

**ST FRANCIS' COLLEGE  
RISK ASSESSMENT**

**SITUATION ASSESSED: Covid – 19 virus**

**LOCATIONS COVERED: College Community**

ACTIVITY	PERSON(S) AT RISK	SIGNIFICANT HAZARD	LIKELIHOOD OF RISK			RISK CONTROL MEASURES	RESIDUAL RISK			FURTHER ACTION
			L	S	DR		L	S	DR	
Outbreak of COVID-19	Students, staff	Infection of community with virus	1	4	4	Travel to infected areas are banned. Advice of PHE and BSA/ISA and GSA and DfE followed. Visitors from affected areas not accepted. Letter sent to parents Staff /pupils from infected areas not to visit school	1	1	1	
In College incident		Day girl Temporary closure	2	3	6	Follow PHE advice. Boarders sent to guardians. Vulnerable staff sent home.				
		Boarder Temporary closure	2	3	6	Follow PHE advice. Boarders sent to guardians. Vulnerable staff sent home.				

		Guardian refusing to have a pupil	4	2	8	Request volunteers for hosting if necessary. (Safeguarding RA and parental permission sought)				
		o/seas boarder requires quarantine	2	2	4	Follow PHE advice. Quarantine provided in Portia corridor for infected child				
		Press attention	1	2	2	Follow Crisis management policy				
College Closure		Pupils cannot go to home/guardians	4	2	8	Volunteers to host (Safeguarding RA and parental permission sought)  Insufficient volunteers to host: Staff required to keep Boarding House open until solution created. Requiring medical/first aid support as normal. Cleaning and laundry as normal.				
		Risk of inadequate education	1	4	4	Provision of e learning, on line tutorials. Use of Zoom/Skype.				
		Staff exhaustion	5	4	20	Adequate rotations. Reduced working week. Clear parameters on hours worked and access.	5	2	10	
		Pupil exhaustion	4	2	8	Clear parameters on hours- screen time.	4	1	4	
Legal risks and Financial risks/ other		Refusal to pay fees	4	3	6	Terms and conditions protect against a legal claim so long as education provided. Ensure education is provided remotely.				

		Loss of income	5	4	20	Budget planning to withstand the impact. Expenditure control measures in place.	5	3	10	
		Safeguarding accusations	1	4	4	Clear procedures and standards around e contact.				
		Failure of food supplies	1	2	2	Advice from Holroyd Howe- their RA.				
		Implications for water management	3	4	12	Follow routine treatments.	3	2	6	
Measures from April 2022		Failure to follow Government advice	1	4	4	<p>College to follow the latest versions of this document  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>The College keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE , BSA, GSA, ISC,ISBA</li> </ul> <p>Nominated member of SLT to manage COVID-19 in the College setting - Head</p> <p>Governor nominated to be responsible for College's response to COVID-19 – Safeguarding Governor: Dr S Richardson</p>				

		Failure to follow Policy and Procedures	1	4	4	<p>Health and Safety Policy has been updated in light of the COVID-19 advice</p> <p>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>- <b>Health and Safety Policy</b></li> <li>- <b>First Aid Policy</b></li> </ul> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</p> <p>Staff are made aware of the College's infection control procedures in relation to coronavirus via email or INSET;</p> <p>Parents are made aware of the College's infection control procedures in relation to coronavirus via letter and social media – they are informed that</p>				
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					<p>they must not send their child to College if the child develops coronavirus symptoms in these circumstances the parents/carers should call the College to inform the College of this and that they will be following the national <a href="#">Stay at Home</a> guidance.</p> <p>Pupils are made aware of the College’s infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell; Staff and pupil privacy policy (GDPR)are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</p>				
	Staff, pupils,	Ongoing risk of virus in general	1	4	4	Deep Clean Declutter classrooms to reduce risk	1	2	2
			4	4	16	<p>Daily, thorough cleaning that follows national guidance</p> <p>Lidded bins to be provided and emptied daily</p> <p>Splash screens for office desks provided as appropriate</p> <p>Vulnerable staff as defined by the Government guidelines eg shielding, extremely vulnerable and vulnerable to work in College as advised by the Government. safe distancing reminders around the building</p>	2	2	4

The [COVID-19: cleaning of non-healthcare settings guidance](#) is followed;

All adults and children are told to:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- clean their hands on arrival at College, before and after eating, and after sneezing or coughing;
- are encouraged not to touch their mouth, eyes and nose
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')

Young children are encouraged to learn and practise these habits through games, songs and repetition;

Posters are displayed throughout the College reminding pupils to wash their hands, e.g. before entering and leaving the College.

Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's [guidance](#).

Doors kept open where appropriate

					<p>Voluntary temp checks on arrival</p> <p>Regular handwashing routines supervised by staff- on arrival/before and after break/lunch/mid-afternoon break</p> <p>Hair tied back in Prep school and KS3 Prescribed pencil case which will be kept in College</p> <ul style="list-style-type: none"> <li>• Children to sanitise their hands before and after going onto the equipment - put up sign/s.</li> <li>• High traffic points, such as hand grips, to be cleaned regularly.</li> <li>• Children to be reminded of these safety measures, regularly, by staff.</li> </ul> <p>Use of masks in classrooms optional All staff/pupils should wear masks in communal areas</p> <p>PPE available for Nurse and First aiders</p> <p>Health centre to be used as temporary isolation supplied with PPE and sanitisers, tissues</p> <p>Classrooms and other learning environments are organised to maintain space between seats and desks where possible;</p>				
		Risk of contamination via movement	3	4	12		2	2	4

		Risk of pupils bringing in /spreading virus	4	4	16	<p>Any pupil displaying symptoms may be referred to Nurse and moved to the Health Centre to ensure minimum contact with other pupils of staff</p> <p>Parent is contacted to collect the child</p> <p>Area thoroughly cleaned after the departure of the child</p> <ul style="list-style-type: none"> <li>Parents are informed via letter not to bring their children to College or on the College premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> </ul> <p>Children who have a positive PCR test must self-isolate for 5 days before returning to College.</p> <p>Self-declaration forms for essential visitors eg contractors</p> <p>Parents reminded children should not come to school for 48 hours if unwell.</p>	2	2	4	
		Risk of other adults bringing in the virus	3	4	12	<p>Staff reminded that they may not come to work if they feel unwell</p> <p>Staff are aware of the latest guidance on symptoms</p>	2	3	6	
		Risk of College staff bringing in /spreading virus	4	4	16		2	3	6	

		Ill health	3	4	12	The College will take note of any additional advice and guidance in relation to BAME staff and students as it is released by the Government	3	2	6	
Management of coronavirus						<ul style="list-style-type: none"> <li>• Staff are vigilant and report concerns about a pupil's symptoms to the designated member of staff/College nurse.</li> <li>• The College is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• Social distancing measures are implemented as much as possible</li> <li>• The Bursar monitors the cleaning standards of College cleaning contractors and discusses any additional measures required with regards to preventing the spread of coronavirus.</li> <li>• Risk Assessment of COVID-19 to be standing Agenda item on weekly SLT meeting for review</li> <li>• Regular staff training esp. for Sport, Drama etc</li> </ul>				

					<ul style="list-style-type: none"> <li>• COVID – 19 Policy to be in place and approved by Governing Board</li> <li>• College is aware of vulnerable staff and pupils- record kept incl. those shielding</li> <li>• Testing for coronavirus to be recorded:</li> <li>• Re-opening of facilities to let subject to government guidelines and covid-safe practices.</li> </ul>				
Parent Engagement					Parents are encouraged to maintain social distancing.				
Communication					<p>Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</p> <p>The Nurse reports immediately to the Head about any cases of suspected coronavirus, even if they are unsure;</p> <p>The Head contacts DfE Schools helpline when reaching the relevant number of cases.</p> <ul style="list-style-type: none"> <li>• The College will keep pupils and parents adequately updated about any changes to infection control procedures as necessary</li> </ul>				

						<ul style="list-style-type: none"> <li>There is early communication with contractors and suppliers that will need to prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene suppliers;</li> </ul>				
Safeguarding						<ul style="list-style-type: none"> <li>Update to the safeguarding policy in place</li> <li>DSL or Deputy DSL on site at all times</li> </ul>				
	Staff , pupils	General-cleaning	1 4	4 4	4 16	<p>Deep Clean</p> <p>Windows to be open in classrooms or routinely to change the air, internal doors left open to keep circulation of air. CO2 monitors used to assist with ventilation issues, if any.</p> <p>All staff and pupils may wear face masks in communal areas ( requested in classrooms) unless medically exempt distanced by 2 metres from other adults and children</p> <p>Perspex screens used to enhance protection as appropriate</p> <p>Clear reminders of standards of behaviour expected including expanded discipline responses to coughing deliberately on another pupil or adult etc</p>	1 2	2 2	2 4	
		Ventilation	3	4	12		2	2	4	

	Staff , pupils, parents	Communic- ation of hygiene standards Behaviour management	3	4	12	Staff briefed at start of term, parents also made aware in communication from the College Behaviour policy has been reviewed and updated	2	2	4	
		Risk Assessment				Risk Assessment circulated to staff and parents and on the College website.  Risk assessments from cleaning and catering contractors have been seen and approved.				
		Training				Staff training on INSET days and as required subsequently for current and new staff.  Pupils instructed on first full day of return				
		Visitors				Designated areas for staff and pupils at lunch  Protocols for visiting contractors - including a self declaration before entry				

	Vulnerable groups- BAME/pregnant/etc	Staff, pupils	4	4	16	<p>PPE available for use including gloves, masks and visors for all staff</p> <p>Staff such as Lab. technicians will wear PPE while in the Prep rooms</p> <p>IT will support remotely as much as possible.</p>	2	2	4	
	Arrangements during the school day	Hygiene				<p>Hand dryers disconnected</p> <p>Pupils/staff to bring own water bottles</p> <p>Wet weather- play will be indoors with as much ventilation as possible.</p> <p>Access to quiet spaces as normal.</p>				

		Uniform			Pupils return in uniform				
		Trips			Trips risk-assessed on a case by case basis. Trips subject to Government guidance.				
		Lunch & break times			Separate staff area, tall screening.				
		Staff room			Where staff rooms are poorly ventilated or congested masks may be worn.				
		Modification to curriculum			Swimming as per guidance. Singing according to latest government advice; modified use of instruments. Cleaned after use.				

	Arrangements for those unwell	Hygiene  Communi- cation   Boarding				Double bagging of waste  Protocols for parents issued   Isolation corridor- Portia for any suspected case.				
	Boarding	Communal areas – cleaning  Laundry	3	3	6	Deep clean Additional cleaning routines for all touch points  Additional laundry support as required.	2	2	4	
	Transport   Start of school day		3	3	9	face masks may be worn   Voluntary temperature checks for pupils-boarders at breakfast using imaging equipment	2	2	4	

	Wellbeing		2	3	6	Behaviour policy reviewed and staff updated to allow for clarity on standards of behaviour during this period.  Normal well being provision in place	2	2	4	
	Remote education		1	4	4	All secondary pupils to receive remote learning Re-release of Remote learning protocols if required				
<b>Additional Hazards:</b>										
<b>Additional Control Measures needed:</b>										
Hazards: a hazard is something that has the <u>potential</u> to cause harm.  e.g., electricity, manual handling, slips & trips, strong acids etc		Risk Likelihood is a measure of the hazard's potential to be realised. * Risk Likelihoods (L) score 1 to 5: 1= remote, 2=unlikely, 3=occasional, 4=likely, 5=frequent  Risk Severity is a measure of the outcome should the potential be realised. ** Risk Severity (S) score 1 to 5: 1=trivial, 2=minor, 3=serious, 4=major, 5=life-threatening  *** Degree of Risk (DR) = Likelihood x Severity					Residual Risk is the level of risk that remains after suitable control measures are introduced.			



**ASSESSMENT UNDERTAKEN BY:**

**ASSESSMENT DATE: 6.2.20; Updated 06.3.20; Updated 15.5.20; Updated 21.5.20; updated 11.6.20; updated 20.8.20; updated 2.9.20, 8.9.20; 1.11.20; 18.11.20; 1.12.20, reviewed 19.11.20; updated 4.1.21; updated 5.1.21, updated 20.1.21, updated 28.1.21; updated 28.2.21; Updated: 3.3.21; 5.5.21; 21.5.21; 23.6.21; 2.9.21; 29.11.21; 21.01.22; 10.5.22**

Table A should be used to identify the level of risk e.g. high, medium or low. Where the score indicated in the Likelihood (L) column and the score in the Severity (S) meet identifies the level of risk. Table B, identifies what action (if any) is required.

**Table A**

Likelihood Score	Severity Score				
	1	2	3	4	5

**Table B**

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

	Action Required
Risk Level	Level Of Risk
<b>HIGH</b>	Suitable and sufficient risk control measures must be implemented before continuing the activity. Ideally alternative working practices should be used.
<b>MEDIUM</b>	Activity to proceed following prescribed safe system of work. Residual risks to be managed in safe system and recorded as such.
<b>LOW</b>	Level of risk satisfactory. Activity to proceed following prescribed safe system of work