

Open Evening 30.09.21

Risk Assessment and Action Plan

SCHOOL NAME: ST JOHN PAYNE CATHOLIC SCHOOL

OWNER: Headteacher: Mr T COEN

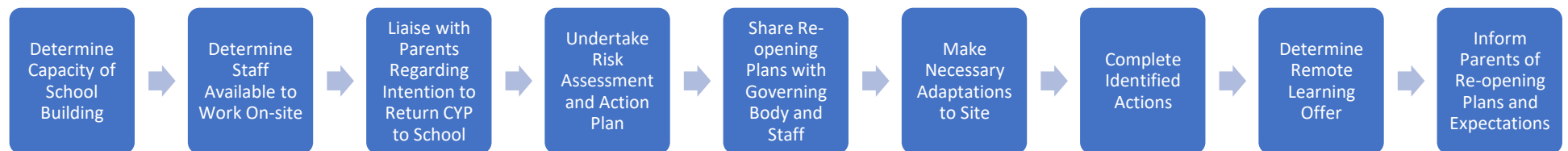
Purpose of this document:

This COVID19: Risk Assessment and Action Plan for open evening document sets out the decisions taken and measures put in place to prepare for open evening to mitigate risk of COVID19.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy (CP Policy during school closure + COVID19 CP & Safeguarding Policy Addendum added April 2020)
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Re-opening Preparation:



Risk Assessment/ Action Plan Sections:

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action	Date	Risk Level Post-Action
Preparing Buildings and Facilities					20/09/21	
	Entry and exit routes to the school are in place.	Bottlenecks possible at entrances to school. > HOD to manage potential congested areas with Covid marshals to help supervise. Students will be trained by SLT. Students to have practised the routes prior to open evening.	M	One-way system in place to enter and exit the school site. Signage in place. (Site Manager)	20/09/21	L
	Several tour routes designed to reduce the risk of bottlenecks occurring.	One-way systems to reduce potential for bottlenecks & congestion. Staff and student supervision of corridors, stairwells & communal areas to avoid congestion during tour routes. Where possible, use the fire exits to all classrooms to avoid congestion at entrances and exits.		Outside the entrance- to have a board outside of the main gate visible to all students/parents. Windows to remain open wherever possible. Layout of building considered when devising entrances and exits of buildings. BOSCO: one-way systems via maths corridor and separate flow system. MERICI: one way system on ground and upper floor; stairways UP (music end) and DOWN (library end). AQUINAS: two separate one -way systems to allow flow at each end of the building; students to enter and exit all ground floor rooms via fire exits; other entrances/exits assigned to particular suites of classrooms within closest proximity to reduce congestion; clear signage in place throughout the building. Students encourage to exit via fire-exits where possible.	20/09/21	

				<p>One-way system signs put up around each building.</p> <p>Staff presence during lesson changeover to be heightened. Students are reminded of the entrances and exits.</p>		
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Emergency Evacuations	<p>Evacuation routes confirmed, and signage accurately reflects these.</p> <p>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p>	<p>Common assembly point is Aquinas playground for staff, student and visitors</p> <p>Students to be trained to take visitors to Aquinas Fire assembly point if a fire drill was to occur.</p>	M	<p>Message will be given to parents in open assemblies</p> <p>Walkie-talkies have been purchased for all members of SLT & Fire marshals to assist communication.</p>	20/09/21	
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<p>SITE MANAGER TO SET OUT ROUTINES WITH SLT</p>	M	<p>Hand towels and handwash are to be checked and replaced as needed by site staff and cleaning staff.</p> <p>Cleaning routines & responsibilities shared with all staff (see below).</p>	20/09/21	L

				Individual staff risk assessment where necessary.		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		M	Prioritise schedule and areas.	20/09/21	L

	<p>Adequate cleaning supplies and facilities kept replenished.</p> <p>Arrangements for longer-term continual supplies also in place.</p>	<p>Hand sanitiser for visitors at reception.</p> <p>Classrooms will be provided with hand sanitiser if practical activities are taking place.</p>	M	<p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p> <p>Staff to check communal areas are not congested when releasing their students from lesson. It may be appropriate to ask the class to wait for a short moment while areas clear.</p>	20/09/21	L
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	Information posters displayed in classrooms, corridors, main entrance, school gate, in the staffroom and in all toilets. COVID19 information posters in place.					L
Social Distancing	<p>The Government has removed the recommendation for students to socially distance or stay in bubbles. Face coverings are no longer advised for students, staff and visitors in classrooms or communal areas. Other measures such as improved ventilation and maintenance of cleaning and hygiene regimes continue to be recommended as an essential part of systems to restrict transmission in educational settings. Practical subjects may request for students to wear masks if they feel this is necessary.</p> <p>Staff, students and visitors are permitted to wear face coverings in all areas of the premises including classrooms if they wish to. Staff mindful of heightened vulnerability of BAME community.</p>					L
	Information shared with parents regarding arrangements prior to open evening.					L
	<p>Enhanced signage to ensure students are familiar with and adhere to one-way systems. Student leaders trained with protocol for H&S.</p> <p>Carefully designed routes, starting in different locations to avoid congestion. Students trained by SLT/HOY.</p> <p>Teacher zones can be set up if requested. This will be clearly marked out to avoid confusion. Vulnerable members of staff will be carefully considered in terms of their involvement.</p>	L	<p>Sanitiser stations at key areas of the site will be set up</p> <p>Floor arrows and signage to direct students and parents in the correct way.</p> <p>Areas where parents could congregate, eg rest rooms, foyer, reception have been considered and guidance sent to staff and students.</p> <ul style="list-style-type: none"> • One-way systems in corridors • Non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation 		L	
		M				

	No Headteacher talk to avoid crowded numbers in Aquinas Hall. Students are to wait in all halls for their tours to start. (Aquinas, Merici and Bosco)			
	<p>A rolling film that parents can view around the site to avoid congestion in halls.</p> <p>Utilisation of outdoor spaces considered, and selected activities designated for outdoor use. (PE/Tour routes)</p> <p>Car Park marshals trained to guide visitors to selected routes.</p>		20/09/21	L
Catering	Arrangements in place to provide food samples in the sixth-form block. Grab & go options to be packaged.		20/09/21	L
PPE	<p>Staff having first been informed of our amended position in light of DfE & PHE guidance, masks will remain optional. Our risk assessment does not account for staff & students to be actively encouraged to wear one in any area. This position will be amended as required in response to local and national guidance.</p> <p>PPE requirements understood and appropriate supplies in place. Under government guidelines staff will not be provided with face masks unless fulfilling medical room cover. Medical room staff will be provided with masks & gloves. Students and visitors will be able to wear a mask if they source their own</p> <p>Provision of gloves for other staff as supplies allow (need for worksheets will be minimal, and where necessary, staff will wash hand before distributing, gloves providing a false sense of security and possibly bearing contamination)</p> <p>Students to be given disposable masks. They will then ask visitors if they would prefer for them to wear a mask when conducting the tour.</p>		20/09/21	M

Safeguarding	Individual risk assessments are in place and welfare checks being undertaken.	DSL & DDSL Risk assessments and welfare check process reviewed and updated.	M	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements.	20/09/21	L
Communication	Detailed plan and routes shared with staff and student helpers. Further communications have been regular and parents will be informed of further changes via email, EduLink and social media communications.	Headteacher & SLT	L		20/09/21	
	On-going regular communication plans determined to ensure parents are kept well-informed.		L	Letters, website updates, social media	Prior to event	L
Governors/ Governance	To review the R/A and discuss with SLT					
					Ongoing	
					Ongoing	