



St Anne's Catholic High School for Girls
SCHOOL RISK ASSESSMENT DURING CORONAVIRUS PANDEMIC (COVID-19)

School: St Anne's Catholic High School for Girls			
Headteacher:	Emma Loveland	Persons undertaking the assessment:	DSL/AHT/Business Manager/ SLT
Work Activity being assessed:	Risk Assessment for Schools in response to Coronavirus	Risk Assessment Number:	Covid-19 version 12
Date of assessment:	03/02/21	Date of next review:	March 2021

All guidance from PHE, NHS, DFE, and other health and governmental authorities as mentioned in version 11 still in place as well as this new guidance [Restricting attendance during the national lockdown: schools \(publishing.service.gov.uk\)](#) 02/02/2021 update

SCOPE OF OPERATION, LOCATION AND TIME

SCOPE OF OPERATION (description of tasks being undertaken):

To achieve the following controls as defined by the Department of Education guidance.

restricting attendance to school DFE guidance updated 02/02/2021

In addition to scope of operation from previous RA.

Following the announcement that secondary schools will close on 4th January 2021 the purpose of this risk assessment is to set down how we provide a Covid secure environment for

- School premises opening for vulnerable students and children of Key workers from 5th Jan 21 [4th INSET day]

The safety of all staff, students and other stakeholders is our priority.

Principles:

- Prevalence of Covid 19 in Enfield and London is decreasing rapidly
- Primary schools and secondary schools in Enfield to stay closed until Feb half term subject to review
- Prevalence of variant in London noticeably in secondary school age children
- London is in tier 4 since 20/12/ 20 and lockdown since 4th Jan 21
- NHS (National Health Service) Test and Trace is running
- Clear measures to create safer environment
- Risk to children of being seriously ill with Covid 19 is still very low
- There is no evidence that children transmit the disease any more than adults.
- The vaccine programme is on track to immunise 15 Millions from the 9 groups identified by the 15th February 2021

This RA aims to assess risks and put in place proportionate control measures

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene and facial covering in communal shared areas

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- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
- Offer of a weekly test to asymptomatic members of staff on site

At St Anne's school we are following the **VOWS** system

Ventilation

One way system

Well

Sanitisation, Self-sufficiency & Social distancing

LOCATION:

St. Anne's Catholic High School for Girls, Palmers Green site, referred to as Upper Site. Oakthorpe Road, N13 5TY.

St Anne's Catholic High School for Girls, Enfield site, referred to as Lower Site. 50 London road, Enfield EN2 6EL.

As well as associated sports fields on both sites

WHEN DOES THE ACTIVITY TAKE PLACE

Both sites are open to staff from 7 am until 6 pm. Identified Students, from vulnerable groups and Key workers, can access the buildings on the Lower site from 9:30-2:45

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St. Anne's Catholic High School for Girls Risk Assessment Sheet					
Activity:	Risk Assessment for Schools in response to Coronavirus	No. of pages:	23	Page number:	4

What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	What is currently done to reduce / control the risk?	Risk level scoring (H,M,L)	What more can be done to reduce risk?
1. General H&S of school premises	Who <ul style="list-style-type: none"> • Staff • Students • Catering Staff • Cleaners • Contractors (general) • Parents / Carers (to be asked not to come on site) • Emergency Services – if called Potential Harm	<p>One way system marked on floor on both sites supports social distancing, one way flows including entrances and exits and queuing arrangements Posters erected about handwashing and social distancing and persons with COVID symptoms not to enter the school evacuation routes stay the same – nearest exit used Lettings suspended for the time being</p> <p>Staff onsite during the national lockdown must sign in and out using the inVentry system either in receptions or the associated App - This is necessary for potential fire evacuations/lock-in situations.</p>	M	<p>Arrangements in place to support individuals with reduced mobility for evacuation including cover arrangements in the case of reduced numbers of staff.</p>

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	<ul style="list-style-type: none"> • Spreading or catching Covid-19 			
2 Minimum staffing to open sites safely	<p>WHO Staff, students, and all stakeholders</p> <p>How Insufficient staff to safely operate, evacuate or lock-in could harm safety of all.</p>	<p>minimum staffing needed at any one time (and cover arrangements in case of staff absence/sickness) has been considered and informs all our decisions.</p> <p>Head and Deputy review situation daily including SLT cover of both sites and sixth form building</p> <p>Number of staff needed on site grows greater when more identified students are attending.</p> <p>Consistent monitoring of staff absence because of covid-19 contact / symptoms to ensure prompt return to work</p>	H	Staff on site are offered routine weekly testing whilst LFT school testing is available
3.1 Staff who have a protected characteristic (e.g., disability, pregnant or new mothers) Use of the building by staff with protected characteristics (e.g., disability, pregnancy & new mothers, religion)	<p>WHO Staff with protected characteristics</p> <p>HOW</p> <p>Disability might impact on how staff can move around the building or use the adjusted workplace</p>	<p>Following Personal Risk Assessment LOE has discussed with and consider needs of staff with protected characteristics and how the adjustments in the school will impact on them or might pose a new or different risk to them.</p>	M	
3.2 CEV staff and students	<p>WHO Staff and students identified by health professionals as Clinically Extremely Vulnerable CEV</p>	<p>We have identified CEV staff and offered adjustment to working practices and extra protective measures</p> <p>Achievement Leaders have identified potential CEV and contacted parents</p>	M	Enquire again with staff if they have received letters to shield, identifying them as

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		<p>Emailed all parents to check with Health professional if concerned</p> <p>If cases are confirmed and parents wish to keep student isolated, Students supported with blended learning</p> <p>For cases confirmed where parents wish for student to attend school, individual RA to take place and consider extra measures such as eat in less crowded room, support to wear facial covering at all time etc.</p>		<p>CEV, since London is in lockdown. LOE</p>
<p>4. Potential transmission of Covid-19 Coronavirus from staff/pupils with symptoms Infection prevention and control</p> <hr/> <p>4.1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household or bubble who does, do not attend school</p>	<p>WHO</p> <ul style="list-style-type: none"> • Pupils • Staff • Visitors to School Premises • Cleaners • Contractors <p>HOW</p> <p>The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces</p>	<p>4.1 before coming to school</p> <p>Ask yourself:</p> <ul style="list-style-type: none"> • Am I experiencing symptoms? • Am I waiting for a test or results of a test? • Have I been tested positive in the last 10 days? • Has anyone in my household or bubble experienced symptoms that started in the last 10 days? • Have I been told to isolate by NHS Test and Trace in the last 10 days? <p>If the answer is yes to any of these you cannot come to school you must contact the new absence number</p> <p>staff</p> <ul style="list-style-type: none"> • Staff are made aware of the school's infection control procedures in relation to coronavirus via email. • Staff experiencing symptoms should contact the Headteacher on staff absence phone number. Advice for next steps will be given <p>Students:</p> <p>Parents and students should ask themselves</p> <ul style="list-style-type: none"> • Am I experiencing symptoms? • Am I waiting for a test or results of a test? 	M	Continue STA school Covid Safe Regular updates to staff if NHS /DFE /PHE guidance changes

		<ul style="list-style-type: none">• Have I been tested positive in the last 10 days?• Has anyone in my household or bubble experienced symptoms that started in the last 10 days?• Have I been told to isolate by NHS Test and Trace in the last 10 days? <p>If the answer is yes to any of these the child cannot come to school and must contact the absence line</p> <ul style="list-style-type: none">• Parents are made aware of the school's infection control procedures in relation to coronavirus via <u>letter</u>• Parents must contact the school as soon as possible if they believe their child has been exposed to coronavirus. They can contact the AL by emails or leave a voice message on school absence line• Students are made aware during the orientation and induction days• Students are regularly reminded in assemblies and recorded messages <p>We have no visitors on site at the moment this includes parents. Identified parents may be invited after discussion with DSL and SLT. Where identified services delivered by external provider {e.g.: social services, CAMHS, Safeguarding interventions, Police etc.} are coming to premises they must comply with 3.1 before giving access to premises</p> <p>The same expectation applies to contractors such as Kitchen and Cleaning teams</p>	
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<p>4.2 A requirement that people who become ill with Covid 10 whilst on premises go home to follow NHS 111 guidance and self-isolation guidance</p>	<p>Staff Students Contractors – kitchen/cleaning team</p>	<p>Only identified students, who are either vulnerable or children of key workers can come in. The usual guidance and procedures if they become unwell whilst on the premises apply.</p> <p>Pupils are made aware of the school's infection control procedures in relation to coronavirus via their class teacher and are informed that they must tell a member of staff if they begin to feel unwell.</p> <p>If pupil develop symptoms whilst at school, inform welfare staff in school and immediately go home. They cannot use public transport. Welfare to contact families to advise to follow PHE guidance.</p> <p>Students must be isolated if waiting to be collected with symptoms:</p> <p>Communication for urgent action is by a specific email address: Covid19 symptomatic student</p> <p>This triggers prompt communication to</p> <ul style="list-style-type: none"> • Staff to protect themselves with PPE- obtain further information • Parents contacted by phone • Email to support isolation and clarify dates • Email to support access to blended learning • Deep cleaning of rooms and moving classes • Record keeping for general safety • General attendance register actions • DFE collecting of Covid related data <p>Cleaning contractors have reviewed their cleaning practices to operate general cleaning as well as deep cleaning following possible cases.</p> <p>Staff feeling unwell whilst at school inform SLT in charge on the day and immediately go home, cannot use</p>	<p>M</p>	
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		<p>public transport, SLT should provide information of a swab test and provide information about returning to work when safe to do so.</p> <p>Staff can be issued with a PCR to take home; however, it should be noted that currently walk in and drive in centres have faster processing times. Result of the test should be communicated to the school by emailing the Head/Deputy</p> <p>Staff unwell during the day contact SLT lead of the day - SLT lead of day communicated by email and daily on-site staff Team briefing</p> <p>School PCR tests are ordered every 3 weeks after dispatch email as per national procedure</p> <p>We continue to offer support to staff who are affected by Coronavirus or has a family member affected.</p>		
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<p>5.Potential transmission of virus from working within enclosed spaces, including</p> <p>Reception Office Classroom Staff Kitchen areas/Staff rooms Printers Meeting rooms Toilets</p>	<p>Who</p> <ul style="list-style-type: none"> • Staff • Students • Catering Staff • Cleaners • Contractors (general) • Parents / Carers (to be asked not to come on site) • Emergency Services – if called <p>Potential Harm</p> <ul style="list-style-type: none"> • Spreading or catching Covid-19 	<p>The school is following the VOWS protective steps</p> <p>The steps fully apply whilst school opening is restricted. The rooms in use for identified students must have ventilation, staff must keep 2 meters from the students</p> <p>V=Ventilation</p> <ul style="list-style-type: none"> • Natural ventilation in every used room at least 10 minutes per period • doors of classroom to be wedge open whilst windows open to create maximum circulation • Where natural ventilation is not possible- alternative ventilation will be investigated- other mitigating steps could be necessary <p>O=One-way system</p> <p>One-way flows are in place for circulation around the school where possible. Separate entry and exits with one way in and out. Mark out queuing arrangements. Staff and students will have designated orientation days to explore the one-way system as well as videos available</p> <p>Teachers and support staff lead classroom from the front.</p> <p>All tables and students to be facing the front or the walls and windows.</p> <p>restricted circulation in rooms, students are attending their remote lessons on computers.</p> <p>No bell: to avoid congestion in corridors, staff to proactively dismiss class to minimise congestion</p> <p>Classes will not queue in corridors they enter the room, clean their hands on entering the room, sit in their allocated seat.</p>	<p>M</p>	<p>We are in the process of indicating in rooms used during national lockdown where 2 meters from students is to offer a visual support to staff supervising the students</p> <p>on return to school staff communication consolidating VOWS our protective steps</p> <p>Prior to physical return to school in Jan 21 students and family communication consolidating VOWS our protective steps</p>
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		<p>W= well only attend if you are well</p> <p>S= sanitisation, self-sufficiency & social distancing</p> <p>Hand Hygiene</p> <p>Fixed/standalone sanitisers stations or containers of hand sanitiser will be set up in every classroom and at entry and exit points.</p> <p>Several hand sanitisation stations between gates and entering the building on both sites</p> <p>All including staff and students are to clean hands thoroughly more often than usual wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room, before eating.</p> <p>Avoid touching people [no embrace, hugs, shaking hands etc.]</p> <p>Avoid touching face, surfaces, and objects where possible</p> <p>Respiratory hygiene</p> <p>Cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of their elbow if no tissue to hand) and wash or disinfect hands afterwards.</p> <p>Follow and advertise Catch It, Bin It, kill It</p> <p>Facial coverings: both staff and students are expected to wear facial covering when indoors in shared likely to be congested areas. This includes corridors, when queuing for the dining hall until seated.</p> <p>Shield can be used instead</p> <p>Students and staff with exemptions should communicate with AL / SLT so that their specific needs are taken into account.</p>	DJE write to families of students attending to remind all of VOWS and expectations to look after themselves and others.
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		<p>We are strongly supporting staff who wish to wear facial coverings at all time. We are strongly supporting students and families who wish to wear facial coverings at all time.</p> <p>Enhanced cleaning of school. Frequently cleaning and disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods. Premises Staff should carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe. Redesigning processes and space to enable social distancing.</p> <p>Toilets - operate with social distancing. Maintain hot water and soap at wash hand basins.</p> <p>Meeting rooms – maintain 2 metre distance + ventilation, hand cleaning etc. No external visitors at present- External service providers can attend site on same conditions as staff.</p> <p>Meetings to be on Teams unless absolutely crucial to meet in person e.g.: High level safeguarding This applies to departmental meetings as well as SLT and ML etc.</p> <p>In classrooms staff must strive to keep 2 meters distance from students and will teach from the front of the classroom. Staff kitchenette on the upper site cannot be used as we would walk a few centimetres behind working colleagues. Refreshments are available in the second staffroom, and</p> <p>We are in the process of installing visual reminders of 2 meters distance in classrooms to support staff in keeping distance from students,</p>	
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	<p>in the library on the upper site. On us there is a new water cooler next to the staffroom.</p> <p>Staff kitchen areas on lower site, must respect the 2-metre separation, maximum 4 in the kitchen/copying/locker area at any one time.</p> <p>Printers and copiers - operate on a one-in-one-out basis to keep 2 metre distance. Cleaning wipes available at printers/copiers for touch points.</p> <p>Using back-to-back or side-to-side working (rather than face-to-face) where possible. Physical barrier installed in staffroom to maximise use – similar to upper site reception</p> <p>Pupils encouraged to be self sufficient</p> <p>Pupils to be reminded on a daily basis of the importance of social distancing both in the School and outside.</p> <p>Reduce One-to-One sessions with pupils. Where unavoidable this to be done outdoors or in well ventilated area maintaining adequate distance. Try to use any digital devices to ensure minimum contact.</p> <p>Staff bell @17:00 staff to immediately empty desk and surfaces and must have vacated by 17:15 at the latest to let cleaning team work efficiently</p> <p>Regular cleaning regime of classrooms. Removal of any unnecessary items from classroom. Removal of soft furnishings.</p> <p>Regular/frequent cleaning of toilets for pupil and staff use.</p> <p>Front car park out of use to give safe access to the Marquee</p> <p>Staff to raise any concerns with the management as soon as possible.</p>	
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		<p>Consistent monitoring of pupils absence because of covid-19 contact / symptoms to ensure prompt return to school</p>		
6. testing on site using LFD for staff	<p>WHO: Staff HOW: a percentage of Covid 19 carriers have no symptoms, asymptomatic carriers can spread the virus Potential harm: COVID-19</p>	<p>We are offering testing for staff who are onsite during the national lockdown. The days and timings are published and individual appointment at other times can be arranged if a trained member of staff is available.</p> <p>When we re-open the school fully, we are working towards offering twice weekly opportunities for staff to be tested. A booking system will be available. There is no requirement for staff to have a negative LFT before coming to our premises. This is an extra measure for asymptomatic staff. Symptomatic staff should not attend site as per guidance above in this RA.</p> <p>Staff have been asked to complete a Form in which they can choose to give consent or not give consent to being tested with LFT in school. Staff are supported should</p>	M	

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		<p>they choose to give consent or not give consent to be tested.</p> <p>Staff with a positive LFT will be supported, they will be required to isolate as per current guidance. 10 days. There is no more the need to complete a PCR test following a positive LFT.</p> <p>In accordance with most recent guidance, students are not offered serial LFT in schools at present.</p>		
7Potential exposure to Coronavirus – Use of PPE	Who: Staff	<p>The majority of staff in education settings will not require PPE (Personal Protective Equipment) beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: first aiders</p> <p>Wear PPE as required safe working in education, childcare, and children's social care settings, including the use of personal protective equipment (PPE)</p>	M	<p>Provide PPE for staff who will feel more confident with it. Maintain reserve supplies</p> <p>Staff with roles in the school testing- a STA testing centres RA will be published on 05/01/2021 and communicated to all involved.</p>
8.Potential transmission of virus from Welfare office and First Aid	WHO <ul style="list-style-type: none"> • Pupils • Staff • Cleaners HOW <p>The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces</p>	<p>Staff to adhere to infection control policy.</p> <p>Ventilate naturally for 15 minutes after use of room</p> <p>Regular medication protocols to be followed.</p> <p>Sanitisers available in the welfare room.</p> <p>Staff to frequently wash their hands.</p> <p>Avoid/reduce close contact with pupils where possible.</p> <p>Use face mask/gloves where appropriate or close contact is unavoidable.</p> <p>if a child, young person, or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or</p>	M	

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	Potential Harm Spreading or catching Covid-19	<p>young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection/shield should also be worn</p> <p>(Coronavirus (COVID-19): implementing protective measures in education and childcare settings)</p> <p>Wear PPE as required safe working in education, childcare, and children's social care settings, including the use of personal protective equipment (PPE)</p> <p>DJE lead Q&A session for first aid staff 11/06/2020 and disseminated the resources which are in line with current NHS, HSE and DFE guidance for first aid</p>		
9.Potential transmission of virus from desks, monitors, keyboards, and mouse	WHO <ul style="list-style-type: none"> • Pupils • Staff • Cleaners HOW The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces Potential Harm Spreading or catching Covid-19	<p>If appropriate, staff to be provided with their own portable keyboard and mouse for use (take with them to use at whichever desk is made available) or clean between use by different users.</p> <p>Clear desk policy will be robustly applied to enable effective cleaning</p> <p>Enhanced cleaning regime - including desks every night.</p> <p>Staff bell @17:00- must leave by 17:15</p> <p>Cleaning wipes available in each room to clean desks and equipment as needed before and after use desk and throughout day as needed</p> <p>Regular handwashing or sanitisation by staff and pupils.</p> <p>Above applies to the ICT suite for pupil use as well.</p>	L	

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11.Kitchen Operations/food preparation	Who <ul style="list-style-type: none"> • Staff • Students • Catering Staff Harm <ul style="list-style-type: none"> • Covid-19 	<p>School caterers on the Lower Site, where possible, provide food during the national lockdown</p> <ul style="list-style-type: none"> • Full hot food catering <p>When kitchen is operational: Catering staff to wear their usual PPE.</p> <p>Food service over counter to enable 2 metre separation between kitchen staff and pupils where possible. Students and staff wear facial covering when queuing for food and to pay.</p> <p>Food hygiene practices in place as per Better Food Guidance and accurate records maintained</p> <p>No staff are to enter the kitchen. All deliveries and collections of meals are to be over the counter.</p> <p>All packaging to be wiped down using approved methods before storage</p> <p>All cooking items, plates, cutlery to be washed at 60 degrees</p> <p>Trolleys/other surfaces to be regularly cleaned.</p> <p>Staff to wash hands frequently.</p> <p>Staff need to take responsibility for following H & S guidance and for reporting any issues or concerns as they arise</p>	L	
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12.Potential transmission of virus during lunch/play breaks / food served in the dining hall	WHO <ul style="list-style-type: none"> • Pupils • Staff • contractors HOW The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces Potential Harm Spreading or catching Covid-19	<p>During the national lockdown, a small number of students from all key stages are attending school on the lower site.</p> <p>Separate entry and exits to the dining hall with one way in and out.</p> <p>Students/staff must clean hands on exit of room from period 4</p> <p>Students/staff must clean hands on entry of room to period 5</p> <p>During the national lockdown only a small number of students and staff are present on the lower site in the dining hall. Staff can sit at least 2 meters away from each other as there is sufficient space. One per table is recommended.</p> <p>Students are separated in bubble for each room used. They sit in allocated areas of the dining hall.</p>	M	
13.Handling Deliveries	Who <ul style="list-style-type: none"> • Premises Team • IT Team • Admin Team • Technicians Harm <ul style="list-style-type: none"> • Covid-19 	<p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate.</p> <p>Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery</p> <p>Wash hands after handling deliveries/packaging</p>	L	
14.Potential transmission of virus from visitors/parents/ external providers	WHO <ul style="list-style-type: none"> • Pupils 	<p>No unforeseen visitors on site</p> <p>No visits from parents unless invited in by the school with a time appointment.</p> <p>External services can come to deliver services on site</p>	M	

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	<ul style="list-style-type: none"> • Staff • Visitors • External service providers <p>HOW The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces</p> <p>Potential Harm Spreading or catching Covid-19</p>	<p>[to include Police, social services, counselling services, mental health support, music peripatetic teachers and other services as required.]</p> <p>External service providers are expected to proactively support our protection measures especially our VOWS</p> <p>The school's annual calendar of events has been reviewed and most events are now digital including parents' evenings, open evenings, and religious celebrations.</p> <p>School trips are currently suspended</p> <p>Contact with parents – we are using digital contact e.g.: email, phone, expressions ...etc</p> <p>Parents cannot access playgrounds and should to observe social distancing when dropping and picking children outside of school. Parents informed in letter from Headteacher and Q&A document</p> <p>Parents visiting reception office to wait outside, read the set of questions regarding point 3.1 When queues are likely parents to maintain 2 metre distance.</p> <p>Social distancing arrangements put in place with good signage, floor markings etc</p> <p>Only one visitor to be allowed in reception at any one time</p> <p>Fixed/standalone sanitisers stations in reception and available on tables in main admin corridor</p> <p>Screens installed at reception desk.</p> <p>Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.</p>	
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		Reduce intake of any paper documentation from parents. Advise parents to email any documentation. Where it is unavoidable, staff to ensure wash and sanitise hands regularly.		
15.Potential transmission of virus from contractors attending the school site	Who <ul style="list-style-type: none"> • Premises Team • IT Team • Admin Team • Technicians Harm <ul style="list-style-type: none"> • Covid-19 	Contractors to be notified in advance not to attend the premises if they have symptoms Attendance by contractors notified to reception desk in advance Contractors to sign in at reception desk and declare they do not have symptoms. Site manager to ensure area of the work is clear beforehand. Any pupils and staff to leave that area. Site manager to liaise with and monitor the contractor maintaining social distancing where possible. Sanitisers stations will be set up at various locations including entry and exit points. Supervised and limited access to other parts of the building Regular cleaning regime of public/communal areas.	L	Staff to observe and ask any contractors to leave the building if they have symptoms
17.Accidents, security, and other incidents:	Who <ul style="list-style-type: none"> • Staff • Students Harm <ul style="list-style-type: none"> • Covid-19 	In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. First aid see section 8 above	L	Staff and students to be reminded, on reopening, of fire safety procedures

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		fire safety arrangements- teachers and students alerted to nearest exit at the start of each term usual procedures in place.		
18.Potential stress/anxiety caused by COVID-19		<p>Reassurance to staff of measures taken seriously to protect their safety. Emails, weekly bulletin messages as well as Q&A sessions, weekly for staff coming in and some Q&A with Headteacher.</p> <p>Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more.</p> <p>Regular communications from Headteacher.</p> <p>Mental Health</p> <p>Senior Leadership Team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference:</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>Regular contact with managers and colleagues</p> <p>The Education Support Partnership provides mental health & wellbeing support to the Education sector: we subscribe to phone counselling service</p> <p>https://www.educationsupport.org.uk/</p> <p>MHST team has delivered 2 webinars to all staff [25/06 & 29/06]</p>	M	<p>Regular communication of mental health information should be communicated to all staff.</p> <p>Q&A sessions with Head in Jan 21</p>

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		online guidance regarding bereavement during the coronavirus period in weekly bulletin and CP/inclusion meetings for pastoral team		
19.Travel between schools or other travel whilst at work Travelling to and from school Travelling in between sites – minicabs for staff	Who <ul style="list-style-type: none">• Staff Harm <ul style="list-style-type: none">• Covid-19	Encourage greater use of walking, cycling or own car rather than public transport if possible with staff. Consider how children and young people arrive at School and reduce any unnecessary travel on coaches, buses, or public transport where possible. (Coronavirus (COVID-19), safer travel guidance for passengers.) Touch button for exit from upper site back car park replaced with infrared no touch Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts etc. We are using a new taxi firm, which provides comprehensive Covid-19 precautions, staff are welcomed to ask for to read policies via Mary Gannon Facial covering should be worn on public transport and in the taxi service	M	Keep Minibus sanitised
20 potential risk associated with working using DSE display screen equipment	Who: staff working using DSE for extended periods of time Harm: range of health concerns linked to prolonged use of DSE	Staff are spending more hours on DSE School to provide suitable equipment on individual basis to meet individual requirement as per DSE checklist	M	

St. Anne's Catholic High School for Girls

<p>20 Limiting risk of transmission from staff or student with a Positive Covid test result Early outbreak management</p>	<p>Who</p> <ul style="list-style-type: none"> • Staff • Students • contractors <p>Harm</p> <ul style="list-style-type: none"> • Covid-19 	<p>Positive cases are a priority for Head/ Deputy to minimise risk of transmission Follow St Anne's positive cases procedures to ensure thorough identification of close contacts. DFE Covid helpline 0800 046 8687 contacted with relevant details: Number of positive cases in total in last 14 days, Current case, date of test taken, date of symptoms, consideration of transmission by close or direct in the bubble, consideration of possible close or direct contact outside the bubble including. consideration for teaching staff including using seating plans - as well Subject to sufficient resources serial testing will be offered Contact the LEA Contact the LEA COVID-19 email</p> <hr/> <p>DFE Helpline: 0800 046 8687 LCRC: 0300 3030 0450 LCRC@phe.gov.uk Enfield Public Health Team: corona.virus@enfield.gov.uk</p> <p>In your email to corona.virus@enfield.gov.uk please include:</p> <ul style="list-style-type: none"> • in relation to the positive case is this a member of staff or a pupil and which year group, • The number of other staff &/or pupils advised to self-isolate, • When self-isolation started & when is it due to finish. 	<p>H</p>	<p>Continue to review after each case</p>
<p>21 Effect of increase ventilation and colder temperature in the building</p>	<p>Effect of cold and air on staff and students with identified medical conditions</p>	<p>Staffrooms</p> <ul style="list-style-type: none"> • For general reduce to 1/3 windows and doors open – air flow to circulate • Staff with identified needs- still to organise alternative arrangements <p>Identified staff with additional needs</p> <ul style="list-style-type: none"> • Provide access to empty classroom/ offices to work alone in non-contact time and no need to have ventilation by yourself <p>STA Covid 19 safe monthly updates</p>	<p>M</p>	<p>Continue updating staff with emails, briefings, displays and newsletters</p>