



## Risk Assessment: Whole School Opening Covid-19 Sept 2020

### Risk Assessment – St Michael’s Primary School Whole School Opening

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What are the hazards or risks?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom	Next steps
<b>Spread of the virus within the school</b>	All staff and pupils	Parents/carers will be asked to check temperature (if possible) and to wash hands before leaving for school	Regular reminders by text and in newsletters	KR	
		Symptoms posters are on display in school		Staff in 'bubbles'	
		Breakfast club will be offered for parents from 7:45am. Y5 &6 to be in their separate classrooms supervised between the two. Year 3&4 in the hall and Years 1&2 to be in the dining area and part of hall. They should be encouraged to go outside if the weather permits. This will be supervision only and will not include the supply of food initially.			
		Safe distancing will be followed during entry to the school and supervised as much as possible 2m safe distancing marked out on playground 2 metre markers outside entrances to classrooms Parents to be asked for only one adult to deliver / collect a child Double gates to be kept open around the site at drop off from 8:40 and pick up 3:00 (locked by CG). Cone to be put in the 1 <sup>st</sup> set of double gates to stop cars from entering the site from 8:30		CG CG KR	

	Staff to remain with consistent group of children in their 'class bubbles' of approx. 30 children, only to work with more than one bubble in pre-approved or extreme circumstances. Bubbles to be no larger than a class as directed by the Government guidance.		KR/EH	
	Safe distancing aided by staggered drop and collection times: 8:40/3:00 – Children's surnames A-H 8:50/3:10 – Children's surnames I-M 9:00/3:20 – Children's surnames N-Z Parents have been informed by letter Signage at entrances to remind parents of social distancing	HT or DH to be on duty at start of day to reinforce social distancing	KR / CoG letter  CG	
	On entering school all pupils will be asked to wash hands When CYP and staff move rooms they must clean hands by washing or use hand sanitiser exit points		All 'bubble' staff	
	Parents have been asked to stay outside the school building and any issues beyond a few words to be communicated by email, telephone or Google Meet. No gathering in the playground or vicinity of the school. No parents remaining onsite after drop-off or pick up.	Reminder letter sent on 9.9.2020	KR/Co G letter	
	Where children are sat at tables, they are to be forward facing. Advise staff on positioning to reduce face to face contact – stand behind or side to side with a child / being above rather than below a child talking to you etc.	Staff have the option of wearing a face visor to hear readers.		
	Remind adults and children to reduce touching their face.			
	Anyone who shows Covid symptoms in school will be asked to move to an isolated room – The Foyer entrance – before being sent home. Temperature to be taken using distant thermometer.  PPE (gloves, mask, apron) has been purchased and is to be worn by any staff member that is caring for a child who shows symptoms.	Ensure room is always available with PPE on hand. Inform staff and ensure understanding of use of PPE. Donning and doffing video to be watched and poster displayed. Keep contents of room to a minimum to aid cleaning process.	SLT	

	<p>Any discarded PPE used with anyone showing Covid symptoms should be double-bagged and left for 72 hours before being collected by the council. The council will be notified of any change of collection date as a result.</p> <p>Follow LA flowchart in Main office and KR's office</p>	<p>Member of SLT on site at all times to support decisions.</p> <p>Lock door after use by a person with Covid symptoms, prior to thorough cleaning.</p> <p>Thorough handwashing by anyone who has dealt with the individual, after removal of gloves.</p> <p>Affected person must leave by the front door. Member of SLT to speak to parent to ensure clear guidelines on isolation and testing.</p> <p>Parents and staff <b>must inform school immediately</b> of the results of the test. School will follow-up with parents if they have not heard after 48 hours from the time of the test.</p>		
		<p>If the isolated person needs to use the toilet then a designated toilet must be used (disabled toilet/men's toilet) and cleaned thoroughly with PPE before further use. Ensure all understand that a process is in place for cleaning promptly after use and before next usage.</p>	SLT	
		<p>A confirmed case of Covid-19 means the whole bubble (CYP and Staff) isolates for 14 days.</p> <p>LA guidance on what to do in the event of a Covid case to be shared with all SLT and displayed in the HT's office and staff room. LA and PHE to be notified of any suspected/positive cases.</p> <p>If two or more people with possible Covid-19 symptoms occur within 14 days PHE may class this as an outbreak. School may be closed.</p>	SLT	
	<p>If parent refuses for their child to be tested follow the advice in the LA FAQs to contact HPTSW.</p>	<p>Class bubbles could potentially have to close as a result of test refusal.</p>	KR	
	<p>Staff have been reminded not to attend school with symptoms, and to get tested as soon as possible.</p>	<p>No volunteers at this stage to minimise additional adults on site</p>	KR	

		If a member of a staff's household becomes ill with Covid 19 symptoms they must self-isolate and arrange to be tested.			
		All staff and CYP to engage with the NHS Test and Trace process		All staff	
		Office staff to establish a contact tracing register for all staff and external visitors to school to assist with contact tracing		FH/SCS	
	Staff and pupils	The majority of the curriculum interventions for children will take place in the classroom. Some may take place in a separate area in the school. Children from separate bubbles will not be mixed.			
<b>Illness Covid Symptoms</b>	<b>All staff and pupils</b>	<b>If children become unwell with Covid symptoms at home they need to stay at home to be monitored and advised to get a test if needed. They must not come to school.</b>	South Glos letter to be sent to parents.		
Illness – non-Covid symptoms	All staff and pupils	Children that become unwell with non-Covid symptoms will need to be sent home in the usual manner. Ensure they are kept away from others as much as possible to minimise spread of illness.	Reminders to parents to not send poorly children to school Public Health England poster guidance followed regarding childhood illness		
		Train pupils in good respiratory hygiene practices. Promote 'catch it, bin it, kill it.' Always to be followed by thorough hand washing.	Provide tissues, lined bins and posters for all areas. And to monitor stock of supplies.	CG/FH/SCS	
		All staff to have an additional supply of handwash and paper towels in their cupboard. Stocked up daily by Caretaker		CG	
<b>Singing</b>	<b>Reception &amp; Year 1</b>	<b>Children can sing quietly for educational purposes e.g. phonics rhymes</b>		Class teachers	
<b>Inadequate ventilation</b>		All rooms should have windows open. Door open where possible to avoid touching of handles (balanced with the risks of younger or SEN children leaving the room)		All staff	
<b>Potential contamination of buildings/equipment:</b> <b>Cleaning</b>	All staff and pupils	Thorough cleaning of all areas before school opens and then ongoing at start and end of day. Each teaching area used will require all equipment to be cleaned e.g. play equipment and no after use, or individual equipment provided. 'Do not use' signs to be used by supervising adults	Ensure stocks of cleaning materials are maintained and available for staff to use throughout the day(out of reach of children), in addition to morning / afternoon cleaning	Cleaners All staff in bubbles through	

	All children to be supplied with their own pack of equipment e.g. pen/pencil/eraser/whiteboard/whiteboard pen etc.		out the day	
School staff and cleaners	Cleaning staff to be made aware of the levels of cleaning required in each area and provided with PPE for each area as required. Cleaning checklist to be provided. Cleaning of frequent touch points in shared areas. Morning/After Lunchtime cleaning of taps, flushes, door handles. Lunchtime supervisors to collect any waste from lunchboxes in the classroom bins. The bin liner is to be tied and placed by the outside bins at the end of lunch. Sinks/taps to be sprayed and tables to be wiped after finished lunch.		FH/CG/ SCS  HT  HT	
	Chairs are not to be stacked at the end of the day. Chairs will be placed onto tables to ensure the children use the same chair each day.		Class teachers	
	Staff to ensure all desks and other surfaces are clear at the end of each day to ensure thorough cleaning. Photocopiers, printers, paper cutters etc to be wiped after each use.		All staff	
	Thorough hand washing takes place throughout the day by adults and children. Anti-bacterial gel is provided for use, in particular after: <ul style="list-style-type: none"> <li>• Handling waste including body fluid spills and hazardous medical waste.</li> <li>• Cleaning</li> <li>• After emptying bins</li> </ul> Tables to be cleaned by staff in the classroom if a child coughs or sneezes. Sinks and taps to be sprayed after break. Door handles to be sprayed after break if the doors have been closed.	The cleaning of toys, pens and pencils, musical instruments, PE equipment, ipads etc, will be reviewed as necessary following government guidelines. Reminders to all staff in 'bubbles' on expectations for cleaning throughout the day. Detergent and bowls to be provided for every room.	KR	
	Opportunities available for pupils, staff and visitors to wash their hands, as a minimum: <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> </ul>	Continue to ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times	FH/SCS/ CG	

		<ul style="list-style-type: none"> <li>• before going out to break</li> <li>• after breaks and sporting activities</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul>			
		Children are to bring book bags or small backpacks– packed lunch boxes, water bottles and sunhats may be brought to school in the backpack.	Provide named water bottles for any child that does not bring one – to be kept at their table.	KR	
Uniform		Normal school uniform should be worn each day. Children to come to school in PE kits for the days they have PE and remain in them throughout the day.			
		Limit items coming into school and going home – reading books may go home but on return to school must be left for 4 days before reissuing Returned books in juniors to be put into separate trays for each day of the week. Infants must place books in a weekly box. All books touched by children must be kept in their own trays.	Care to be taken with reading books – trays to be marked in classroom		
Resources		No malleable materials, such as Play Dough to be shared, each child to have their own if used.			
PE		Separate PE /outdoor equipment to be used by each 'bubble' – items chosen for easy cleaning at the end of each day. Each child to have own equipment as far as possible. PE activities to be limited to sports that have little or no contact e.g. tennis, dance, gymnastics, athletics, running/daily mile etc. Outdoor sports should be prioritised. Staff to ensure that none of the equipment is left outside. PE equipment to be cleaned after use or left for a period of 72 hours before being used.		'Bubble' teams	
Computing		Curriculum laptops and ipads should be sanitised after each use			
Science/DT		Equipment that is shared between bubbles e.g. Science and DT should be thoroughly cleaned after			

		use or left for 72 hours clearly labelled with 'Do not use until....' With a date added that it can start to be used.			
		Bins will be emptied at lunchtimes as well as the end of the school day and disposed of in sealed bags. PPE to be worn.	<del>Purchased lidded bins.</del>	FH/SCS	
		Lights to be either off or on all day to avoid frequent touching of switches		All staff	
		Staff to use lanyard to gain access to building to minimise the use of the keypad. Keypad to be cleaned regularly throughout the day		All staff FH/SCS	
Outdoor equipment		Outdoor climbing frames and trim trails may be used provided the children wash their hands before and after use			
Cloakrooms		Y3 coats and bags to be kept in classroom on back of chairs.	Coat hooks to be purchased and an outdoor cloakroom to be set up in the Year 3 outdoor shelter.		
Greenfield		Children to meet staff in pergola outside Y4 classroom.			
Library		Library will be out of use. Those using the hall must not touch the piano or musical instruments.			
Conservation area		Conservation area not to be used for pond dipping.			
<b>Use of hand sanitizers</b> **	Staff and pupils	Providing/allowing the use of hand sanitisers that contain at least 60% alcohol. Recognising that it is not always possible to follow the hand wash advice in all areas, a hand sanitiser is next best thing.	Obtain the safety data sheet for the product from our supplier. They will advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes. Ensure adequate supplies are maintained and staff are aware of safety data sheets Ensure that supplies are topped up daily at entrance and exit points from the school/classrooms	KR/SCS  CG	
** Most hand sanitizer products contain a high volume of alcohol, which is the reason for hand sanitizer fire concerns. Alcohol based hand sanitizers should be stored away from all heat and ignition sources, including (but not limited to) sparks, open flames, any type of electrical outlet, switches or equipment, and extreme heat. Caution should also be used when hand sanitizer has been used and individuals may come into contact with heat/hot surfaces etc.					
<b>Contamination due to proximity of staff and pupils and</b>	All staff and pupils	Older pupils to be reminded to keep 1m+ away from each other and not to touch staff where possible. It is accepted that the younger children will not be distanced in their bubbles.	Ensure that each 'bubble' has sufficient resources. Bubbles to eat lunches in their rooms, meals from kitchen brought to the classroom by	All staff	

<b>resource management</b>	Staff to maintain social distancing 1m+ from other adults All children to be sat in the same place each day.	lunchtime supervisors to minimise movement around the school.		
	Outdoor spaces to be timetabled and zoned to ensure distancing. Stagger break times. Rec: 10:15-10:30 Infant playground 12-1pm – Reception outside area Y1 & 2 – 10:30-10:45 – split infant playground into two zones on a rota basis 12-1pm – same zones as above Y3&5 10:30-10:45 - ½ junior playground each 12:30 Eat 1:00 Play Y4&6 – 10:45-11:00 – ½ junior playground each 12:30 Play 1:00 Eat			
	Avoid activities involving large numbers of people E.g. assemblies, these may be carried out through video link live or recorded.			
	Reception and Year 1 outdoor area to be clearly segregated.			
	Children not to line up closely / queue to move around the school, e.g. out to play.			
	Staff teams to select appropriate and minimal equipment for their group. All other items to be put into store.			
	Children to be sent to the toilets one at a time in the main building – remind them of distancing. In the Elliot toilets, children to be sent one at a time. Children to be reminded to wait outside until it is free.			
	Keep to walking on the left down corridors. Tape added to the floor to separate the sides and show arrows of walking.		CG KR/EH	
	Cancellation of large gatherings and events in enclosed spaces– assemblies, swimming, sports day, productions, open afternoon, PTFA events. Consider innovative ways to replace these where possible – online assembly, e.g. video presentation. Do not restart music lessons until directed to by the LA.			



	<p>Teacher marking limited during this period – verbal feedback and self-marking should be developed where appropriate.</p>			
	<p>No sanctions or 'time out' in another classroom, any sanctions must take place within the classroom with support for SLT if serious breach has occurred. Consider a walkie talkie if a classrooms has children with behavioural needs.</p> <p>Extreme behaviour, to be referred to SLT – if distancing rules cannot be followed, discuss with parents and withdraw the space in extreme cases (including biting, spitting or coughing towards others deliberately).</p>			
	<p>Staff to strictly follow guidance re social distancing in staffroom and other areas – sit 1m+ apart when using and wipe down all surfaces (especially fridge, water boiler, water cooler and work surfaces) and wash hands afterwards. Use dishwasher rather than rinsing mugs. No more than 5 people in the staffroom at once.</p> <p>Staggered break and lunch times</p> <p>A new staffroom has been created in the Lodge with a kettle, fridge, microwave, toaster etc. Office staff &amp; Y5 &amp; 3 staff are to use the lodge. All other staff to use the main staffroom.</p>	No tea towels used	KR/EH	
	<p>Only one person permitted to use the sinks in the Ladies' toilet at any one time.</p>			
	<p>Maximum of three people at any one time in any office space.</p>			
	<p>PPA and Leadership time should be taken from home (ensuring at least one SLT member available on site at all times).</p>			
	<p>No volunteers, students, after school clubs, music lessons, lettings until at least October.</p>			
	<p>Trainee teachers must read a copy of the Risk Assessment</p>	Induction with a member of SLT/mentor		
	<p>Contractors will not come into school unless for emergency support, e.g. a premises emergency or IT failure. Where contractors need to gain access this will be generally arranged outside of school hours.</p>			

		Staff meetings to be held online to limit contact between staff members.			
<b>Inadequate provision of first aid</b>	All staff pupils and visitors	Basic first aid kits and accident forms to be provided for each 'bubble.' First aid trained staff in each year group where possible. PPE available and lidded waste bin to dispose of any contaminated waste and PPE. Staff should wash hands after dealing with pupil and complete any accident forms as usual.		SCS  CG	
<b>Administering medication</b>	Staff	Remind children returning to bring inhalers etc. As much as possible reduce the amount of medication we agree to administer – ask parents to do this if possible.	Ensure consent forms are completed, appropriate storage of medication, records completed of who, what and when in usual manner. Staff to wash hands after each administration.	SCS	
<b>Behaviour</b>			Update behaviour policy and home-school agreement to set clear expectations of pupils' behaviour and outlining consequences for poor behaviour including any sanctions.	KR	
<b>Catering</b>		Parents asked to send food and drinks that children can open themselves – no food to be shared.  School kitchen will be fully operational	Protective screen to be purchased for servery - kitchen staff	SCS  FH	
<b>Pregnancy</b>	Staff	Pregnant workers who are 28+ weeks are working from home at this time.			
<b>Attendance</b>		Follow LA directives All children are expected to attend school	Create group registers, and keep for contact tracing.	SLT/SCS	
		Staff attendance will be recorded, and absences reported to the LA.		FH	
<b>Premises</b>	All staff and pupils	Checklist for re-opening has been completed by the Senior Administrator and caretaker to ensure everything is functioning as it should.		CG FH	
<b>School Trips</b>	All staff and pupils	No educational visits will take place in the first term in the autumn.		KR	
<b>Deliveries to school</b>	All staff, pupils and delivery drivers	Potentially regular deliveries will be required once school re-opens for kitchen or other necessary items. Once school receives a delivery wherever possible items will need to be wiped over using antibacterial wipes.	Whilst placing the order consider adding device on delivery procedures within school.  Ensure good supply of antibacterial wipes are in place for staff	SCS  SCS	

Insufficient staffing levels or staff training		Audit of staff availability and list of shielding staff	Induction process for new teams in all aspects of this risk assessment, in particular requirements for use of materials, cleaning and communication of any issues. Any concerns to be reported to a member of SLT on duty immediately. Due to relaxation of measures from 1 <sup>st</sup> August for shielding staff members, they are advised to return to work as long as they maintain social distancing – the age of the children that these members of staff will be working with will be taken into account	SLT	
		Supply staff will be used to cover classes, though this will be limited to using regular staff who work in a limited number of schools or existing staff members of job-share classes			
Whole School Monitoring	All staff and pupils	Staff monitoring should take place outside of the school day where possible. Individuals may carry out monitoring in a class bubble but this should be limited to one bubble at a time and allowing at least 48 hours before the monitoring of a second bubble (this is LA guidance).	SLT to consider Iris.	SLT	
Fire drill	All staff and pupils	Discuss with children. Each 'bubble' will walk through a fire drill – gather in lines in the car park ensuring socially distanced from other bubbles.		'Bubble' staff	
Pupil wellbeing		PSHE and recovery model curriculum to help ensure wellbeing and address anxiety and trauma Take children outside as often as possible. It will be taught explicitly through the jigsaw lessons but principles will be embedded in our everyday practice at the teacher's discretion on a day-to-day basis.	Consider if there are new ways of offering support and counselling.	All staff CC	
Staff wellbeing		Each 'bubble' to have two staff wherever possible to allow for all staff to take reasonable breaks. PPA time to be taken at home Keep expectations under review and invite staff feedback Offer counselling service as necessary / signpost to relevant agencies LA staff wellbeing newsletters emailed to staff		SLT	

		Support the staff in their return to work Father Malcolm has offered a listening support to all members of staff if required.			
<b>SEND pupils are not receiving adequate support</b>		Risk assessment for individual pupils is reviewed and discussed with parents Some pupils may return to school on a part-time basis under approved circumstances with the intention of building up to full-time as soon as possible		KR/EH/ JWi	

### Abbreviations

CYP – children and young people

SLT – Senior Leadership team

TAs – Teaching Assistants

EHCPS – Education, Health and Care Plans

PHE – Public Health England

LA – Local authority

PPE – Personal Protective Equipment

PPA – Planning, Preparation and Assessment time

HPTSW- Health Protection Team South West