

v 1/9/21			
v2 15/9/21 -			
v3 4/11/22 changes in green			
v4 18/1/22 changes in blue			
v5 20/11/22 re 19/1/22 end Plan B announcement/masks			
Org Unit	London Borough of Hackney		
Location	Cardinal Pole Catholic School		
Risk Assessment	Activity risk assessment		
Hazard Controls	Category of person who may be at risk	Existing Control Measures	Additional Control Considerations
Provision of risk assessment per H&S legislation	staff, students, visitors, contractors (inc previously CEV)	Existing Covid risk control arrangements with schools from previous year, updated regularly with consultation of H&S committee and TU rep. All actions except separate entrances and only 1 year group (from Sep, 2 year groups) in dining hall at lunchtime to continue, no masks in changing rooms, assemblies, full staff briefings, governor meetings going ahead (with mitigating controls, eg maintaining social distancing, ventilation etc), seating now in assemblies etc. Schools subject to programme of audit of risk control arrangements by CHSW Team. Masks/face coverings for all in communal areas (except when seated and eating in canteen or 6th form common room) - masks/face coverings for students in classrooms - to be reviewed by DFE at end of January. 18/9 virtual assemblies in form bases for first 2 weeks of term, discussed on 18/9 - to continue to end of Jan 22. During Huga works, sports hall used at lunchtime - those not doing sport to wear masks. Extra 3 6th form prefects to assist at the door. Fire alarm on 18/11 highlighted need for rearrangement of muster points - discussed at H&S and SLT and actioned.	School to revisit and update RA on 15/9/21 when results of the 2 onsite lateral flow tests known. Then to monitor in line with DFE guidance til end of Sep 21 and meet as H&S Committee as required. Revised after H&S Committee meeting 15/9/21 - in light of data from lateral flow testing (4 positive cases in student population, over 2 tests). One lateral flow test for students on Jan 22 return - extra tests ordered and received. To revise RA once results of this and possible staff absence known in Jan 22. Wonde test register software being sent to parents from mid Dec (and staff from Jan 22) to remind to take LFTs twice weekly and register with NHS. 18/9 Wonde Test Register reminds now to staff to test and upload results to NHS website on Monday and Thursday. Lateral flow test one test per student - only 12 positives. Currently no members off with Covid - only 6 since January Control measures/prevention: - ensure good hygiene for everyone - maintain appropriate cleaning regimes - keep occupied spaces well ventilated - follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19 - 4/11/22 return from isolation after 7 days if 2 neg LFT tests and no symptoms; 18/1/22 no confirmatory PCR test and now return after day 5 if neg LFTS on day 5 & 6 and no symptoms.
Staff availability (inc previously extremely clinically vulnerable ECV, clinically vulnerable CV and high vulnerability groups eg BAME)	staff and impact on students learning	Staff communication and input to RA. Briefing for all staff from HT on 1/9/21 - day of return. Feedback encouraged in meeting, via TU rep. Staff Governor, Science Technicians or h&s@cardinalpole.co.uk. H&S Committee met after on first day- decided to implement all existing controls from last term except no staggered start/end of day (disruption to I&I) or use of Flanders Way as entrance/exist (road safety risk). Use of testing and encouraging vaccination. Surveying staff to see how many have double, single or no vaccination. Full use is made of those staff who are self-isolating as tested positive but who are well enough to teach lessons online. The health status and availability of every member of staff is regularly updated so that deployment can be planned. Individual RAs for staff given out on first day of term - interviews with HT to follow any with concerns/ add risk factors. Follow up takes place when staff continue to be unwell post Covid. Staff regularly given Covid-19 test kits and encouraged to test twice a week and register results with NHS. Staff able to attend testing on site when ATS in operation. Cover planning and use of PSMs for cover and known cover supervisors from agencies. Flexible use of TAs to support class supervision. Identification of minimal permissible staffing levels to support school opening. 18/1 increasing difficulty in obtaining agency cover, high demand in the market.	
Transmission of covid 19		Timetable for Sep 21 continues with classroom zones, with allocated room per form for most non-specialist subject teaching - minimises student movement round the building, able to revert more easily if we have to implement contingency plan. One way systems in place where possible, using fire exits to give greater flexibility for circulation plans and better ventilation. Corridors are divided where feasible, supported by signage. Separate areas in playground for different year groups. Slightly revised lunch arrangements in Sep - y11 lunch at break in dining hall; 2 further year group lunches at lunch time; 6th form continue to be served by pre-order trolley, 2 further year groups by trolley in playground. Snood/masks distributed for staff and students. For students, mandatory part of school uniform in communal areas. Lateral flow testing on site for students from 6-15/9/21 - 2 tests to be taken, with at least 3 day interval between tests. Only essential visitors until review 15/9/21. Reviewed 15/9/21 - usual visitors with covid risk measures, ie confirmation no covid symptoms, to maintain social distancing if possible and masks in communal areas. We have been given 15/11/21 as date for delivery of Covid vaccinations hosted in school - consent forms and vaccinations not being organised by school, just providing venue. For first time, y7-11 being offered flu jab in school; to investigate if flu jab can be delivered in school for staff. Cleaning rotas are being reviewed again in the light of return to extra curricular/increased meetings/training on site. More agency cleaning secured to maintain standards. 18/1 will continue to work with SIAS re vaccinations and boosters for students as applicable. More visitor signage in reception to confirm that they have no symptoms and have recently tested. HE have confirmed their staff able to visit schools. Some non essential visits still carried out remotely eg H&S training for governors 12/1/22. LBH choir moved from T123 to T031 for better ventilation and decreased circulation round building. Parents evenings in school but socially distanced, masks and management of numbers. Whole staff Monday briefings to continue but whole staff meeting together for extended time eg CPD moved to remote.	to be reviewed end Jan or earlier if required by data, DFE or LBH or PH intervention
First aid provision	Employees Contractor Pupils Members of the Public	T002 and T ground floor disabled toilet - COVID19 medical room. PPE provided for staff. SJA advice communicated. PSMs to escort students with COVID19 symptoms to T002 and notify first aider in office.	to be reviewed end Jan or earlier if required by data, DFE or LBH or PH intervention
Preparation and serving of Food	Employees Contractor Pupils Members of the Public Vulnerability groups	Following government guidelines. Enhanced cleaning. Servers and students to wear masks at service points and queuing. Reduced capacity in dining room - trolley service for 2 year groups at lunch time. Break service for all years not yet available. Trolley service had been reduced to just one year group mid Autumn term - arrangements for January to be reviewed after data from LFTs available.	to be reviewed end Jan or earlier if required by data, DFE or LBH or PH intervention
Hygiene Control & Cleaning	Employees Contractor Pupils	Hand sanitisers, enhanced cleaning, cloxor machine. Packs of hand wipes and tissues for all staff and classrooms. Individual hand sani bottle given to all staff.	to be reviewed end Jan or earlier if required by data, DFE or LBH or PH intervention
School premises	Employees Contractor Pupils Members of the Public Vulnerability groups	Regular legionella and air conditioning service visits over summer 2021. Govt sending CO2 monitors to all schools from the beginning of Sep. We are purchasing 3 to start exercise asap. Investigating BMS CO2 monitor coverage and operation. Following HSE 'Ventilation and air conditioning during Covid-19 pandemic', CO2 monitors now received and list of those deployed round school shared with H&S committee to suggest alternative locations to test	to be reviewed end Jan or earlier if required by data, DFE or LBH or PH intervention
Transport	Employees	Masks to be worn on minibus. Encourage use of cycling and walking to school and mask wearing on public transport.	to be reviewed end Jan or earlier if required by data, DFE or LBH or PH intervention
Use of equipment and Live Streaming/recording Lessons	Employees Pupils	Virtual school provision (Loom, MS Teams, visualisers, microphones in school and availability of IT for students at home) remains available if we need to bring in Contingency Plan. Live streaming lessons: The risk of live-streaming a session might include, for example, the inadvertent disclosure of confidential or inappropriate information. This can be mitigated by educating students and their families as well as staff about the location of meetings and general house-keeping rules for using online platforms. For Example: - Advising them to have a blank background to meeting so that no additional information can be collected about their location - Ensuring there is no personal or sensitive (or special category) data visible during the meeting. - Ensuring that cameras (and audio) are disabled when the meeting has concluded Meetings should only be recorded if it is considered to be a specific learning or safeguarding objective. Video recording only to take place where appropriate.	No further action required
Educational Visits	Employees Pupils	No trips booked for Sep. Local Sports visits going ahead. All to be RA'd thoroughly. International trip to Battlefields deferred to 2022. Insurance position to be checked before confirming any booking date. Trips to be reviewed after results of LFTs available.	to be reviewed end Jan or earlier if required by data, DFE or LBH or PH intervention
Physical Activity/Drama/Music/DT	Employees Pupils	Depts to produce revised dept risk assessments now and after 15/9/21. H&S Audit of 27-29/9/21 to review	To be reviewed by H&S consultant as part of monitoring visit