



## Whole School Opening Covid-19

### Risk Assessment – St Michael’s Primary School – V7

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Date: 31/01/2022 Date Last shared with staff: 26/01/22 Date Last shared with Governors: 26/01/22

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
<p><b>Spread of the virus within the school</b></p> <p>Staff Covid Testing</p>	<p>All staff</p>	<p>Staff to test twice a week every Sunday evening and Wednesday evening at home. Kits issued in school from the Office.</p> <p>Kirsty Robson &amp; Jennifer Waller will be the ‘Covid Coordinator’ &amp; ‘Registration Assistant’.</p> <p>Testing is optional.</p> <p>Staff are to report their results online to the Government website <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a>.</p> <p>If test result comes back <b>positive</b>:</p> <ul style="list-style-type: none"> <li>• a PCR test must be booked and self-isolation procedures begin with immediate effect.</li> <li>• Kirsty Robson or Jennifer Waller should be contacted as soon as possible.</li> </ul> <p>If a test result is <b>void</b>:</p> <ul style="list-style-type: none"> <li>• a second LFT must be completed.</li> <li>• If that result is also void, a PCR test must be booked and self-isolation must begin.</li> </ul> <p>If a test result is <b>negative</b>:</p> <ul style="list-style-type: none"> <li>• Staff member can attend school as normal but must continue to adhere to the school’s risk assessment procedures.</li> </ul> <p>Privacy notice &amp; testing letter shared with staff.</p>	<p>Contractors who are regularly in school have been issued with tests. Test results are monitored by their employer not the school.</p> <p>Stock of test kits to be monitored.</p>	<p>KR &amp; JWa</p>	

Covid Testing	All staff and pupils	<p>People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend school as normal, unless they have a positive test result or develop symptoms at any time.</p> <p>Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is positive, they should follow the stay at home: guidance for households with possible or confirmed COVID-19 infection.</p> <p>In the event of a single confirmed COVID-19 case in a class, a warn and inform letter will be sent to families to notify them and request that they carry out a LFD tests for the following 7 days.</p>		All staff	
Covid isolation	All staff and pupils	<p>Individuals may now take LFD tests on day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 5 of the self-isolation period and the second test must be taken the next day (24 hours apart). This also applies to children under 5, with LFD testing at parental or guardian discretion.</p> <p>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p>		All staff	

		The likelihood of a positive LFD test in the absence of symptoms after 10 days is very low.			
<b>Spread of the virus within the school</b>	All staff and pupils	Parents/carers will be asked to make sure children wash hands before leaving for school	Regular reminders by text and in newsletters	KR	
		Symptoms & procedure posters are on display in school		Staff in 'bubbles'	
		Double gates to be kept open around the site at drop off from 8:40 and pick up 3:20 (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	
		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	
		No gathering in the playground or vicinity of the school at the beginning of end of the day. No parents remaining onsite after drop-off or pick up.			
		<del>Parents to be asked to wear face coverings while on school premises unless medically exempt. Visitors to be asked to wear face coverings in school while on school premises unless medically exempt.</del>	<del>Will be reviewed after a period of 14 days in consultation with Dept for Children, Adults and Health South Gloucestershire</del>		
		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. <b>If you need to speak to a member of staff please wear a face mask.</b> If you have to speak to the Office in person only one household in the lobby at any one time. The glass screen will remain closed and the external door must remain open to maintain ventilation. Staff are able to meet with parents in school, socially distanced, if it relates to a safeguarding concern.			
		<b>Staff to wear masks in communal parts of the school e.g. corridors, staff rooms. Staff may wear masks in school if they wish though there is no requirement.</b> Staff to be mindful of overcrowding in the staffroom	Will be reviewed after a period of 14 days in consultation with Dept for Children, Adults and Health South Gloucestershire	Staff	

		and may need to find another quiet area after eating or drinking.			
		<p>Anyone who shows Covid symptoms in school, however mild, will be asked to move to an isolated room – The Foyer entrance – before being sent home.</p> <p>PPE (gloves, mask, apron) is to be worn by any staff member that is caring for a child who shows symptoms.</p> <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>Ensure room is always available with PPE on hand.</p> <p>Inform staff and ensure understanding of use of PPE.</p> <p>Donning and doffing video to be watched and poster displayed.</p> <p>Keep contents of room to a minimum to aid cleaning process.</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>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.</p> <p>Ensure all understand that a process is in place for cleaning promptly after use and before next usage.</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>	SLT	

		<p>Notify LA as soon as reached the threshold of an outbreak. An outbreak is identified when whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul>		SLT	
		All staff and CYP to engage with the NHS Test and Trace process.		All staff	
		Office staff to maintain a visitor entry register. All visitors to sign in stating that they have not tested positive for Covid in the last 10 days and that they are not displaying any of the 3 main Covid symptoms.		FH/SCS	
Illness Covid Symptoms	All staff and pupils	If children or staff become unwell with Covid symptoms they need to stay at home to be monitored and advised to get a PCR test. They must not come to school until a negative test result is received.		KR	
Illness – non-Covid symptoms	All staff and pupils	<p>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. If unwell stay at home until symptom free. If testing negative for COVID, individuals should still wait until 24 hours post fever to go back into a setting. Colds and other non-COVID symptoms are circulating but in the first instance cardinal (main) symptoms should be treated as possible COVID and trigger isolation and testing.</p> <p>This is the case even if others in the setting /group have tested negative for similar symptoms</p>	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>Inadequate ventilation</b>		All rooms should have windows open. Door open where possible to avoid touching of handles (balanced		All staff	

		<p>with the risks of younger or SEN children leaving the room).</p> <p>External doors may need to be closed in cold weather but opened whilst the classroom is not in use e.g. break times &amp; lunchtimes</p> <p>If the hall is in use, internal hall doors must remain open, all windows to remain open and external hall doors to remain open where possible.</p> <p>All classrooms to have CO2 monitor – these must be checked regularly. If the air quality reaches ‘poor’, the room must be vacated for a minimum of 5 minutes to allow fresh air to circulate.</p>			
<p><b>Potential contamination of buildings/equipment:</b></p> <p><b>Cleaning</b></p>	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 after use or individual equipment provided.	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 class throughout the day
	School staff and cleaners	<p>Cleaning staff to be made aware of the levels of cleaning required in each area and provided with PPE for each area as required.</p> <p>Cleaning checklist provided.</p> <p>Cleaning of frequent touch points in shared areas.</p> <p>Lunchtime cleaning of taps, flushes, door handles.</p>		FH/CG/SCS	HT
	LTSAs	Infant tables to be wiped after finished lunch.		LTSAs & kitchen staff	
	LTSAs	<p>Children to eat lunch in the hall.</p> <p>Children will collect lunches from the hatch.</p> <p>Lunchtime supervisors to supervise the emptying and stacking of hot meal containers after lunch.</p> <p>12:00-12:30 =Reception Year 1 and Year 2</p> <p>12:30-12:45= Thorough cleaning of tables and benches by kitchen staff</p> <p>12:45-1:15 = Years 4&amp;5 – seated in year groups in hall</p> <p>12:15-12:45 = Year 3&amp;6 eat in classrooms</p>		LTSAs & kitchen staff	
		Chairs are not to be stacked at the end of the day. Chairs will be tucked under the tables.		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 shared musical instruments, PE equipment, ipads etc, after each use. Detergent and bowls 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> <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>	Continue to ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times	FH/SCS/ CG	
Items from home		No non-essential items should be brought in from home. 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 be encouraged to wear additional layers in cold weather. Children to come to school in PE kits for the days they have PE and remain in them throughout the day.			
Books		Limit items coming into school and going home – reading books may go home.			
Resources		No malleable materials, such as Play Dough to be shared, each child to have their own if used.			
PE		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.			
Computing		Curriculum laptops and ipads should be sanitised after each use. If children are sanitising laptops, they must only clean the laptop they worked on. An adult may sanitise all laptops but must follow handwashing procedures before and after.			
Science/DT		Equipment that is shared between classes 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.			
		Lights to be either off or on all day to avoid frequent touching of switches. If lights need to be turned off e.g. to watch a video clip, hygiene procedures are in place after touching of light switches.		All staff	
		Staff to use lanyard to gain access to building to minimise the use of the keypad.		All staff FH/SCS	
Outdoor equipment		Outdoor climbing frames and trim trails may be used, <b>in school hours only</b> , provided the children wash their hands before and after use			
Greenfield		Children to meet staff in pergola outside Y6 classroom.			
<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.	Obtained 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 resource management</b>	All staff and pupils	Outdoor spaces to be timetabled. Stagger break times for Juniors. Rec, Y1 & 2 — 10:30-10:45 ———— 12-1pm Y4&5 — 10:30-10:45 Y3&6 — 10:45-11:00		All staff	
		Children to be sent to the toilets one at a time from each class.			
		Keep to walking on the left down corridors.			
		Essential keys located in staffroom. <del>Protective screen purchased and installed to separate office staff.</del>			
		Trainee/supply teachers must read a copy of the Risk Assessment	Induction with a member of SLT/mentor		
		Contractors and visitors encouraged to hand sanitise on arrival and sign in to visitor register.	Letter sent to all contractors regarding their obligations to report positive cases to the school.		
Assemblies		Whole school assemblies will take place online (Mon, Thurs & Fri). Key Stage assemblies can take place in the hall socially distanced with at least 2 metres between the classes (KSI/LKS2/UKS2).	See Outbreak Management Plan for further update if this is implemented.	KR	
<b>Inadequate provision of first aid</b>	All staff pupils and visitors	Basic first aid kits and accident forms to be provided for each class. 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>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. See above for arrangements.		SCS  FH	
<b>Pregnancy</b>	Staff	Individual risk assessments will be carried out by head teacher for pregnant workers.		KR	

<b>Attendance</b>		Follow LA directives All children are expected to attend school		SLT/SCS	
		Staff and pupil attendance will be recorded and reported to the DFE daily.		FH	
<b>Premises</b>	All staff and pupils	Checklist for 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	School trips can go ahead individual trip risk assessments to be completed		KR	
<b>Deliveries to school</b>	All staff, pupils and delivery drivers	Potentially regular deliveries will be required for kitchen or other necessary items.	Whilst placing the order consider adding device on delivery procedures within school.	SCS	
<b>Insufficient staffing levels or staff training</b>		Audit of staff availability.  Notify Kirsty Robson or Jennifer Waller if unavailable for work at earliest possible opportunity (from 6.30am).	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.	SLT	
		Supply staff will be used to cover classes and will be informed of essential aspects of the risk assessment.			
<b>Whole School Monitoring</b>	All staff and pupils	Pupils' exercise books may be looked at by subject leads and SLT. Each set to be kept together. Hands must be sanitised before looking at each class set and after.		SLT	
<b>Fire drill</b>	All staff and pupils	Discuss with children carry out termly practice drills.			
<b>Pupil wellbeing</b>		PSHE and curriculum to help ensure wellbeing and address anxiety and trauma Teachers to consider outdoor learning opportunities. 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	
<b>Staff wellbeing</b>		PPA may be taken at home Keep expectations under review and invite staff feedback Offer counselling service as necessary / signpost to relevant agencies Staff have access to a new 'Thrive' app to support them with their wellbeing. LA staff wellbeing newsletters emailed to staff		SLT	

		Father Malcolm has offered a listening support to all members of staff if required.			
<b>Recruitment</b>		Interviews will be able to take place face to face. The candidates must take a LFD test the night before the interview to ensure that it is negative. Candidates must read the Whole School Risk Assessment before attending and abide by the guidance pertaining to them. Children will use their own resources if required.  Panel should take and record a negative LFD on the morning of the interviews.  Candidates should have staggered entry times. The room must be well ventilated.		KR	
<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/JWA / JWi	
<b>New Parent Tours</b>	KR & JWA	Tours of the grounds and outside of the building may take place. <b>Inside the building may take place if the visitors wear a mask and test negative with an LFD on the day of the visit.</b>		KR & JWA	
<b>School Performances</b>	Parents/Pupils	Parents may attend performances. All adults to have completed a negative lateral flow test; All adults to wear facemasks (over the nose and mouth) throughout the event/performance unless medically exempt; Sanitise hands on entry and exit to the school building; and Not to attend a school event with symptoms of Covid. We will ensure that the hall is well ventilated, with all doors and windows open. We will distance the seating in pairs. We will use a CO2 monitor to measure the air quality.		KR	

#### Abbreviations

CYP – children and young people

SLT – Senior Leadership team  
TAs – Teaching Assistants  
JWACPs – 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  
DFE – Department for Education