must be kept completely isolated. We will trust staffs' professionalism to make their own decisions.
04	All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school until they can be tested. If test is negative they can return to work if they feel well enough to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Direct employees to book a test as soon as possible. Action for SLT: to ensure that staff are supported through this process.  Self-referrals for essential workers: <a href="https://www.gov.uk/apply-coronavirus-test-essential-workers">https://www.gov.uk/apply-coronavirus-test-essential-workers</a>  Employer referrals for essential workers: <a href="https://test-for-coronavirus.service.gov.uk/appointment">https://test-for-coronavirus.service.gov.uk/appointment</a>  Those who have symptoms should self-isolate for at least 7 days, unless a negative test result is received within 7 days, in which case they can return to school. If symptoms persist after 7 days they should continue to self-isolate.  If the member of staff has worked within a bubble of students all of those students and any other staff that has interacted with the bubble must self-isolate for 14 days. The member of staff should take a test. If it is negative all students and staff affected can return to school as normal unless another person in the bubble develops symptoms - in which case all must remain self-isolating, until that student / member

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					<p>of staff has tested negative - Only the member of staff who has tested negative originally may return to work.</p> <p>Therefore it is imperative that staff and students do not interact with anybody outside their bubble.</p>
05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Will continue to use Teams and email to maintain contact. Weekly briefing to continue to be sent out and shared with all staff. Line managers to direct work.</p> <p>We will ensure that we maintain social and wellbeing interaction, for example staff quizzes, running and walking initiative from SAS.</p>
06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>We have provided everything that staff have needed and will continue to support them.</p> <p>Also support will continue to be given to support staff's wellbeing.</p>

### Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All <a href="#">Clinically Extremely Vulnerable</a> pupils are required to self-isolate and must not attend school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form tutors continue to contact and monitor in accordance with pastoral contact plan. Work to be set by subject teachers.
08	All pupils who live with a person who is Clinically Extremely Vulnerable should stay at home if possible, if they do attend school then stringent social distancing must be adhered to	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Discussion to be held with pupils and parents to allow individuals to make their own decisions. Case by case risk assessments will be carried out. No sanction for those who decide not to attend school. We will ensure that we know pupils are safe.
09	All <a href="#">Clinically Vulnerable</a> pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend school)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above case by case and risk assessment carried out.
10	All pupils, or persons within their household that have COVID 19 symptoms should not attend school until they can be tested. If test is negative they can return to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Those who have symptoms should self-isolate for at least 7 days. If symptoms persist after 7 days they should continue to self-isolate. All of their bubble and any staff who may have interacted with the student must self-isolate for 14 days - If a negative test result for the original student is received then all can return to school. If other member of the bubbles start to display symptoms all must remain isolating (except for the individual who tested negative) for 14 days or until a negative test is given.

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11	We will provide on-line resources and appropriate support on Milk and Teams for all pupils who are not in school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will continue to take place for all pupils who cannot be in school. Staff will continue to support pupils with pastoral call and offer advice for wellbeing.
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## Our School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils will be taught in bubbles of eight students, they will remain in these bubbles throughout the day, for lessons, lunch and break time. They will not interact with other students. There will be a One-way system in the college, pupils to enter from the pupil entrance as normal and then move to the left. Staff will supervise (particularly in the car park). Reprographics to make suitable signage.
14	Increased number of Entrance and Exit Points to the Building.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not required.
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication with parents via Parentmail and clear signage.  There will be hazard tape on floor to mark where pupils queue to enter the building and sanitisation stations. Will also have 2m hazard markings for entrance to the building and bus ques.
16	Restrictions on access to school by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No external meetings to take place face-to-face. All internal meetings of more than 3 people to be conducted virtually. Groups of 3 or less can meet with social distancing measures unless anyone is extremely vulnerable or living with someone extremely vulnerable. Meetings with parents to be by appointment only and ideally virtually. Any visitors to attend premises staff on arrival and read our safeguarding and COVID-19 instructions. Permits to be issued and the number will be kept at a minimum.
17	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Packed lunch only to be brought in, cold lunch to be eaten in the atrium or outside (weather permitting). There will be an option to order lunch from the canteen, this will be ordered at the beginning of the day

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					electronically and sent to the canteen, lunchtime will be staggered. Lunch will be provided for FSM pupils. Longer term, the catering manager is investigating the possibility of moving the till to a different location within the building or outside, if required. If in the future full catering does operate, it will be at staggered times.
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
18	Classrooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will use four basis for the students in the first instance, these will be humanities and English rooms. These will only be for students in bubbles and classroom will be cleaned deeply each evening. The virtual lessons will be led from the Science department and will be cleaned after each member of staff (and support) has finished the lesson. Moving forward potential of using larger classrooms, lecture theatre and atrium. Clear floor markings. Classrooms to be as clear as possible to ensure a reduction in number of surfaces that can be touched that could pass on infection and will require cleaning.
19	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear Parentmail to go out. Message to be delivered to all pupils upon return to school. Reminders on display screens situated throughout the building and a clear health and safety briefing will take place on the first day back and reminders at the beginning of each day. Signage around school. Staff on duty at all times.
20	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outside space to be used for exercise and eating. Staff will be on duty to maintain social distancing. At the end of each break pupils and staff must use sanitisation stations. This will be observed by staff on duty.
21	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One-way system in school. Pupils to stay in one classroom in their bubble, except for PE lesson and for one to one academic review, staff will move <b>not</b> students. Each class shall use only its designated bathroom and this is to be one in one out and cleaned in between. There will be a staggered lunch time.
22	Communal spaces such as atrium or lecture theatre to be used at reduced capacity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In the future these spaces maybe required to be used for learning and will support with social distancing. At the moment the atrium maybe used for lunch and break for bubbles but it is preferable for students will be outside.
23	Stagger the use and limit the occupancy of offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Social distancing in main office. All other offices all to be reviewed and decisions to be made if they can function with social distancing. Hazard tape to be laid on floor. Example: access to main reception office to be limited to 4 people at any given time.

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24	Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tape to be laid on floor. A rota to be put in place to reduce number of staff in the kitchen at any given time.
25	Use of Small Meeting Rooms and Confined Areas by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Such rooms to also be used for storage. Staff meetings, including staff briefing, to be held by Teams and Zoom, even if all participants are on the premises. Tannoy announcements will be used to send messages and avoid interaction.
26	Non-essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A review has been conducted and all other work scheduled for the summer holidays.
<p><b>Additional information regarding safe use of space detailed below.</b></p> <p>HVAC - air handling unit means fresh air pumped from outside, filtered and pumped directly into particular rooms. Exhaled and exhausted air is extracted/ sucked up, filtered and sent back into atmosphere.</p> <p>The air is <b><u>NOT</u></b> recirculated around the school.</p> <p><b>Use of display screens / monitors for important messages for example social distancing Signage to be made by reprographics.</b></p> <p>Lifts closed and out of bounds during school hours. Porterage requiring lift to take place before or after school.</p> <p>Swimming pool kept closed and gym and exercise suite also locked and out of bounds – cannot guarantee safety in changing rooms and excessive cleaning required.</p> <p>All cleaning staff will have a clear area designated for them to ensure high levels of cleaning. Toilets to be cleaned after every use.</p> <p><b><u>No pupils out of class during lessons except for toilet next to their classroom.</u></b></p> <p><b>Staff to maintain hygiene and wash hands and wear masks for first aiders. First aiders to use PPE when in close proximity to pupils.</b></p>					

**Infection Control, Cleaning and Hygiene Arrangements**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
27	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend school and to refer to <a href="#">current advice and guidance</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above. Also staff/pupils are to arrange test. Support from SLT.
28	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are to arrange a test at the earliest opportunity. Staff who have a positive test result, or show symptoms, to be encouraged to use the Government's tracing app.

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29	Pupils who experience COVID-19 symptoms should be collected from school as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site. If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils to wait in room opposite reception. Room to be cleaned immediately afterwards. Staff to use PPE when near pupil and only first aiders. Need to obtain sufficient supply of PPE. 10 sets of PPE are already in school and more can be ordered when required. Designated bathroom for pupils who are displaying symptoms and are awaiting collection. To be used by one person at a time and cleaned immediately afterwards. This to be lecture theatre bathroom.
30	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are enough sanitisation stations in the school. Staff will be required to be on duty to ensure pupils do it correctly and don't misuse.
31	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular reminders on display screens and on signage around the building. Professional signage has been ordered.
32	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be considered when it is determined how many cohorts need to be catered for.
33	Remove unnecessary items from class rooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to clear out extraneous items.
34	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils to bring own equipment. Strictly no sharing of any equipment.

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
35	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access to reprographics area and equipment restricted and limited to Repro Technician only. Pupils not allowed to use office phone. Staff to email reprographics if printing/copying is required. Staff to use blue disposable gloves if they need to use a desktop copier in order to scan.

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36	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ample number of bins in use and cleaners regularly dispose items.
37	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We have enough bins however they will be monitored and emptied regularly.
38	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Air unit HVAC Safe and clear.
39	Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> <li>• Handrails</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business manager has ensured cleaning contractor has changed schedules accordingly. Site manager to monitor and ensure high contact areas are being suitably cleaned.
40	If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Staff not to bring food that needs heating - cold food only to be kept with them in faculty office.</b> No use of Microwave / DT classroom.
41	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to bring a travel mug. In the meantime, disposable cups to be used. Either staff can make their own teas and coffee or a member of catering staff with gloves on. Stagger staff breaks. Sanitisers to be used by staff.
42	Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal items should be stored in members of staff's own rooms / faculty office. Staff must not touch any items that don't belong to them without gloves.
43	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	These to be shared at staff briefing for health and safety.  <a href="#">Hand-Washing Guidance</a>



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					<a href="#">Hand-Washing Video</a> <a href="#">Hand-Washing Poster</a> <u>Reprographics will add signage / order professional signs.</u>
44	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All will go to Premises staff - nothing will be received at the front office.
45	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular supervisors to check and sign off. Cleaner for each toilet area as directed.
46	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All contractors to be advised of policy upon arrival at the premises, if need to enter school building in an emergency. This to be coordinated by premises staff.
<p><b>Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)</b></p> <p><u>NB All deliveries to go to Premises staff.</u></p>					

### Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
47	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follow agreed rota. Staff to be in the building only when required. Staff to leave premises each day by 4.40pm to give clearers time to clean each evening.
48	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business manager to liaise with cleaning company and premises manager.
49	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PGR to ensure enough of these trained staff in the building on a rota. Updated list required.  There is adequate PPE for staff who are caring for pupils with symptoms KDO to ensure stock is checked and more ordered if and when required.
50	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff will be in ratio according to numbers of pupils on site. Usual fire evacuation point to remain.

### Statutory Premises Compliance and Maintenance

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
51	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors / Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> <li>• Swimming pool</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All up to date and recorded in premises office. Fire check taken place, no work planned until summer holiday.
52	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to report any defects to premises staff.
<b>Additional Statutory Compliance and Maintenance issues.</b>					

<b>Any Additional Information and Control Measures (Detail Below)</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Approved by (Head Teacher/ Chair of Governors)</b>	Yes approved	<b>Date of Approval</b>	9.6.2020
<b>Date Provided to Unions</b>		<b>Date of Review</b>	
<b>Date shared with Parents/Carers</b>		<b>Date shared with LA</b>	