

**Xavier Catholic Education Trust  
Recommended Controls for COVID-19  
Risk Assessment**

**Cardinal Newman May 2020 (Edits for Cardinal Newman School in blue)**

Identified Risk	Recommended Controls & Protective Measures	By whom?	Action Date
<b>Awareness to procedures and risk</b>	<ul style="list-style-type: none"> <li>• Safeguarding and Health &amp; Safety Policies have been reviewed and updated where needed in light of the COVID-19 advice. Updated policies have been shared with relevant staff( Xavier policy update will be published on 21/5/2020)</li> <li>• Staff to receive any necessary training that helps minimise the spread of infection.</li> <li>• The school keeps up-to-date with advice issued.</li> <li>• Staff to be made aware of the school's infection control procedures in relation to coronavirus. (Xavier guidance available 15/05/2020)</li> <li>• Parents are kept aware of the procedures put in place to help keep the children safe in school. Stay at home guidance is made available for parents and staff to refer to and put on website <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>• Pupils made aware of rules for staying safe in school and what to do if they feel unwell. ( Xavier guidance will available 18/05/20)</li> <li>• Any cases of illness, including COVID-19 are to be treated with confidentiality.</li> </ul>	SLT	Initially before return to school and continuing once school has resumed.
<b>Implementing social distancing</b>	<ul style="list-style-type: none"> <li>• Small class groups, are organised as described in the 'class or group sizes' in DfE guidelines.</li> <li>• Classrooms and other learning environments are organised to maintain space between seats and desks where possible.</li> <li>• The timetable is revised to implement where possible,;               <ul style="list-style-type: none"> <li>- Plan for lessons or activities which limit movement between areas;</li> <li>- Maximum number of lessons or classroom activities which could take place outdoors;</li> </ul> </li> </ul>	All staff present in school, guided by SLT.	On-going

	<ul style="list-style-type: none"> <li>- Break times (including lunch) are staggered so that all children are not moving around the school at the same time;</li> <li>- Drop-off and collection times are staggered;</li> <li>- Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact;</li> <li>- Small groups of children are together throughout the day and avoid mixing with larger groups of children.</li> <li>• Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere</li> <li>• Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed; <a href="#">Equipment not shared between different groups of 15; equipment which is passed between groups should be left over the weekend to clean or be sterilised overnight.</a></li> <li>• Cohorts are kept together where possible and children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days;</li> <li>• The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days;</li> <li>• Children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk;</li> <li>• Mixing between staff and groups of children in school is minimised by: <ul style="list-style-type: none"> <li>- accessing rooms directly from outside where possible;</li> <li>- where possible, considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors;</li> <li>- staggering lunch breaks and children and young people clean their hands beforehand and enter in the groups they are already in or children are brought their lunch in their classrooms;</li> <li>- The number of children using the toilet at any one time is limited;</li> <li>- The use of shared space such as halls is limited and there is cleaning between use by different groups;</li> <li>- The use of staff rooms and offices is staggered to limit occupancy, or where possible, other rooms in school are utilised as break rooms for staff.</li> </ul> </li> </ul>		
<p><b>Hygiene</b></p>	<ul style="list-style-type: none"> <li>• The <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is followed;</li> </ul>	<p>All staff</p>	<p>On-going</p>

<p><b>Practices</b></p>	<ul style="list-style-type: none"> <li>• Where pupils require first aid, staff members must wear gloves and masks whilst administering treatment. All tissues and wipes used are to be disposed of in the appropriate receptacle, as per normal practise.</li> <li>• Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments;</li> <li>• Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;</li> <li>• All adults and children are told to: <ul style="list-style-type: none"> <li>- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;</li> <li>- clean their hands on arrival at school, before and after eating, and after sneezing or coughing;</li> <li>- are encouraged not to touch their mouth, eyes and nose</li> <li>- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>• Help is available for children and young people who have trouble cleaning their hands independently; <a href="#">Parents included in supporting children to learn to wash hands at home</a></li> <li>• Young children are encouraged to learn and practise these habits through games, songs and repetition;</li> <li>• Bins for tissues are emptied throughout the day;</li> <li>• The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid;</li> <li>• Play equipment is cleaned between uses and not used simultaneously by different groups;</li> <li>• The amount of shared resources that are taken and brought in from home is limited;</li> <li>• All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible;</li> <li>• Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;</li> <li>• Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>• Pupils wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed posters for display and spreading infection guidance</li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.</li> <li>• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's <a href="#">guidance</a>.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>• Bar soap is not used – liquid soap dispensers are installed and used instead.</li> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where</li> </ul>	<p>present in school, guided by SLT.</p>	
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	<p>necessary.</p> <ul style="list-style-type: none"> <li>• Pupils do not share cutlery, cups or food.</li> <li>• All utensils are thoroughly cleaned before and after use.</li> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• <b>The Office Manager</b> arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should contact their <b>school office manager</b> initially and then Ceri <a href="mailto:cmurray@salesian.surrey.sch.uk">cmurray@salesian.surrey.sch.uk</a> if the problem prevails <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></li> </ul>		
<p><b>Ill Health</b></p>	<ul style="list-style-type: none"> <li>• Staff to be informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. <a href="#">COVID-19: guidance for households with possible coronavirus infection</a></li> <li>• Any pupil who displays signs of being unwell is immediately referred to the designated member of staff. While waiting to be collected, children will be supervised in an empty room/medical room to ensure social distancing is maintained. <a href="#">SENCO Room to be used</a></li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>• The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. <a href="#">Office checking parent contact details before June 1st</a></li> <li>• Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>• If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be cleaned immediately after use.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the school's policy.</li> <li>• If a member of staff displays symptoms of COVID-19. They will report to SLT and follow advice given.</li> <li>• If a member of staff or child receives a positive test for COVID-19, all children and members of staff in that group will need to self isolate for 7 days.</li> </ul>	<p>All staff present in school, guided by SLT.</p>	<p>On-going</p>

<b>Spread of infection</b>	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the guidance. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</li> <li>• Pupils clean their hands after they have coughed or sneezed.</li> <li>• Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus.</li> <li>• Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school once they have been tested for COVID-19.</li> <li>• Social distancing must be maintained when entering or exiting the school site. Parents must be instructed to maintain social distance while waiting to drop off or collect children from school.</li> </ul>	All staff on site.	On-going
<b>Management of infectious diseases</b>	<ul style="list-style-type: none"> <li>• Staff are vigilant and report concerns about a pupil's symptoms to the designated member of staff.</li> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• Social distancing measures are implemented as much as possible</li> <li>• There are plans in place for the movement of children around the school (as above)</li> <li>• The timetable is adapted to stagger play and lunch times (as above)</li> <li>• The <a href="#">office manager</a> monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> <li>• Any shielding or clinically vulnerable children or adults are not to work outside the home.</li> </ul>	All staff on site.	On-going
<b>Parental engagement</b>	<ul style="list-style-type: none"> <li>• Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend;</li> <li>• Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>• Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> </ul>	SLT, Admin	June 1 <sup>st</sup> and then on-going

<b>Communication</b>	<ul style="list-style-type: none"> <li>• Children, young people, parents, carers or any visitors to the school site are told not to enter the school if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• The designated member of staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure;</li> <li>• The headteacher contacts Ani Magill immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. <a href="#">Area Schools Officer should also be informed.</a></li> <li>• Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary;</li> <li>• There is early communication with contractors and suppliers that will need to prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene suppliers;</li> <li>• Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.</li> </ul>	Office manager, HT, SLT, Premises	On-going
<b>Partial school closure</b>	<ul style="list-style-type: none"> <li>• The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic;</li> <li>• Pupils working from home are assigned work to complete to a timeframe set by their teacher;</li> <li>• The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school;</li> <li>• The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;</li> <li>• The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home;</li> <li>• The headteacher works with the ICT Lead to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required;</li> </ul>	SLT, Admin, Teaching staff.	On-going
<b>Emergencies</b>	<ul style="list-style-type: none"> <li>• All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> </ul>	Admin	On-going

<b>Managing school transport</b>	<ul style="list-style-type: none"> <li>• Parents, children and young people are encouraged to walk or cycle to their education setting where it is not possible to be dropped by car to the school drop off zone; parents informed that bike sheds are out of use at present</li> <li>• Staggered drop off and pick up times implemented</li> </ul>	Admin	On-going
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For more information here are the links to the relevant government guidelines.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>