

SAFETY RISK ASSESSMENT

Directorate: Cardinal Langley RC High School	COVID 19
Job role/s: Workplace Risk Assessment – Opening of School in September 2021	
People who might be harmed: Staff, Students, Visitors	Assessment date: 10/9/2021
Are there any special considerations needed for new & expectant mothers or persons under 18, etc. Yes Additional measures for clinically vulnerable or pregnant that have not yet been vaccinated	Review date: 31/12/2021
Names of all involved in assessment process: (e.g. Manager, Union rep, etc.): Headteacher, Governor Committee, Premises and H&S Manager, Staff H&S Representatives	Manager authentication: Andrew Bridson
<p>Information: This risk assessment has been undertaken in light of the recent Government guidance. Cardinal Langley RC High School are putting the measures detailed below in place to ensure the safety of staff, students and visitors and prevent the spread of infection. The risk assessment will be reviewed each time Government guidance is updated. The risk assessment will be shared with all staff and Governors and a copy placed on the school website.</p>	

Hazard	Risk Identified	Current Precautions in Place	Further Information & Actions
1. Establishing a systematic process for reopening of school			
1.1 Building Capacity	Full reopening of school in September increases the number of contacts for an individual which increases the risk of transmission	<ul style="list-style-type: none"> All adults over 16 and clinically vulnerable children have been offered the vaccination to protect from infection Unvaccinated adults are advised to maintain social distancing and wear a face covering in areas this is not possible Twice weekly testing for all in our school community is recommended and will be reviewed at the end of September Those testing positive from LFD are required to isolate and take a confirmatory PCR. Close contacts that are under 18 or have been fully vaccinated are not expected to isolate but should take a PCR test within 2 days 	<ul style="list-style-type: none"> An outbreak management plan is in place to respond to an increase in local cases
1.2 Organisation of teaching spaces	Classroom sizes will not allow adequate social distancing	<ul style="list-style-type: none"> It is no longer a requirement, but is advisable, that the classroom layout continues with students seated side by side and facing forward where possible It is no longer a requirement that staff maintain social distancing from students and each other but is advised that close contact be kept to a minimum and face coverings be used if close contact is maintained for extended periods 	<p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing

			<ul style="list-style-type: none"> rearranging furniture where possible to avoid direct drafts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Classroom doors can be opened when the room is occupied to provide additional ventilation but should be closed when the room is not in use. In the event of a fire alarm, all doors should be closed as exiting.
1.3 Availability of staff	The number of staff who are available is lower than that required to teach classes in school	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned Full use is made of those staff who are self-isolating but who are well enough to work from home Cover supervisors available if necessary Full use is made of testing to inform staff deployment Supply staff can be used 	<ul style="list-style-type: none"> Review of staff absence and COVID-19 reporting system to ensure school is informed when staff are unable to work
1.4 Safeguarding & Pastoral Support	Effective support not in place to support the needs of students	<ul style="list-style-type: none"> Robust safeguarding procedures are already in place and all staff have acknowledged policy updates Pastoral teams have maintained contact with all students during lockdown and are aware of support required Attendance for each year group is monitored and school is aware of students testing positive LPAs deployed to support SEND students within school Key Workers available each day to support students 	<ul style="list-style-type: none"> BISC training to be provided for all staff in January 2021 All staff have been encouraged to complete online training on bereavement and domestic violence
1.5 Planning Movement around the building	Movement around the school risks increases the risk of transmission at busy points	<ul style="list-style-type: none"> One-way system implemented on staircases Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly Appropriate duty rota and levels of supervision are in place Split break & lunch will remain in place to limit the number of students in communal spaces 	<ul style="list-style-type: none"> Induction to take place with staff in September to inform them of the procedures within the building. Duty rota to be reviewed and provided to all staff Staggered start and finish times for the school day are no longer recommended
1.6 Curriculum Organisation	Students will have fallen behind in their learning during school closures and achievement gaps will have widened	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning Curriculum plans amended to ensure National Curriculum / exam specification content covered across the key stage Laptop loan scheme is in place to support those without access to electronic devices It is no longer a requirement to quarantine exercise books etc but thorough handwashing is recommended before and after use 	<ul style="list-style-type: none"> Education Continuity Plan developed to enable home learning to be implemented at short notice in the event of local or school lockdown School timetable for 2021/22 has been issued to staff and will be amended if necessary Identify opportunities to provide additional support to those who are disadvantaged or falling behind with home learning After school clubs and activities can be organized if risks controlled Update Pupil Premium strategy
1.7 Staff Workplaces	Staff workrooms and offices do not allow for observation of social distancing	<ul style="list-style-type: none"> Faculty workrooms are available for staff during PPA time There is no longer a requirement for room capacity signs to enforce social distancing but staff should take personal responsibility in managing risk Staffroom is available for staff use but staff should take personal responsibility in managing risk Communal kitchen facility in staffroom will be available but should only be used by a maximum of 2 at a time. 	

1.8 School Trips	School trips increase the risk of virus transmission	<ul style="list-style-type: none"> • Current guidance outlines how educational visits can resume • Schedule of entitlement and enrichment trips available 	<ul style="list-style-type: none"> • Further guidance is available at https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#educational-visits
1.9 Transition	Transition for new Year 7 students not completed	<ul style="list-style-type: none"> • Strong links with primary partners continue • Pastoral and academic information has been transferred • Transition videos shared with students and parents • Regular communications with the parent/carers of incoming students are in place • Open Evening for Year 7 and Sixth Form are on calendar for September and November respectively and specific risk assessments will be undertaken to ensure they can take place safely. This may mean that they take place in an amended format. 	<ul style="list-style-type: none"> • Majority of new Year 7 students attended summer school in August • New Year 7 will follow specific transition programme in autumn term
1.10 Governance and policy	Governors are not fully informed or involved in making key decisions	<ul style="list-style-type: none"> • Governor Resources Committee to be involved in key decisions regarding Health & Safety • Governors are briefed regularly on the latest Government guidance and its implications for the school 	<ul style="list-style-type: none"> • Regular meetings with Governors continue
1.11 Policy Review	Existing policies do not reflect current circumstances	<ul style="list-style-type: none"> • All relevant policies have been revised to take account the guidance on social distancing and restrictions due to COVID-19. The policies updated are: <ul style="list-style-type: none"> ○ Safeguarding Policy ○ School Safety Policy ○ Fire Policy ○ Behaviour Policy ○ Attendance Policy 	<ul style="list-style-type: none"> • Staff, students, parent/carers and Governors to be informed if further reviews are completed
1.12 Communication strategy	Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> ○ Staff ○ Students ○ Parent/carers ○ Governors/ ○ Local Authority • Whole staff briefing will take in the chapel each Monday to enable social distancing and ensure all staff are fully informed • Parents' evening to take place virtually in the near future to limit the risk of transmission • Staff & student bulletin section of Synergy used to communicate in school 	<ul style="list-style-type: none"> • Ensure key information is included on the website and regularly updated • Review of parental contact details to be undertaken to ensure they are correct and up to date • Only arrange physical meetings with parents if absolutely necessary and consider phone or video conferencing as an effective alternative
1.13 Staff induction	Staff not up to date with changes to procedures in school	<ul style="list-style-type: none"> • Staff provided induction regarding new procedures during September inset day 	<ul style="list-style-type: none"> • All staff have been provided with risk assessments and revised procedures prior to reopening • Any updates are communicated to all staff
1.14 Breakfast Club	Students who rely on breakfast club not able to access	<ul style="list-style-type: none"> • Mixed year groups can now use breakfast club • Food available in Bistro and homework support available in LRC from 7.45am to 8.15am 	<ul style="list-style-type: none"> • Breakfast club is popular with students and important to provide many students with a meal at the start of the day

1.15 Risk assessments	Risks are not comprehensively assessed in every area of the school in light of COVID-19	<ul style="list-style-type: none"> • Risk assessments have been updated and provided to staff / placed on website for parents • Staff will be consulted on any changes to risk assessments • Staff with specific medical conditions can request individual risks assessments to be completed based on current medical advice • Risk assessments have been completed for students with specific high risk conditions 	<ul style="list-style-type: none"> • Risk assessments to be updated following advice received • Additional risk assessments to be carried out if required • Information made available to all staff
1.16 School transport	School transport does not allow for social distancing and increases risk of transmission	<ul style="list-style-type: none"> • Dedicated school bus services will be provided by TfGM but there will no longer be duplicate services provided • Face coverings are still expected on public transport, specifically for those identified as close contacts 	<ul style="list-style-type: none"> • Students will be encouraged to walk / cycle / use private cars if possible to avoid the need for travelling on public / school transport
1.17 Attendance	Attendance at school is not tracked and raises safeguarding concerns	<ul style="list-style-type: none"> • DfE guidance states that attendance for all students is mandatory • Parents / carers will be expected to follow the normal absence reporting procedures. Anyone who indicates Covid-19 symptoms as the reason should be provided with information regarding testing and this will be followed up with further contact to ascertain the result of the test. If the test is positive, then the correct procedure will be followed. A negative test means they can return to school when well enough to do so. 	<ul style="list-style-type: none"> • Registers will be taken for each session and absences checked • If students are advised not to attend school due to Government guidance then home learning will continue to be provided
1.18 Face Coverings	Return to school increases the risk of transmission	<ul style="list-style-type: none"> • DfE guidance no longer requires the use of face coverings in schools but staff and students are encouraged to wear these in corridors and communal areas where social distancing cannot be maintained 	<ul style="list-style-type: none"> • A small supply of face coverings will be available in school

Hazard	Risk Identified	Current Precautions in Place	Further Information & Actions
2. Procedures to limit the spread of COVID-19			
2.1 Cleaning	Level of cleaning required to prevent spread of infection cannot be met/maintained	<ul style="list-style-type: none"> An enhanced cleaning plan is agreed with premises team and implemented which minimises the spread of infection. Working hours for cleaning staff amended to enable new requirements to be met Additional cleaners will be recruited if required Adequate supplies of cleaning products secured 	<ul style="list-style-type: none"> Premises specific risk assessment to be shared with all site staff Government guidance to be shared with all site staff Staff to report any concerns to Headteacher Cleaning checks to be carried out daily
2.2 Hygiene and handwashing	Staff & students do not wash their hands regularly and risk the spread of infection	<ul style="list-style-type: none"> Sanitizer stations have been installed at entrances and on corridors Staff and students reminded of the procedures for good respiratory hygiene Students will not have their temperature checked routinely but thermal camera available should fever be suspected Students using toilets have been reminded of the need to wash hands with soap and water for at least 20 seconds. 	<ul style="list-style-type: none"> Handwashing facilities are maintained in line with increased demand Regular stock checks of hand sanitizer in school and orders completed as necessary. Cleaners are on site throughout the day and will regularly check levels and replace if required. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently
2.3 Testing and managing symptoms	Risk of spreading infection	<ul style="list-style-type: none"> School conducted Public Health pilot for in-class testing during summer term All staff expected to conduct twice weekly LFD testing until at least the end of September All students to be offered two tests on site 3-5 days apart at the start of term using the in-class testing procedure developed during the summer term and approved by Public Health 	<ul style="list-style-type: none"> Separate risk assessment available for in-class testing Enhanced testing included in Outbreak Management Plan
2.4 Infection transmission within school	Risk of spreading infection	<ul style="list-style-type: none"> Anyone displaying symptoms must not attend school and should arrange to be tested. The test result must be reported to the Headteacher when available. Procedures are in place to deal with any student or staff displaying symptoms in school. This includes the use of testing for both staff and students and appropriate action, in line with government guidance, should the tests prove positive or negative. Staff or students who display symptoms during the day must isolate immediately and arrange for a Covid-19 test to be completed. The test result must be reported to the Headteacher when available. Students awaiting collection will be isolated near to reception and have designated toilet and hand washing facilities Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Students, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. 	<ul style="list-style-type: none"> Reporting procedures of COVID-19 are in place and have been communicated to staff/parents/carers. Review of first aid procedures in school including alert system to deal with students/staff displaying symptoms of COVID-19 PPE is available for any member of staff dealing with a symptomatic individual. This includes: eye protection, disposable mask, apron & gloves Communication to parent/carers/students/staff of what to do if they or family members are displaying symptoms – website/posters in school/social media
2.5 First Aid/Designated Safeguarding Leads	The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	<ul style="list-style-type: none"> Designated first aider on site each day Safeguarding team fully operational from September 	<ul style="list-style-type: none"> Guidance on the use of PPE and treatment of individual displaying symptoms to be arranged with designated first aiders
2.6 Medical room	Medical room is not adequately equipped or configured to maintain infection control	<ul style="list-style-type: none"> Social distancing provisions are in place for medical room Anyone with symptoms will be treated in a well ventilated room if possible Additional rooms are designated for students with suspected COVID-19 whilst collection is arranged Procedures are in place for medical room to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets Full PPE is available for use 	<ul style="list-style-type: none"> Review of first aid procedures in school with process for dealing with students with symptoms relating to COVID-19

2.7 Personal Protective Equipment (PPE)	Provision of PPE for staff where required is not in line with government guidelines	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured • PPE packs will be placed in reception and faculty workrooms for staff to use in emergency. Staff are not expected/required to help/care for a child in a critical situation. It is staffs' judgement if they intervene or not. First Aiders are available on site to call on in emergency situations. • Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	<ul style="list-style-type: none"> • Government guidance on wearing PPE in school is available at https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance
2.8 Student Behaviour	Student close contact on return to school increases risk of transmission	<ul style="list-style-type: none"> • Review of Behaviour Policy and procedures to include COVID-19 requirements • Provision for the school to be able to sanction, up to and including exclusion, students who deliberately cough or spit at pupils or staff, putting them at risk 	<ul style="list-style-type: none"> • Induction sessions with students during the first day of reopening to inform them of the changes within the building as well as ongoing reminders each day
2.9 Assemblies	Large gatherings can increase the spread of infection	<ul style="list-style-type: none"> • Year group assemblies can now will take place unless restricted as part of the Outbreak Management Plan • Welcome & leavers masses can now will take place but specific risk assessments will take place and they might be in an amended format 	<ul style="list-style-type: none"> • Suspension of year group assemblies included in Outbreak Management Plan

Hazard	Risk Identified	Current Precautions in Place	Further Information & Actions
3. Enhanced protection for children and staff with underlying health conditions			
3.1 Staff & students with underlying health issues	Students with underlying health issues may need additional protections in place	<ul style="list-style-type: none"> • Clinically vulnerable staff and students have been offered vaccination. Staff and students / parents have been provided with clear guidance regarding this and may also wish to maintain social distance where possible and wear a face covering • Parents have been asked to make the school aware of any underlying health conditions • The vast majority of the adult population / clinically vulnerable children have received both injections but there is likely to be a small number who have only received one injection or have not yet been vaccinated. Individuals are aware of their vaccination status and are advised to take additional precautions should they feel it is necessary • The school, students and parents, are clear about the risks and associated mitigating strategies in place 	<ul style="list-style-type: none"> • School has an updated register of students with underlying health conditions • Parents/Carers have been advised to follow medical advice if they believe their child has an underlying health condition • Parents/Carers have been asked to update the school if their child is unable to attend due to an underlying medical condition • The school will continue to provide home learning to those students who are unable to attend due to an underlying medical condition
3.2 Staff who are pregnant	Pregnant staff may be at greater risk if infected with COVID-19	<ul style="list-style-type: none"> • Pregnant women are advised to seek medical advice regarding any additional measures that can be taken to reduce the risk of transmission 	<ul style="list-style-type: none"> • Staff should inform the Headteacher if they are pregnant so that appropriate measures can be put in place

Hazard	Risk Identified	Current Precautions in Place	Further Information & Actions
4. Support for students and staff			
4.1 Mental health – students	Students' mental health has been adversely affected by the COVID-19 crisis	<ul style="list-style-type: none"> • There are sufficient numbers of staff available to support students with mental health issues • There is access to designated staff for all students who wish to talk to someone about their wellbeing/mental health • Resources/websites to support the mental health of students are provided to students and parents • Life Skills lessons address this topic • LA has provided information on external support available • Health & Wellbeing strategy being developed 	<ul style="list-style-type: none"> • Induction includes information for students about who to go to if they wish to talk about their wellbeing/mental health or if they are concerned about another student
4.2 Mental health – staff	The mental health of staff has been adversely affected by the COVID-19 crisis	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing • Line Managers are proactive in discussing wellbeing with the staff that they manage, including their workload • Staff updates and training have included content on wellbeing • Staff have been signposted to useful websites and resources 	<ul style="list-style-type: none"> • Staff support information provided to staff • Line Managers will continue having regular catch ups with their teams, including wellbeing and managing work/life balance • Regular staff surveys will also be used to monitor wellbeing and follow up if required
4.3 Bereavement support	Students and staff are grieving because of loss of friends or family	<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support • Support is requested from other organisations when necessary 	<ul style="list-style-type: none"> • For staff - Information and support is available from SLT • For students - Information and support is available from the Pastoral Team
4.4 Student support	All students may have been vulnerable during the school closure	<ul style="list-style-type: none"> • It is expected that there will be students who will have suffered from bereavement, family breakdown, parental alcohol/drug misuse, domestic violence, parental mental health concerns, financial stress and the first priority of contact will be to check on student wellbeing and provide appropriate support. 	<ul style="list-style-type: none"> • In school support will be provided and this will be complemented by that offered by external agencies • Students given the opportunity for individual support as part of any curriculum offer
4.5 Staff wellbeing	Individual wellbeing impacted by school closure	<ul style="list-style-type: none"> • Governing Boards and senior leaders are conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders. 	<ul style="list-style-type: none"> • Confidential support is available through PAM Assist • The national Education Support service is available to all staff on 08000 562 561 or https://www.educationsupport.org.uk/ • Additional support can be provided through the OH provider
4.6 Staff workload	Proposed arrangements may impact on workload	<ul style="list-style-type: none"> • Workload will be carefully managed and line managers will manage the workload of their teams to ensure it is equitable and manageable • Senior leaders and the Governing Boards will consider staff workload in their resource and curriculum planning, and consider where additional resource could be safely brought in if necessary. 	<ul style="list-style-type: none"> • It is appreciated that unprecedented circumstances have introduced new demands on staff. Line managers will manage their staff so that responsibilities are shared depending on circumstances. • Each individual circumstance will be discussed with line managers to ensure it is appropriate.

Hazard	Risk Identified	Current Precautions in Place	Further Information & Actions
5. Operational issues			
5.1 Review of fire procedures	Emergency evacuation procedures are not appropriate for the current school circumstances.	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Possible absence of fire wardens Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing 	<ul style="list-style-type: none"> Information included in the staff and student induction The fire assembly point will be: <ul style="list-style-type: none"> Year 7 – DLS Years 8 & 9 – main yard Year 10, 11 & Sixth Form – 3G
5.3 Contractors working on the school site	Additional persons on site raising the risk / spread of Infection	<ul style="list-style-type: none"> In addition to arrangements for COVID-19, normal contractor procedures are being applied and will be updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). All contractors will be made aware of the school Covid-19 procedures 	<ul style="list-style-type: none"> Any visitor or contractor displaying symptoms will not be granted entry and be asked to leave the site
5.4 Financial costs of the school's response to COVID-19	The costs of additional measures and enhanced services to address COVID-19 may place the school in financial difficulties	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and additional resources available in the 2021/22 approved budget Confirmed that loss of income through lettings arrangements cannot be claimed back through DfE scheme Additional COVID-19 related costs are regularly reviewed and may reduce over time as guidance changes The school's projected financial position has been shared with Governors and LA 	<ul style="list-style-type: none"> Financial position of school to be monitored through termly Governor Committees; Budget Monitoring and Resources

Hazard	Risk Identified	Current Precautions in Place	Further Information & Actions
6. Leadership			
6.1 Governance	Lack of Governor oversight during the COVID-19 leads to the school failing to meet statutory requirements	<ul style="list-style-type: none"> The Governing Body continues to meet regularly The Governing Body agendas are structured to ensure all statutory requirements are discussed and SLT are held to account for their implementation The Headteacher's Report to Governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19 Regular dialogue with the Chair of Governors and Governors with designated responsibilities is in place Minutes of Governing Body meetings are reviewed to ensure that they accurately record Governors' oversight and holding SLT to account for areas of statutory responsibility 	<ul style="list-style-type: none"> Governors Resources Committee responsible for H&S matters
6.2 School Leadership	Illness of Headteacher or Senior / Middle leaders to impact on operation of school	<ul style="list-style-type: none"> Clear accountability lines in place at senior and middle leadership levels should there be staff absences Weekly SLT meetings to ensure effective sharing of information 	<ul style="list-style-type: none"> Temporary changes in staffing structure due to illness will be communicated to staff

This assessment should be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures & following incidents or changes in guidance.