

**CHRIST CHURCH CATHEDRAL SCHOOL – SCHOOL OPERATIONS IN MICHAELMAS TERM 2021**

**GENERAL RISK ASSESSMENT**

<b>Risk assessment for: Re-opening the School for Michaelmas Term from 8 September 2021</b>	<b>Assessment undertaken by: JR Murray / PF Albertini  27 August 2021</b>	<b>Assessment reviews:</b>
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<i>This risk assessment supersedes previous risk assessments dealing with the general operation of the School during the Covid-19 pandemic.</i>					
<b>Aspect of School life and associated hazards</b>	<b>Risk and likelihood (L/M/H, 1/2/3)</b>	<b>People at risk</b>	<b>Control measures</b>	<b>Persons responsible</b>	<b>Review mechanism</b>
<b>ENTRY, EXIT AND VISITING</b>					
Entry, exit and visiting procedures for the School are the same as they were before March 2020, but the School may reintroduce certain restrictions in the event of an outbreak.					
Drop-off of pupils at the School: risk of virus being brought into School on hands or masks that are contaminated	M2	Pupils, parents, staff	Hand sanitation immediately on arrival	JRM	Real time analysis, daily/ weekly SMT review
Use of external doors, gates and key pads by many people: possibility of virus transmission	H3	Pupils, staff, parents, visitors	Doors regularly cleaned; sanitiser dispensers are placed next to main doors and key pads; key pad use is restricted to once per class	JRM/ PD/ RF	Real time analysis, daily/ weekly SMT review

Aspect of School life and associated hazards	Risk and likelihood (L/M/H, 1/2/3)	People at risk	Control measures	Persons responsible	Review mechanism
<b>SOCIAL DISTANCING IN SCHOOL AND SEPARATION OF CLASS GROUPS</b>					
Staggered drop-off and pick-up times will no longer operate.					
The “bubble” system will not operate and will only be reintroduced in the event of an outbreak.					
The one metre plus rule will no longer operate.					
Playground use will return to normal – there will be no subdivisions of play areas to segregate one group of pupils from another.					
Lunch sittings will return to normal – but with use of hand sanitiser before meals. Teachers will have the option to sit with pupils.					
<p>Staff room use will return to normal, with windows opened to ensure adequate ventilation.</p> <p>Staff meetings will take place in the Walton Hall.</p> <p>SMT meetings will take place in Shakespeare.</p> <p>Windows will be opened in all meeting locations to ensure adequate ventilation.</p>					
Possibility that staff members and/or pupils will contract and/or spread the virus in classrooms and offices or while moving around the School, either indoors or outside	M1	Pupils, staff	Staff and pupils will continue to use “catch it, bin it, kill it” procedures, hand sanitisation and good ventilation to disperse aerosolised Covid-19. In accordance with DfE advice, the mask requirement will no longer operate except on the School minibuses.	JRM/ PD	Real time analysis, daily/ weekly SMT review
Possibility of failure to maintain social distancing or proper hygiene in kitchen: risk of virus transmission	L1	Pupils, staff, catering contractors	Kitchen staff will follow Thomas Franks’ Covid-19 policies and procedures at all times.	Peter Kilby	Real time analysis, daily/ weekly SMT review

Aspect of School life and associated hazards	Risk and likelihood (L/M/H, 1/2/3)	People at risk	Control measures	Persons responsible	Review mechanism
<b>SANITATION IN SCHOOL</b>					
Use of toilets will return to normal.					
Covid-19 contamination is spread in School by an infected person touching objects, surfaces or people: risk of virus transmission	H2	Pupils, staff	<p>Hand sanitiser will be available at doors to use when entering and exiting buildings</p> <p>Pupils will be encouraged to sanitise their hands on entry into and/or exit from classrooms using gel or wipes</p> <p>Under staff supervision pupils will wash hands before morning break and lunch</p> <p>Under staff supervision pupils will sanitise their hands before and after games lessons at a hand sanitising station by the Rose Place gate</p> <p>Equipment used for games sessions, e.g. cricket bats and footballs, will be sprayed and sanitised at the end of each lesson</p> <p>Pupils will not be allowed to enter the pavilion to collect sports equipment – this will be brought outside by staff</p> <p>Pupils will be instructed and encouraged to use the many sanitiser dispensers around the School during the day</p>	JRM/ PD	Real time analysis, daily/ weekly SMT review
Internal doors, furniture, toilet and equipment surfaces become contaminated with Covid-19: risk of virus transmission	H2	Pupils, staff, visitors	<p>Cleaning staff will give surfaces a thorough clean before School starts. There will be a second sanitising of frequently used door handles and key pads either before or after lunch</p> <p>Desktops in classrooms will be sanitised after lessons using antiviral wipes and fluids</p>	Bursar/NN/ Joanna Basic	Real time analysis, daily/ weekly SMT review

Aspect of School life and associated hazards	Risk and likelihood (L/M/H, 1/2/3)	People at risk	Control measures	Persons responsible	Review mechanism
			Staff will keep at least two windows open in classrooms at all times (provided that window configuration allows), and will open classroom doors after each lesson to ventilate the room.		
Shared IT equipment becomes contaminated with Covid-19: risk of virus transmission	HI	Pupils, staff	All keyboards and mice will be sanitised in between users.	FF	Real time analysis, daily/ weekly SMT review
Shared books and learning resources, or items taken home, become contaminated with Covid-19 – or teacher review of pupils’ work becomes a source of infection: risk of virus transmission	HI	Pupils, staff	Resources will not be shared – or will be sanitised if sharing is unavoidable Classwork will be done in exercise books. Prep will be set using assignments on Teams and the teacher can choose to have the work completed on Teams and marked online or for the work to be completed in exercise books. If exercise books are marked by the teacher, suitable hygiene measures will be employed such as leaving books “in quarantine” after collecting them, using medical gloves when handling the books and/or use of hand sanitiser.	RF / ADM/ FF	Real time analysis, daily/ weekly SMT review
Personal possessions and learning resources brought into School become contaminated with Covid-19 outside School: risk of virus transmission	HI	Pupils, staff	Pupils will bring their own bags into school Pupils will have their own equipment, clearly marked, which they must not share with other people Pupils from Form 3 up will bring in personal earphones or headphones for use in the IT room for IT, French and Music lessons. These should be clearly named and have a small 3.5mm jack or USB connection	JRM/ PD/ FF	Real time analysis, daily/ weekly SMT review

Aspect of School life and associated hazards	Risk and likelihood (L/M/H, 1/2/3)	People at risk	Control measures	Persons responsible	Review mechanism
Ambient aerosolised Covid-19 in the School resulting from breathing or following coughs, sneezes etc.: risk of virus transmission	M2	Pupils, staff, visitors	Staff will remind pupils regularly of the need to “catch it, bin it, kill it.”  The School will be kept well ventilated – classroom and other windows will be left open and doors left open provided they are not internal fire doors  Classroom doors will be thrown open to purge air after each lesson	Form teachers	Real time analysis, daily/ weekly SMT review
Food served at School becomes contaminated with Covid-19: risk of virus transmission	L1	Pupils, staff, catering contractors	Catering staff will follow Thomas Franks’ policies and procedures for Covid-19 safety.	Peter Kilby	Real time analysis, daily/ weekly SMT review
Plates and cutlery used in the Dining Room become contaminated with Covid-19: risk of virus transmission	M2	Pupils, staff, catering contractors	Cutlery and plates will be laid out so pupils can receive separate items. Cutlery will not be kept in communal receptacles. Children told not to touch other cutlery and plates in pile. All children leave plates and cutlery behind. Staff clear away. Plates and salad bar separated from children by Perspex screens	Peter Kilby	Real time analysis, daily/ weekly SMT review
Possibility of virus transmission from items delivered from outside	L1	Pupils, staff, catering contractors	Staff to wash hands thoroughly after handling newly delivered parcels and supplies	NN	Real time analysis, daily/ weekly SMT review

Aspect of School life and associated hazards	Risk and likelihood (L/M/H, 1/2/3)	People at risk	Control measures	Persons responsible	Review mechanism
<b>HEALTH-RELATED ISSUES</b>					
Pupil or staff member develops Covid-19 symptoms outside School: risk of virus transmission	HI	Pupils, staff	Pupil or staff member should not come into School and should follow government guidance on testing and self-isolation. School should be notified in the event of a positive test and the need to self-isolate	JRM	Real time analysis, frequent SMT review
Pupil develops Covid-19 symptoms while at School: possibility of virus transmission	HI	Pupils, staff	Pupil is sent home. Government guidance on self-isolation is followed immediately. PPE available.  If a pupil tests negative, the parents must certify to the School in writing that they have received an NHS email with negative test results before the pupil is allowed to return	JRM	Real time analysis, daily/ weekly SMT review
Member of staff develops Covid-19 symptoms while at School: possibility of virus transmission	HI	Pupils, staff	Staff member is sent home. Government guidance on self-isolation is followed immediately. PPE available  Staff who test negative for Covid-19 must present the NHS email with negative test results on their return.	JRM	Real time analysis, daily/ weekly SMT review
A member of the household of a pupil or staff member develops Covid-19: possibility of virus transmission	HI	Pupils, staff	Household should follow government guidance and the School should be notified. In many cases, it is not now necessary for people living in the same household as someone with Covid-19 to self-isolate.	JRM	Real time analysis, daily/ weekly SMT review

Aspect of School life and associated hazards	Risk and likelihood (L/M/H, 1/2/3)	People at risk	Control measures	Persons responsible	Review mechanism
Asymptomatic pupils and/or staff members come to School and spread Covid-19 unknowingly: risk of virus transmission	H2	Pupils, staff	<p>Twice weekly lateral flow tests (LFTs) will be carried out on all Year 7 and 8 pupils and on staff members in their own homes using test kits provided by the School. All self-test results must be recorded on the appropriate list straight away. (Week 1 tests in Michaelmas will be performed in School).</p> <p>The LFT testing station will operate in the changing room area for choristers to perform self-tests under adult supervision</p>	ADM/ JR	Real time analysis, frequent SMT review
Pupil or member of staff has LFT at School and tests positive: risk of virus transmission	H2	Pupils, staff	The pupil or staff member will be sent home to self-isolate as directed by government guidance – a PCR test will also have to be obtained. If the PCR test is taken within 2 days of the positive LFT and is negative, it overrides the self-test LFT and the pupil or staff member can return to school as long as they are not presenting Covid-19 symptoms. (See above for the presentation of test result evidence to the School).	JRM	Real time analysis, frequent SMT review
Pupil or member of staff has LFT at home and tests positive: risk of virus transmission	H2	Pupils, staff	The pupil or staff member must have a PCR test to confirm the result of the LFT. If the PCR test is positive, the person will self-isolate as directed by government guidance. If a pupil's PCR test is negative, his parents must certify to the School in writing that they have received a negative test result before the pupil is allowed to return. Staff tested for Covid-19 must present the NHS email with the negative test result on their return.	JRM	Real time analysis, frequent SMT review

Aspect of School life and associated hazards	Risk and likelihood (L/M/H, 1/2/3)	People at risk	Control measures	Persons responsible	Review mechanism
Avoiding shared equipment: need to minimise virus transmission risks	MI	Pupils, Staff	Equipment to be allocated to pupils individually and sanitised after each use if staff cannot avoid lending items to pupils	JRM, all teaching staff	As above
<b>SPECIAL SCHOOL ACTIVITIES</b>					
Use of school mini bus for School runs: risk of direct pupil-to-pupil infection	LI	Pupils, staff	Minibus travellers to wear face masks,	Danny Suraj	Real time analysis, daily/ weekly SMT review
One-on-one music tuition – some of it in small practice rooms – leading to transmission of infection; use of brass and wind instruments or choral tuition spreading Covid-19 in the air: risk of virus transmission	MI	Pupils, staff	Windows to be kept open for ventilation in all lesson locations where this is possible Perspex screens will be made available in practice rooms Lessons will finish slightly early in order for the teacher to wipe down surfaces, and open the door for ventilation Sanitising gel to be used by teacher and pupil at the start of each lesson No sharing of instruments Wind/brass/singing lessons to be given in larger spaces, at least at first (e.g. boarders' common room, top landing by the dormitories, outside the staff room, WWW).	JRM/ SB	Real time analysis, daily/ weekly SMT review