

**SCHOOL OR OTHER EDUCATIONAL SETTING
COVID-19 SECURE WORKPLACE**

RISK ASSESSMENT: September 2021

Situation	Control Measures	Risk L M H	Who	Notes
ACCOMMODATION + DAILY PROCEDURES				
School Site	<ul style="list-style-type: none"> - The college will no longer operate a system of formal protective bubbles. The college will maintain measures so that the number of close contacts is limited and their identification is possible. This includes consistent student groups, seating plans with students facing forward, where possible and social distancing. - Main building: <ul style="list-style-type: none"> ○ Entry to building limited to essential staff ○ One-way system in place <ul style="list-style-type: none"> ▪ the front door to enter the building ▪ the technology door to leave ○ One-way system in place for use of the staff room ○ College office has been resourced to be Covid 19 secure - One-way system in place in the Science and English corridors. - Hand sanitizer used when entering and exiting all rooms/areas. - PPE available to staff to prevent spread of infection, i.e. face masks, hand sanitiser. - There is a secure supply of cleaning products, PPE, sanitiser, etc. - Visitors to site, e.g. deliveries, etc must sanitise and wear a face covering and complete contact form. - Signage and social distancing resources visible in all areas to help enforce social distancing rules. - Daily overnight cleaning and high touch areas such as door handles, light switches, work stations will be cleaned regularly throughout the day. 	H	Site Manager Caretaker	Appropriate resources and PPE sourced privately

	<ul style="list-style-type: none"> - 6th Form Study – Perspex screen in place for the 6th Form Study Supervisor’s desk area. - Library – Perspex screen in place for the Librarian’s desk area. - The staffroom will be opened but there will be a maximum of 12 staff at any time to maintain safe social distancing. A free classroom will be provided at lunchtime for teachers to have lunch. 			
Curriculum	<ul style="list-style-type: none"> - Students no longer to be taught in a single base classroom. Practical activities resume across the curriculum - with access to specialist equipment and accommodation to continue to develop essential skills across all Areas of Learning. - Students return to normal curricular activities, unless they have a specific medical exemption. - Students attend school in their PE uniform on relevant days to minimise the need for changing. - Appropriate risk assessments in place and followed by all pupils and staff. - Guidance on singing and the playing of instruments regularly updated by the EA Music Service in the “Music Unlocked” document will be followed. Latest guidance: https://musicservice.eani.org.uk/schools-teachers/music-unlocked-guidance-schools 			
Classrooms	<ul style="list-style-type: none"> - Public health guidance with respect to social distancing of 2 metres (2m) in place between adults and as far as possible between adults and students, but it is accepted that this is not always possible. - Students to wear a face covering at all times when inside school buildings, including classrooms, corridors and confined communal spaces such as toilet areas. - In classrooms, staff are encouraged to wear a face covering where they are not able to maintain a 2m social distance from other staff or students and any staff who wish to wear a face covering at other times are free to do so. - Outside of the classroom setting, where a 2m distance cannot be maintained from other persons either indoors or outdoors on the school site, all adults are encouraged to wear a face covering. This includes communal staff areas and for all adults visiting the school site. - Classroom space maximised as far as possible with unnecessary items removed - Children not to sit facing each other where possible and seating plans used to aid contact tracing in the event of a positive Covid-19 case - Classroom PPE available - spray, blue roll, bins with lids - Visors made available to all teaching and non-teaching staff who request them. Visors only protect the eyes and are only required where there is a risk of splashing. They are therefore only 	H	Site Manager Caretaker Staff	

	<p>recommended for basic PPE when worn with a mask, plastic apron and gloves, as they do not offer the same protection as a mask or face covering which cover the nose and the mouth.</p> <ul style="list-style-type: none"> - Daily overnight cleaning 			
Ventilation	<ul style="list-style-type: none"> - The opening of doors and windows will be encouraged to increase natural ventilation and also to reduce contact with door handles. <i>(However, propping open of doors into corridors, external doors, security access systems and any other fire safety doors is prohibited.)</i> - Staff will need to achieve a balance between maximising ventilation and achieving a tolerable working temperature. - To ensure the health, safety and welfare of staff and students the ambient temperature in a workplace should not be below 16°C. In cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. - The following measures will also be considered where appropriate: <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 wearing additional, suitable indoor clothing • rearranging furniture where possible to avoid direct drafts - An Isolation Room/ Medical Room, a suitably ventilated space, is available for students (with appropriate First Aid supervision) and staff who become symptomatic to wait in until they can be collected or safely get home. 	H	Staff Caretaker	
Books and other student resources	<ul style="list-style-type: none"> - There is a relatively low risk of virus transmission associated with surface contacts in schools. - The risk from sharing resources such as library books or bringing school bags into school is extremely small. - The small risk presented by sharing resources such as pens and computers in school will be further reduced by regular hand hygiene and regular surface cleaning practices. 	H	Staff Students Parents	

Wrap Around Care	<ul style="list-style-type: none"> - Both indoor and outdoor extra-curricular activities resume in the College. - Activities such as school clubs and indoor extra-curricular sports resume. - Bilateral inter-schools sports resume, allowing the College to play competitive sports fixtures against another school. - Day educational visits and trips for pupils resume. 			
Arrival	<ul style="list-style-type: none"> - All students go immediately to their allocated registration room on arrival at school and are supervised there until school starts. This will minimise interactions between students. 	H	Staff Students Parents	
PPE (inc. face coverings, masks, visors, gloves, hand sanitizer, aprons)	<p><u>Students:</u></p> <ul style="list-style-type: none"> - Wear a face covering at all times when inside school buildings, including classrooms, corridors and confined communal spaces such as toilet areas. The Executive agreed on 12 August the requirement for post-primary pupils to wear a face covering in classrooms would, subject to review, apply until 8 October. However, for subjects where social distancing is possible, such as drama in a large hall, face coverings are no longer required. - All students to wear a face covering on all public and school transport unless they have a reasonable excuse not to. Some students are exempt from wearing face coverings and this will be treated sensitively. <p><u>Staff:</u></p> <ul style="list-style-type: none"> - In classrooms, staff are encouraged to wear a face covering where they are not able to maintain a 2m social distance from other staff or students and any staff who wish to wear a face covering at other times are free to do so. - Outside of the classroom setting, where a 2m distance cannot be maintained from other persons either indoors or outdoors on the school site, all adults are encouraged to wear a face covering. This includes communal staff areas and for all adults visiting the school site. <p><u>PPE:</u></p> <ul style="list-style-type: none"> - Sanitisation and PPE products are available and stocks maintained. When there is a shortage of PPE staff must contact the Site Manager. - Signage and social distancing resources in place .. 	H	Site Manager Caretaker	A secure supply of cleaning products, PPE, sanitiser, etc ensured

	<ul style="list-style-type: none"> - Provision of PPE to staff at greater risk of airborne contamination, e.g. First Aiders due to their involvement with particular students. - Adequate and appropriate PPE available for cleaning staff, for visitors working closely with students and for emergency situations. - Any significant spillage of hand sanitiser will be dealt with immediately by removing all sources of ignition, ventilating the area and diluting the spill with water. - All sanitisation activities are required to follow all current regulations on safety in the workplace. 			
Deliveries and Waste Collection	<ul style="list-style-type: none"> - Safely managed in terms of times, locations and hygiene precautions for staff Involved. 	H	Site Manager Caretaker	
Emergency Procedures	<ul style="list-style-type: none"> - Fire drills and protocols have been adapted for Covid-19 - Hand sanitiser dispensers should not be placed above or close to any potential sources of ignition. E.g. radiators, light switches, electrical sockets. - Stocks of highly flammable hand sanitiser (those containing alcohol) to be stored in a flame resistant cupboard with a capacity of no more than 50 litres. Where possible schools should hold stock of no more than 50 litres at any one time. Any significant spillage of hand sanitiser to be dealt with immediately by removing all sources of ignition, ventilating the area and diluting the spill with water. - Empty hand sanitiser containers to be disposed of by rinsing the container with large quantities of cold water. Empty containers can then be recycled or disposed of in general waste. 	H	Fire Officer	
Communication with parents	<ul style="list-style-type: none"> - Covid Guidance developed for parents and students. - Parents informed on matters such as student safety, parental presence and communication with school staff and what to do if their child develops Covid-19 symptoms. - Parents will be in school by invitation only. - Tele-conference or video-conference will be used for parent-teacher meetings. 	L	CLT	
Communication and liaison with EA, DE and Public Health	<ul style="list-style-type: none"> - CLT to communicate any concerns with EA, DE and public health. 	L	CLT	
School visits	<ul style="list-style-type: none"> - Both day and residential visits are able to take place. - Educational visits outside of Northern Ireland remain paused and will not be arranged. 			

	<ul style="list-style-type: none"> - The school will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. - The schools will consult existing health and safety guidance on educational visits when considering any visits. 			
Meetings	<ul style="list-style-type: none"> - In-school meetings between school staff should still take place by tele-conference or video-conference where possible. - BoG meetings will resume face-to-face but governors will be given the option of attending meetings remotely if requested. 			
Public Exams	<ul style="list-style-type: none"> - The school is following the Public Health Guidance to support Public Exams and have exam contingencies in place, e.g. cleaning protocols, set up of examination rooms, guidance for invigilators. 			
CONFIRMED CASES + CLOSE CONTACTS				
	<p>Close contacts who are pupils from Y8 to Year 14</p> <ul style="list-style-type: none"> - Parents of all those on the contact list should be informed by the school that their child is a close contact of a confirmed case. They should be advised to self-isolate until they have taken a PCR test. - If the PCR test is positive they should self-isolate for 10 days from the onset of symptoms or, if they have no symptoms, for 10 days from the test result - If the test is negative they can return to school, however, if they do go on to develop new symptoms, they should stay at home, self-isolate with their household and book another PCR test. <p>Close contacts who are adult staff members (18 and over)</p> <p>Different self-isolation guidance applies depending on vaccination status.</p> <ul style="list-style-type: none"> - If fully vaccinated (i.e. 14 days have elapsed after their 2nd dose of a UK-approved vaccine), they can return to school straightaway, but are advised to take a PCR test on day 2 since their last contact with the case (or as soon as they have been informed if it is already more than 2 days since their contact) and another on Day 8. 			

	<ul style="list-style-type: none"> - Unvaccinated or partially vaccinated staff should self-isolate for the full 10 day period since their last contact with the case and book a PCR test. If an unvaccinated or partially vaccinated person's PCR test is negative, they are still required to complete initial 10 days of self-isolation. 			
LFD (LATERAL FLOW) TESTS				
College Responsibilities	<ul style="list-style-type: none"> - This is an opt-in testing programme for staff and students. - The College will: <ul style="list-style-type: none"> o gain consent for participation in this testing programme. o provide participants with information on changing consent. o process personal data under protection laws, and information regarding test results will be held in line with General Data Protection Regulation (GDPR). o provide Lateral Flow Testing (LFT) kits to staff and students of those parents who have consented to participation in the testing programme. o maintain an up-to-date record, in line with Education Authority (EA), Department of Education (DENI), Department of Health (DoH) and Public Health Agency (PHA) guidance, relating to the distribution, positive result notifications and resupply of LFT kits. o outline to families and staff the processes for distribution, testing schedule, positive result notification, PCR follow-up, return to school and reordering and collection of further LFT kits. 	L	CLT	
Participating Staff Responsibilities	<p>This is an opt-in programme; staff who choose to do so will provide written consent to participate in the programme.</p> <p>Staff will:</p> <ul style="list-style-type: none"> - familiarise themselves with the LFT programme resources. - immediately notify the Principal in writing in the event of a change to their consent. - fully comply with the testing schedule agreed with the Principal. - notify the Vice Principal immediately of a positive test result, self-isolate and book a PCR test. - notify the result of the PCR test to the Vice Principal as soon as possible and follow further self-isolation protocols/ return to work protocols as appropriate. 	L	Staff	

	<ul style="list-style-type: none"> - notify the office of the need for a resupply of LFT kits with no less than 10 days' notice. 			
Participating Students and their Parent/ Carer	<p>This is an opt-in programme for students. Parents will provide written consent for their son/daughter to participate in the programme.</p> <ul style="list-style-type: none"> - Students and their parent/ carer, will engage with the familiarisation resources provided and signposted by the College. - Parents will immediately notify the Principal in writing via info@strangfordcollege.carrowdore.ni.sch.uk in the event of a change to their consent. - Participating students will collect and sign for the LFT kits from the College office where he Office Manager will distribute testing kits. - The testing kits must remain unopened on school premises and on the journey home. - Participating students will fully comply with the testing schedule agreed with the College. Parent(s) / Carer (s) will support their child to do so and in the uploading of test results. - Participating student's parent/ carer will notify the College immediately of a positive test result. The student and their household will self-isolate and a PCR test will be booked for the child. - Participating student's parent/ carer will notify the result of the PCR test to the College as soon as possible and follow further self-isolation protocols/ return to school protocols as appropriate. - Participating student's parent / carer will notify the College via info@strangfordcollege.carrowdore.ni.sch.uk of the need for a resupply of LFT kits with no less than 10 days' notice. - Participating student's parent / carer will collect and sign for further LFT kits from the College office. 	L	Students Parents/ Carers	
STAFFING				
	<ul style="list-style-type: none"> - A College Designated Covid-19 Manager is in place for staff to bring any major concerns and potential risk factors to his attention on a daily basis. - Staff training on new routines and safety procedures will be organised. - Induction on safety procedures for new staff, including supply staff. - Staff made aware of fire risk around alcohol-based flammable hand sanitisers. - Access to alcohol-based hand sanitisers will be limited to authorised staff only. 	M	Vice Principal CLT	

	<ul style="list-style-type: none"> - Wall mounted dispenser units used in all classrooms to mitigate against students removing product from the classrooms. - Drugs awareness update for staff to include risks around access to alcohol-based hand sanitisers. - Teaching and non-teaching staff strongly encouraged to download the contact and trace app. - A daily electronic journal is kept by Jacqui P for teachers to flag any areas of concern and CLT to review each week. 			
VULNERABLE STAFF				
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> - Staff should contact their GP to seek advice. - Risk assessments carried out for individual staff members in high risk or vulnerable groups. - Work from home if advised by GP. 	H	Staff and CLT	
Pregnant staff	<ul style="list-style-type: none"> - Staff should contact their GP to seek advice. - Risk assessments carried out for individual staff members. - Work from home if advised by GP. 	H	Staff and CLT	
Ethnicity and age	<ul style="list-style-type: none"> - Staff should contact their GP to seek advice. - Staff identified and individual risk assessments carried out for staff who are at increased risk due to their ethnicity or who live with family members who are at greater risk due to their ethnicity and other factors such as age. - Work from home if advised by GP. 	H	Staff and CLT	
Mental Health and Well-being	<ul style="list-style-type: none"> - Issues of mental health and wellbeing considered: <ul style="list-style-type: none"> • Anxiety about returning to the workplace • Staff who previously experienced mental health conditions • Staff directly affected by Covid-19, including personal bereavement - Staff should contact their GP to seek advice. - Risk assessments carried out for individual staff members. - Work from home if advised by GP. 	H		
STAFF SHORTAGE				
Teacher shortage	<ul style="list-style-type: none"> - Audit of staff availability 	M	CLT	Reviewed daily

Support staff shortage	- Audit of staff availability	M	CLT	Reviewed daily
Building Supervisor or cleaner shortage	- If none available, apply to DE for Exceptional Closure	M	Site Manager	Reviewed daily
Leadership shortage	- Principal and Vice Principal not available will result in school closure	M	CLT	Reviewed daily
Admin shortage	- Audit of staff availability	M	CLT LAs	Reviewed daily
THE NEEDS OF CHILDREN				
Returning to School	<ul style="list-style-type: none"> - The first day for each year group: <ul style="list-style-type: none"> o to include a thorough orientation on the new protocols for hygiene and movement around the school o be focussed on pastoral care, giving attention to the mental health and wellbeing of our students. - There will be a re-induction of students about new protocols in mid-September and thereafter when needed. - Students have been advised to bring hand sanitising gel and tissues to school. - There will be hand sanitising routines for students between lessons. - Pastoral and counselling services remain fully available to our students. - No students in Years 8-12 are allowed off site during the school day unless through an authorised absence under normal procedure. 6th Form students will be allowed to leave the site at lunchtime but must sign in and out using the Electronic Inventory at the Main Office. - Staff training on new routines and safety procedures and updates thereafter, e.g. Guidance Flowchart – see Appendix 1. - Guidance forwarded to parents and students and uploaded to College website. - Children who are CEV to have a separate risk assessment carried out. 	M	CLT Staff	
Protection for most vulnerable children	<ul style="list-style-type: none"> - Follow EA guidance and direction. - Vulnerable children identified e.g. underlying health conditions that may be affected by the current threat. - Discuss with parents the initial steps and agree key actions re. isolation/seclusion. 	H	SEN Team CLT	Reviewed daily

	<ul style="list-style-type: none"> - Children who are CEV to have a separate risk assessment carried out. 			
CATERING				
Catering	<ul style="list-style-type: none"> - The school meals service will operate as normal from 1st September. - Classroom based lunch service is no longer required. - The College will minimise interaction between students at social and dining times. 	L	CLT Parents	
MEDIUM/LONG TERM CLOSURE				
Communication with Parents	<ul style="list-style-type: none"> - The school phone number and e-mail operational - Admin staff in school each day on a rota basis - Other communication channels inc. Google Classroom, Website, Parent Pay, Facebook, Twitter, Newsletter 	L	CLT Parents	
Continuity of Learning	<ul style="list-style-type: none"> - On-going communication through Google Classroom, Website, Parent Pay, Facebook, Twitter, Newsletter. - Learning activities through Google Classroom. - Learning resources and links to third-party resources on college website. - School managed iPads issued to all Year 8, KS4 and KS5 students for in-school and at home use and to move to paperless working. - School managed tablets issued to all Learning Assistants for in-school and at home use to move to paperless working. - Contingencies: <ul style="list-style-type: none"> o if all digital communications are temporarily disabled - provide paper-based resources to parents and all measures that are necessary put in place to do this safely. - Meetings to continue via Zoom to maintain effective running of school: <ul style="list-style-type: none"> o CLT/ HoD/ Pastoral and CP Teams and other meetings organised as required. 	L	CLT Staff	

Strangford College will review and update this risk assessment regularly to ensure compliance and reflect any adaptations introduced to our operations.

Appendix 1



