



The passage and transmission of virus.	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	<p>Windows to be left open to improve ventilation. Pupils will be allowed to keep outdoor coats on if required.</p> <p>Only certain controlled areas to be used including toilets and outside areas.</p> <p>Keyboards and Mice cleaned by pupils after each use and cleaning wipes available in all areas using IT.</p> <p>Cleaners to clean all occupied areas post school day and as directed.</p> <p>Wipes and gels supplied as where required for maximum benefit.</p> <p>A managed movement system has been designed for pupils. Restricted access to certain areas of the College and a managed movement system that will be in place for staff. Routes and walkways to be signposted and clearly marked. (see information about zoning and out of bounds areas).</p> <p>Upper Site Staffroom one way system – following concerns by some members of staff about walking outside in the cold/wet weather, the one-way system to exit the staffroom is now optional. However, if you are exiting via the inside corridor, please wait until it is clear to ensure that you aren't in close proximity to someone coming the other way.</p> <p>Entrance and exit of rooms will be managed by teachers.</p> <p>Use of outside areas to be maximised in good weather.</p> <p>Controlled identified entrances and exits.</p> <p>Controlled use of identified classrooms and toilets.</p> <p>Segregated eating areas. Post cleaned.</p> <p>Controlled cleaning plan for toilets. (Cleaning staff on site all day. Rooms will be cleaned before after and between each session. Toilets will be cleaned throughout the day (every two hours) and touch points will be disinfected throughout the day). "Last time cleaned" sheet to be held by Caretaker on duty and checked by Site Manager.</p> <p>Masks will now be worn by all students and staff whilst walking around the site and whilst in the 'hubs', shared spaces, staffrooms and lessons.</p> <p>A reminder that teachers should not be taking any books home for marking, particularly now that the transmission rates of the virus are said to be higher. Where possible, please mark work in school (after allowing time for the books to be quarantined for 72 hours) or set and mark work via Google classroom.</p> <p><b>Acting on the Government guidelines we have received, we will be making the following changes;</b></p> <p>The Wearing of Face Masks in School</p> <p>The government have also announced that they are extending the use of face coverings to classrooms as a temporary measure until Easter, we will continue to be sensitive to the additional needs of students, in deciding whether it is appropriate to wear a face covering and I am asking for your support in this. Face coverings are largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection. The need to wear a face covering does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lesson. Face coverings do not need to be worn by pupils when outdoors on the premises. The Government advises that pupils may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission when used without an additional face covering.</p> <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> <li>• Cleaning of hands before and after touching – including to remove or put them on</li> <li>• Safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.</li> <li>• Pupils may consider bringing a spare face covering to wear in the event that their face covering becomes damp during the day.</li> </ul>	3	4	12	None	2	2	8	Site Manager	Headteacher daily
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Lack of general cleaning	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	<p>Cleaning Supervisor to make Site Manager aware of any relating events such as if cleaner becomes ill etc.</p> <p>Site Manager liaising with Cleaner management.</p> <p>A survey of high contact points has been carried out and a thorough clean of the school has been undertaken. All frequently touched surfaces including door handles and door plates, taps, equipment (from PE equipment to kitchen kettles) are cleaned with detergent.</p> <p>Consideration is given to other equipment to ensure it is appropriately cleaned between different groups of children using it.</p> <p>All unnecessary items are removed from classrooms including soft furnishings which may be hard to clean.</p> <p>There are limitations on the amount of books / resources to be taken home. Pupils will be provided with a pen and paper if required.</p> <p>Lidded bins will be used by staff and pupils for disposing of tissues and other water immediately.</p> <p>Waste procedures are in place for handling, double bagging and suitable storage in the event of waste being identified as potentially contaminated with corona virus.</p>	3	4	12	None	2	2	8	Site Manager	Headteacher
Poor access to site and into the premises.	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor physical and mental ill health, injury, or other loss arising from difficult access to premises and inability to socially distance, whether due to physical restrictions or behavioural issues.	<p>Consideration is given to staff and contractors arriving at the premises. This includes used of public transport where arrival and leave times may need to address peak travels issues of over-crowding and therefore risk to poor physical and mental health.</p> <p>Vehicle access, delivery spaces, car parking and pedestrian access for everyone will ensure as much as possible, social distancing. One-way routes will be in place where social distancing is difficult. Barriers, tape and markings on the ground will inform every one of distances and routes.</p> <p>Emergency access routes will be maintained.</p> <p>Parents / carers will not be permitted to congregate at school gates and signage will be in place to remind everyone of the 2-metre distance rule.</p> <p>Where visitors, parents / carers are required to attend the school, meetings are by appointment only and limited to one person, unless additional support is required such as an interpreter.</p>	3	4	12		2	2	8	Site Manager	Headteacher
Poor personal hygiene	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.	<p>Hand sanitiser is located at various areas including the entrance to all classrooms and including entrances to the building. Liquid soap, hot water, disposable hand towels, disposable tissues and lidded bins are available in all areas.</p> <p>Signage is displayed throughout the school reminding everyone of the respiratory (coughs and sneezes) and hand hygiene procedures and social distancing measurers in place. Signs are displayed at school gates, parents' area, reception area, staff room, classrooms, toilets and in office spaces.</p> <p>Staff, agency staff, contractors, pupils, parents / carers and visitors are informed and reminded in a variety of mediums of the new procedures to be adopted to prevent the spread of infection.</p> <p>Handwashing is frequently encouraged, including on arrival at school, with soap and running water for 20 seconds.</p> <p>Pupils are encouraged to cover their mouth and nose with a tissue when coughing or sneezing and then discard the tissue in a lidded wastepaper bin. Disposable tissues should be provided for pupils. Catch it, bin it, kill it!</p>	3	4	12	None	2	2	8	Site Manager	Headteacher
		Poor physical or	<p>Consideration is given to staff and how their roles are undertaken. Especially staff who have underlying medical conditions as defined by government guidance.</p>									

Staff – pupil ratio

Staff availability and possible staff shortage	Staff, agency staff, pupils	mental ill health due to lack of staffing. Anxiety due to fear of exposure or new procedures and behaviours.	<p>Clinically vulnerable adults have been advised that they can return to work and are offered the safest available position. ECV individuals will be shielding until the end March. Risk assessments available to all those who require them.</p> <p>Teaching Assistants and Supply Staff will cover any gaps where possible. Where there is a shortfall in staffing levels, possible solutions will be considered with the Local Authority or Trust.</p> <p>Supply teachers will be expected to abide by the same rules as teachers at the College.</p> <p>Summary of RA is given to all supply teachers.</p>	3	4	12	Staff - pupil ratios will be frequently reviewed, taking into consideration government guidance.	2	2	8	Deputy Headteacher	Headteacher daily
Class size compromising social distancing measures	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.	<p>DFE advice only requires that 'where possible' pupils should sit side by side and face forwards. In labs with fixed furniture this may well not be possible, this will be kept to a minimum.</p> <p>Teacher desk is marked with a 2m zone so pupils know not to enter this area.</p> <p>Consideration is given to the ability of pupils to socially distance and arrangements are in place for the supervision of this.</p> <p>Pupils will be kept in the same groups where possible.</p> <p>Outdoor space will be used where appropriate.</p>	3	4	12	None	2	2	8	Deputy Headteacher	Headteacher daily
			<p>To reduce the numbers on site the Sixth Form will now only be in the College when being taught formal lessons.</p> <p>When using classrooms for staff training (G8) computers will be placed at 2m intervals and social distancing will apply at all times. The presenter will be 2 meters away from any of the participants. All participants will confine themselves to the relevant zone at all times. The room will be cleaned before and after use. These general requirements extend to small groups of teachers meeting in classrooms. They should inform the site manager of the times the rooms are to be used so that they may be cleaned before and after use.</p> <p>Staff and pupils are discouraged from gathering in groups.</p> <p>Managed movement is in place where appropriate such as corridors, i.e. walking in single file. Staff and pupils will queue 2 metres apart.</p> <p>Visitors to the site must abide by the rules set out in this RA. They should sign in at the College office and must be accompanied at all times. They will be given a copy of the 'Protocol - Visitors and Contractors'</p> <p>Toilets used by staff, contractors and visitors are limited to two person at any time. Allocated and marked queuing or waiting space, maintaining social distancing of 2 metres where possible.</p> <p>Any visitors to the College will be kept to a minimum. If visitors have to attend site they will be informed of our RA and H&amp;S regulations in relation to Covid-19. If possible they should arrive by a separate entrance and remain socially distanced at all times.</p> <p>Any breaches of the RA should be reported to the Director of operations immediately.</p>	3	4	12	None	2	2	8		
Risk of virus spreading due to over-crowding on public transport	Staff, agency staff, pupils, parents / carers, members of the public	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	<p>Follow DFE advice: <a href="https://extranet.dft.gov.uk/safer-transport-campaign/schools/">https://extranet.dft.gov.uk/safer-transport-campaign/schools/</a></p>	3	4	12	None	2	2	8	Covid 19 School Group	Daily
Risk may be higher for certain members of staff	BAME community	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	<p>Strict 2m rule applies. These members of staff will not be used for inside break and lunchtime duties. PPE equipment available for use at all times if required.</p>	3	4	12	None	2	2	8	Deputy Head	Daily

Changes to the programme of study	Staff, agency staff, pupils, parents / carers	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to changes.	Pupils may require extra support time which should be provided considering the categories of pupils on site.  Consideration will be given for <ul style="list-style-type: none"> <li>the number, age and stage of development of pupils on site.</li> <li>the frequency of pupils' attendance and the resources for pupils who may attend irregularly.</li> <li>Pupils with special education needs.</li> </ul>	3	4	12	None	2	2	8	Deputy Headteacher	SLT weekly
Pupils who pose a threat of disruptive behaviour	Staff, agency staff, pupils, parents / carers	Increased risk of closer contact to support a pupil. Poor psychological wellbeing of all concerned.	A review of the pupil's current individual risk assessments should be undertaken to include the risk of COVID-19 situation. (See the updated Behaviour Policy)  New individual risk assessments undertaken for pupils not previously assessed but are now considered to pose a risk in the current situation.  The Behaviour Policy has been reviewed to ensure it covers COVID-19 and the sanctions which will be in place for any person who wilfully disrespects the control measures.	3	4	12	None	2	2	8	Assistant Headteacher	SLT weekly
Staff/Pupils showing signs of COVID-19	Staff, agency staff, pupils, parents / carers	Poor ill health / psychological wellbeing of all concerned.	Staff/pupils are instructed not to attend school if they are displaying symptoms and to inform the College of illness in the usual manner.  Parents/carers should monitor their child's health and refrain from sending them to school if they or any member of the household is displaying symptoms. Follow the advice of the GP and self-isolate for 10 days.	3	4	12	None	2	2	8	Assistant Headteacher	SLT weekly
Staff/Pupils becoming unwell whilst on school premises	Staff, agency staff, pupils, parents / carers	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Increased risk of closer contact to provide support. Poor psychological wellbeing of all concerned.	If a pupil becomes unwell whilst at school, they will be escorted from the room to the medical room (D2) on Upper Site and the Chapel at Lower Site. The First aider will be called and wearing PPE will wait with the pupil until he or she is picked up from the College. The Office will be notified to call home using the College Radios. A letter will be sent home with the child to explain the reason for removing him/her from the hall.  Isolation procedure. Contact LA. Identify area of isolation within school. Medical room and Lower Site Chapel. Head Teacher / SLT action / decision on school closure. Contact Hospital / Ambulance as required. Evacuation plan for any potential infected cases or as situation dictates.  Deep clean of identified areas prior to normal cleaning. (Please see above for details of Deep Cleaning.)  Staff/pupils are instructed not to attend school if they are displaying symptoms.  Parents/carers should monitor their child's health and refrain from sending them to school if they or any member of the household is displaying symptoms.  Follow the advice of the GP and self-isolate for 10 days. If a pupil becomes unwell whilst at school, they should be kept in a separate well-ventilated room whilst they await collection. The member of staff should keep a 2-metre distance and if this is not possible staff and if possible, the pupil must wear face protection. If a member of staff displays signs of COVID-19 they will be sent home.	3	4	12	None	2	2	8	Site Manager	Headteacher daily
Staff/Pupils confirmed as having COVID-19	Staff, agency staff, pupils, parents / carers	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Increased risk of closer contact to	Staff/Parents/Carers should notify the school immediately.  Staff and pupils should refrain from attending school and should self-isolate for 10 days. Advice from the GP and Public Health England should be followed.  Where possible the infected person may be tested before being allowed back to school.	3	4	12	None	2	2	8	Site Manager	Headteacher daily
Dealing with any medical	First aiders, paediatric first aiders, staff, agency staff, contractors	Poor ill health or fatality due to exposure to harmful	Anyone administering first aid will use appropriate PPE. This may require the need for the first aider and the casualty to both wear face masks.	3	4	12	None	2	2	8	Site Manager	Headteacher

Medical emergencies	Staff, contractors, suppliers, pupils, parents / carers, visitors	bacteria and viruses. Anxiety/ Stress due to changes.	Every care should be taken not to come into contact with body fluids. If a teacher should become unwell due to stress and have to leave the premises then they should inform the SLT member on duty who will call upon one of the timetabled replacements. The College absence policy would then be followed as usual by that member of staff.	3	4	12	None	2	2	8	Site Manager	daily
Fire or other emergency	Staff, agency staff, pupils, parents / carers		Please see H&S at Sared Heart catholic college available on the Staff area for fire procedures on both sites.	3	4	12	None	2	2	8	Site Manager	Headteacher daily
Lack of PPE	Staff, agency staff, pupils, parents / carers, visitors		The government recommend wearing face coverings whilst in corridors and public areas and classrooms. Face Masks will be available as well as PPE at the entry points to the College. The use of PPE should continue as normal for any pupil whose care routinely requires this. Consideration will be given to any pupil whose specific care cannot be delivered by social distancing. If contact is necessary gloves, apron, face mask and possibly eye protection may be worn.	3	4	12	None	2	2	8	Site Manager	Headteacher daily
COVID - 19 Testing	Agency staff		Small scale testing with vulnerable children. Accompanied by the class teacher. Appointments necessary. Use the two fire exits to the rear of the SFC for access, in through Loretto, registered, go to gym as waiting room. Go to cubical (the three shower cubical to the rear of the Gym) test and then exit through the fire door closed to the car park. (See separate RA for testing)	2		12		2	2	8	Dpt Headteacher	Headteacher Daily

Likelihood	Very Unlikely	Unlikely	3	4	5	20-25	<b>Stop</b> – stop activity and take immediate action
						15-19	<b>Urgent action</b> – take immediate action and stop activity if necessary, maintain existing controls rigorously
						11-14	<b>Action</b> – improve within specified timescale
			Fairly	Likely	Very Likely		
			Likely				

Consequences						6-10	Monitor – look to improve at next review or if there is a significant change
5. Catastrophic	5	10	15	20	25	1-5	No action – no further action but ensure controls are maintained and reviewed
4. Major	4	8	12	16	20		
3. Moderate	3	6	9	12	15		
2. Minor	2	4	6	8	10		
1. Insignificant	1	2	3	4	5		