



St Michael's CE Primary School Additional Covid-19 School Premises Risk Assessment July 19th 2021

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
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Approved by Headteacher, Chair of Governors and Governing Body Governor for Premises, Health & Safety

Pupil/Staff General Hygiene						
Guidelines for hygiene are not adhered to	Pupils Staff	Risk of spread of Covid-19 Through physical contact / aerosol spray from exhalation / cough	<ul style="list-style-type: none"> • Posters reminding pupils how to wash hands are displayed in school. • Teachers remind pupils of hand hygiene/catch it, bin it. • Hand gel made available to all pupils and staff in class rooms. • Pupils are encouraged to wash hands after using the toilet 		Continue to review process	Low-Med
Infection outbreak and reporting						
Suspected case of Covid-19 in school	Pupils, staff, visitors	Spread of disease	<ul style="list-style-type: none"> • Child is brought to the office. • Member of staff attending to child wears a mask. • Child's temperature is taken • Parents called. • If the child has a temperature- the child is escorted to the meeting room (isolation room) • The medical room toilet is made accessible from the reception area only, for use by the child who is unwell. • The member of staff remains with the child until the parent/carer arrives. • Isolate child or staff member in meeting room • Check temperature once more and record along with symptoms. • Open windows and make patient comfortable-continue to reassure child. 			Low

			Alert parent to guidance Re: Changes to contact tracing in education and childcare settings. This letter is on the website and parents have been alerted to read via an email. Copies of the letter will be available in the office.. <ul style="list-style-type: none"> Deep clean all areas used or visited by child / staff member 			
Member of Staff has suspected Covid 19	Adults in school	Spread of disease	<ul style="list-style-type: none"> Staff member leaves building immediately. Staff member to request PCP Test Follow guidance from RBWM/DfE on 'Contract Tracing' 			LOW
Caretaking						
Cleaning chemicals	Caretaker / cleaner	Safe use and low supplies of adequate surface cleaner	<ul style="list-style-type: none"> Caretaker to ensure each class has sufficient cleaner for surfaces each morning Ensure labels clear and material safety data sheet available and shared with all staff Renew order 3 weekly basis 			
Classrooms						
Cleaning						

Classroom surfaces - tables, doors and handles Toilet doors and handles	All staff / caretaker	Cross contamination	<ul style="list-style-type: none"> Use only specific high alcohol cleaner Store out of reach of children – locked cupboard Wear gloves when cleaning Spray onto cloth and wipe all surface contacted by children / adults at end of every session, morning break, lunch afternoon break or after any direct coughing or sneezing Staff are aware of COSH Data Safety Sheet for 		Increase use as needed, after sneezing or coughing episodes	Low
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			<p>use with surface cleanser.</p> <ul style="list-style-type: none"> • Door handles and push points cleaned throughout the day by designated staff • Thorough clean of classroom surfaces at end of day 			
Cloakrooms / Toilets	Caretaker	Cross contamination	<ul style="list-style-type: none"> • Thorough clean at end of day • . 		Ensure check rota in place	Low
Computer keyboards used by children	All staff	Cross contamination	<p>Allocate computer per child if possible for day</p> <ul style="list-style-type: none"> • Wipe keyboard surface with alcohol cloth after use 		Under adult supervision	
General School Environment						
Spreading infection due to the school environment	All staff pupils and adults	Cross Contamination	<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor air supply • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are 			

			<p>unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied</p> <ul style="list-style-type: none"> • Rearranging furniture where possible to avoid direct drafts 			
Contractors						
Covid-19 awareness	Caretaker and contractors	Cross contamination	<ul style="list-style-type: none"> • Use sign in sheet and leave contact details • Temperature taken before access to school is permitted. • Politely request visitors wear masks if meeting staff/children in confined spaces. 		Continue to review process	Low
			•			
First aid						
First Aid provision	All staff	Cross contamination	<ul style="list-style-type: none"> • Deliver support and welfare as normal within EYFS setting • Deliver support and welfare in KS 1 and 2 where ever possible in classroom or as normal in welfare room • PPE used in suspected cases 		Identify first aider per class	Low
First aid kits	All staff	Cross contamination	<ul style="list-style-type: none"> • First Aid kits available for classroom use and outside use to reduce movement 		Check daily	Low
			•			
Lessons						
General	All staff Pupils	Cross contamination	•		KS1 & 2	Low
Staff						
	All staff	Cross contamination	<ul style="list-style-type: none"> • Staff to wear face coverings if they so wish • 			Low

Individuals vulnerable to serious infection coming into school		Cross contamination	The school will seek guidance from HR at RBWM			
Office						
Office or admin area	School secretary SBM	Cross contamination personal injury	<ul style="list-style-type: none"> • Wear face coverings where possible. • Staff visiting office should wear face coverings. • Keep reception window to entrance hallway closed, only open slightly to talk to parents / visitors • Keep office window to outside open when possible • Keep inner door open when possible • Wipe keyboards down at end of day • Wipe phone down after use 		Review as necessary	Low
Outbreak in School or Local Area						
Outbreak in School	All pupils and staff	Cross Contamination	<ul style="list-style-type: none"> • Circulate Outbreak Management Plan • Control measures like face coverings and bubbles may need to be introduced. • Follow advice from dedicated local health protection team • Call DfE helpline: 0800 046 8687 		Review as necessary and advise school community of measures in place.	Low

DATE OF REVIEW: 16.7.21	COMMENTS: <i>Approved in principle by governing body as a live document to be reviewed and added to in planning and initial implementation phase.</i>
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