



Cardinal Wiseman Catholic School

Risk Assessment for full reopening of school

March 2021



PUPILS ONLY TO ATTEND SCHOOL IF NO-ONE IN HOUSEHOLD IS SHOWING SYMPTOMS OF COVID-19

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- new continuous cough
- high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

The matrix provides a method to determine the level of risk, with the Likelihood and Severity being independently scored and plotted- Birmingham City Council

RISK LEVEL MATRIX					
PROBABILITY (LIKELIHOOD)	4	Low	High	Very High	Very High
	3	Low	Med	High	Very High
	2	Low	Low	Med	High
	1	Low	Low	Low	Low
		1	2	3	4
		SEVERITY (OUTCOME)			

	Details	Area of concern to be addressed	Control measures to minimise risks	Final level of risk of infection
1) Groupings	DfE guidance states <i>“that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.”</i>	<ul style="list-style-type: none"> ● Lack of certainty over returning numbers ● Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance 	<ul style="list-style-type: none"> ● Planning for full attendance of all year groups by end of w/c 8/3/21. ● Phased return arrangements for year groups pupils during w/c 8/3/21 <ul style="list-style-type: none"> 8/3/21 - year 11 9/3/21 - year 7 10/3/21 - year 10 11/3/21 - year 9 12/3/21 - year 8 ● Year groups are educated in ‘bubbles’. ● Support for pupil/parent anxiety about return to school and vulnerability to COVID-19 <p>Parents/carers informed of arrangements prior to 8/3/21. Existing maps from previous reopening shared so all pupils understand entrance points and one way system</p> <ul style="list-style-type: none"> ● Readiness to implement Lateral Flow testing for all pupils with parental consent. 	2 x 1 = 2 Low
2) Staffing	DfE guidance states <i>“From 1 August, the government will pause shielding unless the transmission of COVID-19 in the community starts to rise significantly.”</i>	<ul style="list-style-type: none"> ● Number of staff available is lower than that required to teach classes in school 	<ul style="list-style-type: none"> ● As per Government guidance all staff to return to work full time 8th March ● The health status and availability of every member of staff, teaching and non-teaching, is known and is regularly updated. Arrangements are in place for staff who are at risk or shielding. <ul style="list-style-type: none"> ● Identify specific activities for staff who are vulnerable/shielded. ● Expectation for staff to cover for absent staff ● The duty rota will be revised in order to provide enhanced supervision and support. All available staff will be involved in this. ● DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils. ● Staff model social distancing consistently. ● Contingency planning in place at appropriate levels, e.g. SLT, DSLs, first aid qualified staff. ● Advice sought from LA to support staffing levels or support eligible children to access provision through another school. ● Chair of Governors kept informed throughout. ● Staff receive daily/weekly briefings on day to day school matters. ● Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders. ● Flexible working arrangements needed to support any changes to usual working patterns are agreed. ● Staff workload expectations are clearly communicated. ● Staff training scheduled to implement any changes that the school plans to 	1 x 1 = 1 Low

			<p>make, either delivered remotely or in school</p> <ul style="list-style-type: none"> ● Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. ● Staff have been briefed on the use of these rooms. 	
3) School day	<p>DfE guidance states “<i>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals.</i>”.</p>	<ul style="list-style-type: none"> ● The start and end of the school day create risks of breaching social distancing guidelines 	<ul style="list-style-type: none"> ● Start times are staggered for all year groups 8:30am - Years 9, 10 & 11 8:40am - Years 7 & 8 <p>If pupils arrive prior to their start time they will be directed to their assigned outdoor space.</p> <ul style="list-style-type: none"> ● Break times and lunch times are structured and closely supervised. 10:20 - 10:35am - Years 7 & 8 10:45 - 11:00am - Years 9, 10 & 11 12:40 - 1:10pm - Years 7 & 8 1:30 - 2:00pm - Years 9, 10 & 11 ● Departure times are staggered for all year groups 3:15pm - Year 9 3:15pm - Year 10 3:20pm - Year 8 3:25pm - Year 7 3:25pm - Year 11 	2 x 3 = 6 Med
4) Venue and equipment	<p>DfE guidance states “<i>groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</i>”</p>	<ul style="list-style-type: none"> ● Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance ● Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when pupils circulate in corridors as pupils are unable to or do not observe social distancing at break and lunch times ● Staff rooms and offices do not allow for observation of 	<ul style="list-style-type: none"> ● Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. ● The number of entrances and exits to be used is maximised; each year group designated its own access point. Only one-year group using each entry/exit at any one time Year 11 - Maths entrance Year 10 - Main pupil gate Year 9 - Field gate Year 8 - Field gate Year 7 - Main pupil gate <p>Car park will be closed to cars from 8:20am to allow pupils to safely use alternative entrances. Duty staff spaced throughout entrance points to ensure that social distancing is observed. Pupils to go straight to Period 1. Pupils are not to arrive prior to arrival time. If parents are dropping off siblings with different start times, pupils waiting for start time must wait outside the school gates, socially distancing from other pupils.</p> <ul style="list-style-type: none"> ● Week commencing 15/3/21 Breakfast club will only be open to year 7 pupils from 8:10am – 8:40am. ● Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. - Maps provided to all pupils and parents/carers via parentmail prior to reopening indicating entry/exit points. 	2 x 2 = 4 Low

		<p>social distancing guidelines</p> <ul style="list-style-type: none"> • Queues for toilets and handwashing risk non-compliance with social distancing measures • Fire evacuation drills - unable to apply social distancing effectively • The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures 	<p>- Details also available via "Covid-19 arrangements" section of School website</p> <ul style="list-style-type: none"> • Assigned playground space for each year group Year 7 - bottom half of the playground and cage in front of English block. Year 8 - top half of the playground and cage in front of Humanities block Year 9 - Maths playground Year 10 - top half of the playground and cage in front of Humanities block Year 11 - bottom half of the playground and cage in front of English block. • Canteen space will be used by one-year group bubble at a time. Assigned eating space for each year group Year 7 - Large dining hall. Year 8 - Small dining room and hall. Year 9 - Long gallery. Year 10 - Canteen. Year 11 - Small dining room and hall. • Assigned toilets for each year group Year 7 - Chapel corridor Year 8 - Long gallery Year 9 - Long gallery Year 10 - Chapel corridor Year 11 - Maths corridor • Pupils encouraged to access toilets during class/throughout the day when directed by SLT, to help avoid queues and reduce numbers at break and lunchtimes. Signage and teaching resources will be used to promote good hand-washing procedures. • The toilets are cleaned frequently to take account for the number of pupils accessing the facilities. • Pinch points/bottle necks are identified and managed accordingly as per lesson changeover procedures. • As per Culture for Learning procedures, classroom layouts ensure forward facing desks. • All classrooms to have hand sanitiser available for pupils to use prior to break and lunchtimes. • All rooms to have access to adequate supplies of tissue, sanitizer and disinfectant to meet the requirements of 'catch it, bin it, kill it' • Cleaning supplies available in classrooms for staff to use if required. Roles and responsibilities identified for each area with cleaning resources. • Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where possible. • Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups • Practical lessons can go ahead if equipment can be cleaned thoroughly • Limit the amount of shared resources that are taken home and limit 	
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			<p>exchange of take-home resources between pupils and staff.</p> <ul style="list-style-type: none"> ● An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school. ● Introduce enhanced daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces. ● Where possible doors to remain open to reduce touching of door handles/surfaces. ● More frequent cleaning of rooms / shared areas that are used by different groups. ● Staff rooms and offices have been reviewed and appropriate configuration of furniture and workstations have been put in place to allow for social distancing. ● Assemblies will be delivered to groups in their Formation groups via Google Meet. ● Evacuation arrangements amended in line with new playground arrangements. <ul style="list-style-type: none"> Year 7 - cage in front of English block. Year 8 - cage in front of Humanities block Year 9 - Maths playground Year 10 - quiet area Year 11 - side of science block up to trees <p>Pupils to line up in form groups in 2 rows, pupils in each row spaced apart.</p> <ul style="list-style-type: none"> ● Parents are informed that coming onto the site without an appointment is not allowed. Parent drop in to be conducted via phone or email enquiry@cardinalwiseman.net ● Visitors to the school must be pre-agreed. They must be met in reception by the member of staff who has arranged the visit. All visitors will be required to wear a face covering or face shield on arrival, and if social distancing from the person they are meeting with cannot be maintained this should be worn throughout the visit. Visitors will be asked to wash their hands upon arrival to the school. 	
5) Hygiene	<p>DfE guidance states <i>“pupils, staff and other adults do not come into the school if they have Covid-19 symptoms or have tested positive in the last 7 days to reduce the risk in schools and further drive down</i></p>	<ul style="list-style-type: none"> ● Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19 ● Communications with parents/carers about expectations that must be followed 	<ul style="list-style-type: none"> ● Key messages in line with government guidance are reinforced as necessary via email, text and the school’s website and verbally. ● Clear procedures in place where a child falls ill whilst at school. ● Ensure contact details of families are up to date. ● Pupils to wear uniform, parents to be advised of how often to clean as per DfE guidance <i>“Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal”</i> ● Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family. ● Pupils and staff will be required to wear a face covering when arriving to school, 	<p>2 x 2 = 4 Low</p>

	<i>transmission of coronavirus.”</i>	to support pupils and keep the school community safe are not clear or in place	when moving around inside the building and in communal spaces such as toilets and playground space when other measures put in place by the school cannot be adhered to (e.g. during lesson crossover and bubbles are not separated) or social distancing cannot be maintained. When not being used face coverings must be stored in a sealable, plastic bag. Except for those who are exempt from wearing a face covering as set out in Government guidance.	
6) Travel	DfE guidance states <i>“you can help control coronavirus and travel safely by considering all other forms of transport, such as cycling and walking, before using public transport”</i>	<ul style="list-style-type: none"> Public transport capacity will continue to be constrained in the autumn term The start and end of the school day create risks of breaching social distancing guidelines 	<ul style="list-style-type: none"> Pupils are encouraged to walk or cycle to school. If parents are transporting pupils to and from school they must remain inside their vehicle. Gathering at the school gates is not allowed. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and parents are informed that gathering at school gates needs to be minimised. Those pupils and staff that do use public transport must follow Government guidance regarding the wearing of facemask. Pupils and staff who use public transport must wear face coverings on public transport. Pupils and staff must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all). Pupils must immediately make their way home following staggered dismissals and not to gather at the school gates. Those pupils who have to wait for siblings in other year groups must do so in a socially distanced way outside the outer gates to the school drive, preferably in a pre-agreed place apart from others. 	1 x 3 = 3 Low
7) Illness in school	DfE guidance states <i>“If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of taste or smell anosmia, they must be sent home and advised to follow ‘stay at home guidance’, which sets out that they must self-isolate for at least 7 days and be tested”</i>	<ul style="list-style-type: none"> Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school Staff, pupils and parents are not aware of the school’s procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school Arrangements to 	<ul style="list-style-type: none"> Arrangements in place should there be a suspected case at school. PPE available for first aid staff, PHE guidance for donning and doffing PPE to be followed. Cleaning staff are aware of the guidance for cleaning of non-healthcare settings COVID-19: Plans are in place to identify and clean all areas with which the symptomatic person has been in contact Sufficient and suitable equipment is available for the required clean Adequate waste disposal arrangements are in place to dispose of contaminated equipment Alternative arrangements are in place for vulnerable pupils and key worker families in case the school needs to close for a Covid-19 clean. Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of Covid- 19 and how this will be implemented in school. This guidance has been explained to staff and pupils as part of the return to work process. Staff are aware of the location of the emergency PPE pack. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	2 x 3 = 6 Med

		<p>isolate individuals displaying symptoms of COVID-19 are not in place</p>	<ul style="list-style-type: none"> ● Health and safety governors are satisfied that arrangements are in place and in line with DfE guidelines ● Report cases of Covid-19 to the Health Protection Team in Public Health England using the online reporting system. ● Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response. <p>Individual risk assessments</p>	
<p>8) School based asymptomatic testing</p>		<ul style="list-style-type: none"> ● The school is not able to plan and make the logistical arrangements required to facilitate the testing in the time provided ● The school does not have a suitable location within their estate to manage testing ● The testing location may increase virus transmission ● The school is not able to identify suitably trained and sufficient staff to undertake the testing roles required 	<ul style="list-style-type: none"> ● 3 members of Senior Leadership Team have been identified to lead and oversee school-based testing; ● The school has been able to utilise time within the first week of term (week commencing 4th January) to put the specified arrangements in place. ● Testing Staff have been provided with the DfE/NHS training modules prior to testing being implemented. ● All staff supporting testing will wear full PPE. The wearing and changing of PPE will be undertaken in line with NHS guidance and training provided. ● The school hall will be used as the testing location, this meets the minimum space requirements. The room can accommodate testing bays and maintain social distancing requirements for all movements within the room, including the integration of a one-way system of movement. ● The identified location will be able to meet the cleaning requirements i.e. non-porous floor and fully wipeable surfaces. ● The testing room has all required cleaning materials accessible, which have been secured to ensure sufficient supply. ● Only members of the testing team, wearing full PPE will be allowed in the testing location, with the exception of those persons being tested. People being tested are only allowed into the front of the testing location in the testing area. ● Staff will complete twice weekly self testing at home. ● School will facilitate mass testing prior to all year groups returning to onsite learning. After an initial programme of 3 tests in school or college, students will be provided with two rapid tests to use each week at home. These tests will be given to all pupils whose parents have given written consent. These tests are not mandatory, but are encouraged. These tests are self-administered by pupils, and processed by staff who have completed NHS training. 	