

STCAT Risk Assessment for St Joseph's Catholic High School Updated 03.01.21

| Where | Risk | Issue | Management | Who | Status | Confirmed by |
|----------------------------------|---|---|---|--|----------|--------------|
| 1. Staffing | Adequate levels of supervision on school site. | With shielding and other requirements there may not be enough staff to cover the needs of the school. | Risk diminished. - All staff to return with only staff in extremely high risk category to work with further mitigation in line with joint risk assessment between member of staff and member of leadership team. | Headteachers | Complete | Yes |
| 1. Staffing | Staff workload stretched beyond capacity | Teachers require to work all day and plan second group of lessons to go online not sustainable or fair - THIS TO REMAIN IN PLACE TO REFLECT NEEDS IN ANY FUTURE LOCKDOWN | 1. Headteacher nominates a member of senior team / experienced member of staff who is shielding as 'head of remote learning' 2. Shielding colleagues to take the lead in setting and marking work from students working from home 3. Schools without capacity to do this to collaborate with Trust Primary schools to share the load of setting work 4. Shielding colleagues to take the lead on contact phonecalls for all students who are still working from home (20 calls a day) | Headteachers | Complete | Yes |
| 2. Buildings and estates | Air conditioning | Build up of bacteria | 1. Schools to establish if any A/C units are out of service cycle and beyond reasonable timeframe | Site team | Complete | Yes |
| 2. Buildings and estates | Asbestos | Disturbed by rodents | Visual inspection carried out and remedial works implemented where required in accordance with guidance | Site team | Complete | Yes |
| 2. Buildings and estates | Building works | Planned works may not be possible as it may compromise space requirements in any one school | 1. Evaluation of works and space requirements 2. Moving work to summer / half term where required | CCL / DJY / SBM | Complete | Yes |
| 2. Buildings and estates | Fire | Fire alarms / detectors have developed a fault that has not been detected. | Carry out full fire alarm test | Site team | Complete | Yes |
| 2. Buildings and estates | Gas | Gas leak developed undetected. | 1. Science Labs operate self-proving systems | Site team | Complete | Yes |
| 2. Buildings and estates | Hot water provision | There is inadequate hot water to support the cleaning required to support hygiene standards | Water systems to be fully tested to ensure supply and any faults fixed. | Site team | Complete | Yes |
| 2. Buildings and estates | Kitchen equipment | The equipment has developed a fault during the lockdown | 1. Caterers to be contacted to check equipment and advise school of any remedial actions | CCL / DJY / SBM | Complete | Yes |
| 2. Buildings and estates | Lack of cleaning during lockdown | Build up of dust and other irritants during period of lockdown and concern regarding general cleanliness | Deep clean undertaken ahead of 1st September and in the week of December 13th-17th 2020 where cleaning has not been ongoing | DJY / SBM / CCL | Complete | Yes |
| 2. Buildings and estates | Legionella | Areas of the school used less during lockdown have increased risk of legionella. | Water systems to be fully flushed to ensure compliance. Hot water flush to be carried out to ensure any other bacteria are eliminated. | Site team | Complete | Yes |
| 2. Buildings and estates | Lift and shutters | Developed fault undetected | Inspection of devices | Site team | Complete | Yes |
| 2. Buildings and estates | Rodent / pest infestation | Build up of pests in areas unused during lockdown not yet detected | Visual inspection carried out and pest controller brought in where required and works complete | Site team | Complete | Yes |
| 3. Managing risk of virus spread | A new more transmissible variant of the virus is circulating. | Prior to the discovery of the new variant of the C-19 virus transmissibility rates in primary settings were below 2%. This has now increased to around 2% based on the data from the ONS. The issue is a 70% increase in transmissibility | A strict ban on shared food – including biscuits and cakes – to ensure transmission risk between staff is minimised Increased sanitisation in shared areas – wipes next to kettle, fridge and microwave with strict instructions for surface to be wiped after touching (the HSE inspections highlighted this as greatest risk in work places) Administration and support staff to work from home where it is feasible to do so Decreasing density of workforce in shared office spaces Students and staff in all settings to wear masks both in class and in social areas as deemed appropriate. This will offer small protection to the wearer, but significantly increased protection to others in the setting (As soon as available) Staff to undergo weekly voluntary lateral flow testing to minimise asymptomatic transmission from staff to staff and staff to student. Schools may consider allowing staff to depart 20mins early or go in the school day to take this test : local information can be found at https://www.publichealthslough.co.uk/campaigns/ft/#:~:text=Lateral%20flow%20tests%20are%20rapid%20tests%20for%20Covid-19,who%20may%20unknowingly%20be%20positive%20for%20the%20infection | All staff/ site team/ class teachers/ Head Teacher | Complete | Yes |
| 3. Managing risk of virus spread | Environment harbours virus on surfaces | Some surfaces are more prone to retaining the virus and are harder to clean | Items are removed from the classroom that are hard to clean or have intricate parts. | Class teacher | Complete | Yes |
| 3. Managing risk of virus spread | Potential lack of awareness of symptoms | Parents and carers unaware of appropriate responses | All schools to promote guidance from DfE (different languages attached) | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Potential lack of awareness of symptoms | Students and staff bring virus into school unintentionally | All schools to promote handwashing regimes as outlined by PHE | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Potential lack of awareness of symptoms | Students and staff bring virus into school unintentionally | All relevant posters to be downloaded and displayed throughout the school | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Potential lack of collective responsibility | Staff who have not been directly involved in the planning are less aware of the guidance and expectations and the ways they can promote a positive culture. | 1. All staff to be issued with this link to government guidance for familiarisation 2. Briefing sessions to constantly start with reviews and reminders around school protocols to maintain high hygiene standards | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Extremely vulnerable staff and those living with extremely vulnerable more prone to serious complications | 1. Extremely vulnerable and those living with extremely vulnerable to be directed to work from home (Letter from JRN) 2. Headteacher to direct work they are to undertake from home | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Passing on virus from hands | A strategy to promote handwashing throughout the day is in place | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Passing on virus from hands | Where hand washing is difficult, hand sanitiser is available - especially in the classroom itself following accidental touching of shared items | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Passing on virus from hands | School has increased provision of handwashing stations across the school site / preferred managed solution with rota of usage throughout the school day | TRUST - DJY/CCL | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Passing on virus from hands | School has increased provision of detergent for handwashing and towels etc. to match increased demand | TRUST - DJY/CCL | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Passing on virus from hands | Sufficient hand sanitiser in place for all schools | TRUST - DJY/CCL | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Proximity to other people - arrival and departure | Arrival and departure routines in place to ensure social distancing of students, staff, parents and carers | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Proximity to other people - breaktime and lunchtime | School day re-arranged to ensure student break time and lunch time staggered | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Proximity to other people - canteen and meals | For the immediate future - school meals provided to those entitled to free school meals as a grab bag and delivered OR collected from designated point that maintains social distancing | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Proximity to other people - maximising distancing in the classroom | Classroom layout configured to ensure TA and teacher can maintain as close to 2m social distancing as possible with 'help desks' for students | Class teacher | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Proximity to other people - social bubble | 1. Students to work in 'social bubble' of no more than year group size for a secondary school / key stage for primary school 2. Where schools feel this could be challenging they should refer to the DfE guidance | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Proximity to other people - staff social bubble | Staff to work in a social bubble defined by key stage in primary Staff to work to 1+ social distancing in secondary | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Proximity to other people - support staff not pupil facing | Vulnerable staff working away from children to maintain 1+ meters social distancing in work spaces - including staggering working time and working from home to ensure this is possible | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Students willfully disregarding social distancing and other safety measures | Behaviour policy addendum implemented giving clear guidance to Headteachers and parents / carers and students of expectations. | JRN - Trust | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Students with EHCP and other specific needs where observance of social distancing may be compromised | SENCO to undertake individual risk assessment and implement bespoke management plan to take account of individual needs | SENCO | Complete | Yes |

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| 3. Managing risk of virus spread | Transmission of illness and virus | Touch surfaces particularly vulnerable to transmission of illness | 1. Teachers and other adults to have cleaning facilities in school to enable cleaning 2. School has arrangements in place for ongoing cleaning of touch surfaces throughout school day - use of staff who are unable to complete their other roles (regime for training required) | DJY / SBM / CCL | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Touch surfaces particularly vulnerable to transmission of illness | School is limiting movement of children between classes and within the classroom | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Touch surfaces particularly vulnerable to transmission of illness | Arrangements in place for students to be collected from outdoor spaces and escorted with social distancing to classroom space without engaging with touch surfaces - doors opened, handrails left untouched as far as possible | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Touch surfaces particularly vulnerable to transmission of illness | School is insisting students have their own equipment on desk and there is no borrowing of equipment | Headteachers | Complete | Yes |
| 3. Managing risk of virus spread | Transmission of illness and virus | Vulnerable staff prone to complications | 1. HR letter to outline position w.r.t vulnerable staff (JRN letter) 2. Vulnerable staff to be directed to work from home OR in non-pupil facing roles where strict social distancing can be observed. | Headteachers | Complete | Yes |
| 4. Managing suspected COVID-19 case | Area is not adequately cleaned leading to further infection | Staff are unaware of the level of cleaning required and precautions that are required when undertaking cleaning and disposal. | Cleaning staff on site throughout the day to undergo familiarisation training with the expectations for cleaning areas | DJY / SBM / CCL | Complete | Yes |
| 4. Managing suspected COVID-19 case | Transmission of illness and virus | Suspected COVID-19 infected person | Designated COVID-19 space to be stocked with appropriate cleaning equipment to deep clean room following suspected case | DJY / SBM / CCL | Complete | Yes |
| 4. Managing suspected COVID-19 case | Transmission of illness and virus | Suspected COVID-19 infected person | School to designate a single space exclusively for management of suspected COVID cases (NOT THE GENERAL MEDICAL ROOM) | Headteachers | Complete | Yes |
| 4. Managing suspected COVID-19 case | Transmission of illness and virus | Suspected COVID-19 infected person | Designated COVID-19 space to be stocked with appropriate PPE | Headteachers | Complete | Yes |
| 4. Managing suspected COVID-19 case | Transmission of illness and virus | Suspected COVID-19 infected person | Secure PPE required for dealing with students and staff with suspected PPE | TRUST - DJY/CCL | Complete | Yes |
| 4. Managing suspected COVID-19 case | Transmission of illness and virus | Suspected COVID-19 infected person - ensuring compliant response | Stay at home guidance here | Headteachers | Complete | Yes |
| 5. Communication | Staff are unaware of procedures before they return to school. | Risk of infection through lack of familiarity with procedures. | 1. Staff to undertake INSET day(s) ahead of return to be absolutely sure of procedures | Headteachers | Complete | Yes |
| 5. Communication | Students are unaware of procedures before they return to school. | Risk of infection through lack of familiarity with procedures. | 1. Students to be sent details of procedures so they know what to expect in terms of new routines and practices 2. Day 1 of return to be dedicated to induction on daily routines required to keep everyone safe | Headteachers | Complete | Yes |
| 5. Communication | There is a lag in time between information received and action. | More students and staff could be infected as a result of slow response. | 1. Every school to implement an emergency number to be called any time between 7am and 9pm to inform of a suspected case of COVID-19 2. All students and this social bubble directed to remain at home until further notice (i.e. until outcome of test is known) | Headteachers | Complete | Yes |
| 6. Emotional well-being | There is a great deal of anxiety among staff and students | Students and staff may be exhibiting signs of emotional stress as a result of the threat of C-19 as well as trauma associated with family / friend loss / fear of family friend loss. | 1. Staff to work through guidance and support (including XCET) | Headteachers | Complete | Yes |
| 6. Emotional well-being | There is a great deal of anxiety among staff and students | Students who have had strained friendships groups in the past may have heightened anxiety around return that leads to distress. | 1. Schools to identify students at risk 2. Pastoral leaders and support staff to hold a telephone consultation with parent / carer and child where appropriate 3. Key findings and actions to be disseminated to social bubble leaders | Headteachers | Complete | Yes |
| 6. Emotional well-being | There is a unique anxiety among BAME staff and students | The evidence around C-19 is that there is a greater impact on members of the BAME communities. | 1. Undertake BAME listening project 2. Disseminate findings to school and pastoral leaders and implement recommendations | JRN - Trust | Complete | Yes |