

OUR LADY'S ABINGDON

COVID-19 - Risk Assessment Whole School

Risk assessment for: all persons on site.		Who might be harmed: All persons relevant to this risk assessment.																	
Assessment date: Initial assessment 30.10.2020 by ELT/LT.		Review: At least weekly under current emergency circumstances and must always take into account government advice updates.																	
Task or Procedure Give a brief explanation e.g. working in contact with areas the general public have accessed	Hazards Identified e.g. possible Transmission of COVID-19	Existing Controls (please detail) <u>E.g. as per current government guidelines, always maintain a distance of two metres between persons at all times.</u> <u>Frequent and thorough washing of hands to last a minimum of 20 seconds must take place routinely.</u>	Overall risk acceptable? (Y/N) i.e. has the risk of harm been reduced to a reasonable and acceptable level?	Remaining Risk (high, medium, low)															
Pupil Safety in school: Lessons & Curriculum	Possible transmission of COVID-19 - pupils	Pupils are required to remain within the following 'bubbles' and areas of the school to minimise contact: <table border="1" style="width: 100%; margin-top: 10px; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Bubble</th> <th style="width: 30%;">Year Groups</th> <th style="width: 55%;">Level of the school</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3, 4, 5 & 6</td> <td>Lower School</td> </tr> <tr> <td>2</td> <td>7, 8 & 9</td> <td>Ground floor Senior School</td> </tr> <tr> <td>3</td> <td>10 & 11</td> <td>Middle floor Senior School</td> </tr> <tr> <td>4</td> <td>Sixth Form</td> <td>Top floor Senior School</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Lessons are timetabled accordingly. By giving bubbles designated floors of the school, contact is minimised between them and groups/sets in the same bubbles use common classrooms. This means less time lost to cleaning in between lessons.</p> <p>All teaching is done from the front of classrooms, with teachers keeping their distance from pupils, who face forwards. Where this is not possible, e.g. ICT rooms, Perspex screens divide the area if pupils are less than 1m apart and facing each other.</p>	Bubble	Year Groups	Level of the school	1	3, 4, 5 & 6	Lower School	2	7, 8 & 9	Ground floor Senior School	3	10 & 11	Middle floor Senior School	4	Sixth Form	Top floor Senior School	Y	Low-Medium
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		All classes in Years 3 – 6 are run on the Lower School side of the building. Pupils do not travel to the Senior side for their lessons as this breaks their bubble. Suitable adjustments are made to teaching to enable practical subjects to continue to offer some level of activities for the term.		
Pupil Safety in school: Specialist teaching rooms	Possible transmission of COVID-19 - pupils	<p>Exceptions to the system outlined above are those lessons that require specialist teaching rooms - Science, Maths, Art, Textiles, Food, DT and Computer Science. Classes within bubbles have a designated colour-coded route around the school to enable them to reach these rooms, with waiting bays in place in some instances when they arrive. The routes have clear signage and staff are on duty to direct those on site. Signage includes visible floor arrows, safety cones/tape/signs. Mixing of bubbles has been avoided.</p> <p>Where queuing is required, space for pupils to queue has been carefully considered. Where a corridor is too narrow for pupils to line up, they are asked either to go straight in to the classroom or to wait in their bubble marquee for collection by their teacher. If pupils need to queue inside, each space leading to a room is 1m apart and marked with a number (starting at 1 closest to the door). The number of spaces corresponds to the number of workstations in the room. Each workstation is clearly labelled with a number. Copies of the seating plan showing the position of the workstations and the maximum number of pupils permitted in the room are displayed on the door and around the waiting area.</p> <p>As pupils arrive at the room they will wait at a space until they can be admitted to the room. Under the direction of the teacher, pupils will enter the room individually and make their way to their workplace. Pupils with lessons in Maths, Science and Music are instructed to wait in their bubble marquee, from where they are collected by their teachers. This is necessary to reduce contact between pupils as they come and go from these very tight spaces in the school.</p>	Y	Low-Medium
Pupil Safety in school: Homework	Possible transmission of COVID-19 - pupils	Wherever possible, homework are completed and submitted through MS Teams rather than through exercise books. Where exercise books are the preferred method for completing work, books are left for 48 hours prior to marking in accordance with government guidance.	Y	Low

Pupil safety in school: Private music lessons	Possible transmission of COVID-19 - pupils	To ensure the safety of all our students and teachers, private music lessons will continue online until further notice. Students in Grades 5 and above who have a music lesson scheduled during the school day or after school are able to use a practice room to access their remote lesson. The Director of Music are on duty to ensure students know what to do in the event of an emergency.	Y	Low-Medium
Pupil safety in school: Stationery & practical equipment	Possible transmission of COVID-19 - pupils	Pupils bring all their own stationery with them, as there can be no sharing in the classroom. Practical equipment can be shared by pupils within the same bubble, where they need to work in pairs for practical activities. Departments will know how the bubbles are arranged in their school and can plan practical activities accordingly.	Y	Low
Pupil Safety in school: Start of Term	Possible transmission of COVID-19 - pupils	<p>At the start of term, pupils were given designated time to familiarise themselves with their 'bubble route' around the school. Pupils must adhere to their designated route at all times, to avoid mixing of bubbles. Talks were given to all bubbles on COVID safety and hygiene to ensure pupils are aware of how to keep themselves and others safe. Pupils were given maps with their routes around the school clearly marked.</p> <p>By giving bubbles designated floors of the school, contact is minimised between them and groups/sets in the same bubbles use common classrooms. Each classroom was set out prior to the start of term to ensure that desks are spaced a maximum distance apart and that there is adequate ventilation. Some spaces not normally used as classrooms have been adopted as teaching spaces. A system is in place to lend out books from the Ratcliffe Library safely.</p> <p>Form rooms have been altered so that Form Tutors are based on the correct level of the school for that bubble. All Year 7, 8 and 9 form rooms are located on the ground floor, Years 10 and 11 on the middle floor and OLA 6th on the top floor. Pupils have no access to lockers, so they need to bring in only what they need for the day. They are able to put their bags at break and lunch in their designated outdoor gazebo area. Equipment can be shared by pupils within the same bubble. Departments know how the bubbles are arranged and plan practical activities accordingly.</p>	Y	Low

<p>Pupil Safety in school: Start of the day</p>	<p>Possible transmission of COVID-19 - pupils</p>	<p>Parents should take their children’s temperatures before they start their journey to school. An additional temperature check is made on arrival at designated bubble temperature stations. Temperature checks also take place after lunch, before afternoon school begins and at the end of the day. If a pupil presents with a temperature higher than 37.8°C on any of these occasions, parents are telephoned and the pupil are sent home.</p> <p>When pupils in Years 7 – U6 arrive on site they will go to a designated outdoor zone to register with their form/class teachers and be provided with hand sanitiser. A number of marquees have been erected in the grounds to allow this registration to take place outdoors. Pupils in Years 3 – 6 are registered in their classrooms as normal. Each year group will enter the school building via a different door, escorted by their form/class teacher. Entry points are:</p> <p>Years 3 & 4: Lower School entrance near gym Years 5 & 6: Lower School entrance near pool Years 7, 8 & 9: Main pupil entrance by Textiles department Years 10 & 11: Entrance by DT department OLA 6th: Rear entrance by CMR</p> <p>Pupils who arrive late are asked to sanitise their hands outside the main doors before they are let in. Once inside, they are required to use a temperature check station before signing in at reception. If there is a queue, pupils must observe social distancing. They will then head to their form room or to their first lesson, using the bubble route for their year group.</p> <p>Form rooms have been altered so that form tutors are based on the correct level of the school for that bubble. All Year 7, 8 and 9 form rooms are located on the ground floor, Years 10 and 11 on the middle floor and OLA 6th on the top floor. Pupils have no access to lockers so they need to bring in only what they need for the day. They are able to put their bags at break and lunch in their designated bubble marquee. Pupils are escorted into the building each day at form time from their marquee area, after the appropriate hygiene practices have been carried out.</p>	<p>Y</p>	<p>Low-Medium</p>
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Pupil Safety in school: Breaks & lunchtime	Possible transmission of COVID-19 - pupils	<p>Given that most teachers (especially in the Senior School) are teaching across different year groups and will need to get to all their lessons on time, it is not possible to stagger the beginning and end of break and lunch times for the different bubbles. Instead, each bubble is released at break and lunchtime as normal and at the usual time, with bubbles following a designated route to their exit area. The paths of different bubbles do not cross.</p> <p>Lunch with disposable knives and forks is served in the CMA to the Year 7/8/9 and 10/11 bubbles at staggered times to keep them separate. Chairs and tables are cleaned between the two servings to ensure hygiene. Pupils are seated on chairs 2m apart from each other during the lunch. There are bins/sacks available for the disposal of rubbish. Lower School pupils have their lunch in the dining room from 12.00 pm. For OLA 6th, lunch is delivered to the marquee from where it is taken by students to the designated OLA 6th areas within the building to be eaten.</p>	Y	Low-Medium
Pupil Safety in school: End of the day	Possible transmission of COVID-19 - pupils	Each bubble is released from school at the end of the day in a staggered way (with supervised study following this on Mondays, Tuesdays and Thursdays as is now the case). Pupils are required to wear masks on school transport and will have their temperatures checked prior to boarding the bus home.	Y	Low-Medium
Pupil Safety in school: Games & Co-curricular	Possible transmission of COVID-19 - pupils	<p>Clubs, games and activities, assemblies and religious services are organised on a bubble rather than a whole-school basis and in some cases may be attended via Zoom.</p> <p>A varied and flexible programme of sport and physical activity is operating, including swimming. Games activities involving less physical contact, such as tennis, athletics, rounders and cricket, are emphasised. Fixtures between schools are suspended until further guidance from the relevant sporting bodies is received.</p> <p>On days when pupils have games or PE, they attend in their PE kit for the whole day.</p>	Y	Low
Imposition by Government of national or local lockdown	Possible transmission of COVID-19	Should a local or national lockdown be put in place by the Government, we will revert swiftly to remote learning. The school will have regard to the three tier system of national restrictions issued by the Government and will implement the tier as directed by the local or national authorities.	Y	Low

	– pupils and employees	Teaching staff who have been furloughed and staff new to the school have received full training in this to ensure that all are familiar with Microsoft Teams.		
Unwell pupil or member of their household	Possible transmission of COVID-19 - pupils, or via their household	<p>Parents were required to complete and submit all necessary student medical forms prior to the first day of school. This information included at least one emergency contact who must be able to pick up their son/daughter from OLA as soon as possible if they present with a temperature or become ill during the school day.</p> <p>Pupils who show symptoms consistent with Covid-19 when in school are isolated in designated quarantine rooms until they can be collected by a parent. Any child displaying the known symptoms of COVID-19 out of school and/or who has received a positive coronavirus (COVID-19) test result should immediately self-isolate and stay at home for at least 10 days from when the time when the symptoms started. This also applies if a member of their household has been tested positively. All other household members who remain well must stay at home and not leave the house for 14 days.</p> <p>Parents must contact the school immediately if a positive test result is received, at which point the school will ring the DfE coronavirus helpline on 0800 046 8687 for advice. Helpline staff will inform the school what action is needed based on the latest public health advice. They will work through a risk assessment with the school to identify close contacts.</p>	Y	Low-Medium
Hygiene Measures in School	Possible transmission of COVID-19 – pupils & employees	<p>The main means for the risk of infection to be managed are the frequent cleaning of surfaces and the maintenance of a high level of personal hygiene, including frequent and thorough hand-washing. Additional facilities for this are provided and appropriate use of face coverings, gels and wipes promoted. In the Senior School, face coverings must be worn by all pupils when moving around the school building.</p> <p>Any entrance with a key pad has a hand-sanitising area nearby. Cleaning products are provided for staff in each classroom and they are given instructions as to their use and safe storage. Sufficient tissues and bins will also be provided in these rooms. Bins are emptied on a regular basis throughout the day. All classrooms used have good cross-ventilation. Windows are open</p>	Y	Low-Medium

		<p>in classrooms and shared spaces throughout the day for a minimum amount of time. Bubble marquees floors are cleaned at key points during the day.</p> <p>Staff have received clear communications on cleaning protocols, hygiene practices and social distancing. They have also been made aware of monitoring of symptoms, what to do if a colleague or pupil is unwell, revisions to emergency plans, plans to supervise arrivals and departures and break and lunchtimes (including late arrivals). Staff promote handwashing among pupils with soap and water for at least 20 seconds at various times across the school day. They ensure sufficient stock of frequently used items (e.g. stationery), as there can be no sharing of stationery amongst pupils.</p> <p>During break and lunch pupils are expected to wash their hands with soap and water before returning to lessons, to supplement to regular use of hand sanitizer throughout the day from the marquee areas, classrooms etc. Hand sanitisers are available throughout the school.</p> <p>Groups of pupils are designated specific toilet/hand wash areas on their floor of the school. Pupils will not have to cross bubble zones to reach these spaces. A programme of regular cleaning are in place and logged throughout the day, with toilet areas and touchpoints around the site cleaned as a priority.</p> <p>Individual student workspaces in classrooms are cleaned, wherever practicable and appropriate, by students using disposable wipes after each lesson. Staff also have their own cleaning materials for the classroom. Hand gel is available to pupils after they have wiped their desk. A member of the site cleaning team will clean touchpoints around the school (door handles and railings) regularly during the day. Classrooms are cleaned more deeply at the beginning and end of each day.</p> <p>In practical lessons such as Science, DT, Art, Food and Textiles, pupils have a numbered workspace that they use each time, thus limiting their exposure to different surfaces. Practical equipment (e.g.: in Art, Science, DT) are wiped down by trained staff after each use. For other classrooms, staff have created seating plans in ClassCharts to enable them to know which pupils have been in closest contact with others in lessons. These plans will be used if a pupil is tested positive for Covid-19,</p>		
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Pupils returning from abroad	Possible transmission of COVID-19 – pupils	Families returning to the UK from countries not listed as exempt on the FCO website travel corridors list (https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#updates-to-the-travel-corridor-list) need to self-isolate for 14 days from the date of their return. They should consult this list regularly for changes and alert the school if they are unable to attend school as a result of the need to self-isolate.	Y	Low
Families where members are shielding	Possible transmission of COVID-19 – pupils	Information has been gathered from families whose children may need extra precautionary measures in school because family members are shielding. Risk assessments are being written for these pupils. Measures include provision for individual visors and/or desk screens and designated areas for lunch away from the main body of pupils/staff (but staying within their bubble zone).	Y	Low-Medium

Unwell employee or member of their household	Possible transmission of COVID-19 - employees, or via their household	All employees are required to report to their line manager (who will then report to the COO) should they, or a member of their household, suffer from COVID-19 type symptoms. Employees who meet the government criteria for testing are required to use their best endeavours to undertake a formal COVID-19 test. The test results must be reported back to the School Nurse.	Y	Low-Medium
Use of contact points and equipment	Possible transmission of COVID-19 - employees	Staff must wash hands frequently, use gel frequently and always endeavour to create a physical barrier when: using equipment, holding handles, transferring keys, touching door handles, switching on lights, pressing machinery keypads or buttons, or other such points of contact. (This list is not exhaustive). All types of surfaces are sprayed and disinfected on a frequent basis.	Y	Low-Medium
Use of office items	Possible transmission of COVID-19 - employees	Unless not used for a minimum of 72 hours previously, stationery items, telephone, keyboard and mouse must not be shared.	Y	Low-Medium

Welfare and meal breaks	Possible Transmission of COVID-19 - employees	Handwashing must take place frequently - before and after all breaks (as a minimum). Employees must maintain if possible a two-metre distance from each other. Disinfecting of contact points must take place frequently. Employees should not make beverages for each other, nor should they share any personal food items.	Y	Low-Medium
Team and other meetings	Possible Transmission of COVID-19 - employees	'Face to face' meetings must be held in an environment suitable to observe the two-metre rule. If beverages are required, then it is up to the attendees to provide their own. No personal contact is permitted between two or more persons, even when greeting.	Y	Low-Medium
Open Events	Possible transmission of COVID-19 - external persons	Separate RAs are created by the Head of Marketing for all open events this term. Attendance are by booking only, with designated slots allocated to visitors and numbers limited to ensure social distancing in line with the provisions of this risk assessment.	Y	Low-Medium

Visitors to the School	Possible transmission of COVID-19 - external persons	All visitors, contractors and parents must access the site through the main reception area, where there are a clearly designated route. They will receive a mandatory temperature check and hand sanitization before entering the building and must maintain the two-metre distance rule once inside. A member of staff will disinfect any points of contact touched by the visitor once they have left the premises.	Y	Low-Medium
Usage of Personal Protective Equipment (PPE)	Possible transmission of COVID-19 and other workplace related risks - employees	PPE must continue to be worn as per standard risk assessments, which may not always relate directly to COVID-19. In some circumstances, the use of gloves and masks are increased to include newly identified risks from COVID-19. In particular, this applies to medical staff, first aiders, defibrillator users and members of the Facilities Team.	Y	Low-Medium
Working close to other employees	Possible transmission of COVID-19 via close proximity for a period exceeding 15 minutes - employees	To ensure the two-metre rule is achievable between employees' workstations, a measurement assessment of two metres has been undertaken.	Y	Low-Medium
Staff movement around site	Possible transmission of COVID-19 - employees	Staff are expected to remain in their normal workplace area as much as practicable. Contact with other staff should be primarily by remote means. Any essential 'face to face' contact must be undertaken in a quick and efficient manner. Ideally staff should only use shared facilities (staff rooms, brews, WCs) in the area where they work, or where those facilities have been allocated to them.	Y	Low-Medium

Information and training to raise awareness	Possible transmission of COVID-19 - lack of employees' knowledge	Increased COVID-19 safety signage is in place and a COVID-19 safety agreement has been issued to all staff working on the premises. There has been a safety induction for staff returning to work, including a sharing of risk assessments via line management and ELT.	Y	Low-Medium
Wearing of face coverings	Possible transmission of COVID-19 - employees and families	<p>All students must bring into school a face mask in a named and sealed food bag. This worn in corridors within the building by Senior School pupils. Should a family wish their son/daughter to wear a mask in the classroom or outdoors, this is permitted. In such cases, students should have access to a clean face mask each morning and they should know how to safely wear and remove it.</p> <p>In a small minority of classrooms around the school, seating is less spaced out. In some cases, it may be deemed important for the pupils to wear a face mask in those lessons. If this is the case, we will communicate with parents to ask that an additional re-useable face mask be brought in for this purpose.</p> <p>Face masks will not be required outdoors on the school site and during lunch, but social distancing is expected at all times. Any OLA 6th student or staff member leaving the site at lunchtime must follow the guidance on wearing masks in public places and observe social distancing protocols.</p>	Y	Low
Non-compliance	Possible transmission of COVID-19 - employees and families	An internal investigation will be triggered should any person on the school site wilfully refuse to adhere to the terms of this risk assessment. The same principle will apply should the school be made aware of an employee wilfully refusing to adhere to government rulings for COVID-19 at any time.	Y	Low