



St Michael's CE Primary School Additional Covid-19 School Premises Risk Assessment June 2020

Approved by Headteacher, Chair of Governors and Governing Body Governor for Premises, Health & Safety and RBWM
Health and Safety Executive Date: 11.6.20

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place		Are further controls needed?	Residual risk rating
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Access Egress						
Pedestrian access to school	Pupils, staff, parents, visitors, contractors	Risk of spread of Covid-19 Through physical contact / aerosol spray from exhalation / cough	<ul style="list-style-type: none"> Access to and exit from school a one-way system 3 separate entrances to site. All at a good distance apart. Driveway gate half closed and signposted no entry from 8.50am until 9:20am Driveway gate half closed and signposted no entry from 2:50pm until 3:20pm Hoops/toadstools used to designate social distancing and individuals or families remain at hoop until called forward System communicated to all groups 		Review process after first day	Low
Vehicle access during drop off and collection	Pupils, staff, parents	Being hit by moving vehicles	<ul style="list-style-type: none"> Not permitted Driveway gate half closed and signposted no entry from 8:50am until 9:20am Driveway gate half closed and signposted no entry from 2:50pm until 3:20pm 		Review process after first day	Low – Med
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 		Review process after first day	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"> • Headteacher/elected staff member in her absence- is alerted that a child in the classroom is unwell. • Parents called. • Headteacher/ESM collects child and leads them to the outside of the building and re-enters the school by the main entrance. • The child is escorted to the meeting room (isolation room) • The HT puts on PPE equipment- • HT puts up notices to isolate the meeting room area. • The medical room toilet is made accessible from the reception area only, for use by the child who is unwell. • The HT or ESM only remains with the child until the parent/carer arrives. • Isolate child or staff member in meeting room • Check temperature and record along with symptoms. • Open windows and make patient comfortable-continue to reassure child. • Alert parent and send child home with isolation instructions / send staff member home with isolation instructions • Identify all others in close contact and prepare contacts list for office to inform parents. • Alert Public Health England • Deep clean all areas used or visited by child / staff member • Alert all staff to hazard and reassure • Follow further guidance from RBWM. 			Low

			<ul style="list-style-type: none"> Alert Governors to hazard and actions 			
Bins						
Hazardous waste	All staff, Caretaker, contractors	contamination	<ul style="list-style-type: none"> PPE worn before any handling of waste All waste from potential Covid-19 case to be bagged and marked as such Removed from building to outside storage area and contractor notified 		Look into bins with lids – how many do we have? Sourcing additional as needed	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						
Maintaining social distancing	Pupils, staff,	Cross contamination	<ul style="list-style-type: none"> Children to enter school separately Allocated table in class reception, KS1 and KS2 Resources kept on own table at all times Water bottle kept on own table at all times Own work books kept on own table at all times 		Adults to monitor	Low
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 		Increase use as needed, after sneezing or coughing episodes	Low

			<ul style="list-style-type: none"> Staff are aware of COSH Data Safety Sheet for use with surface cleanser. 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"> Wipe down push points and handles throughout day at end of sessions Thorough clean at end of day Children are reminded to put down lid and flush toilet after use. Notices to remind children of the above in all toilets. 		Ensure check rota in place	Low
Computer keyboards used by children	All staff	Cross contamination	Allocate computer per child if possible for day <ul style="list-style-type: none"> Wipe keyboard surface with alcohol cloth after use 		Under adult supervision	
Contractors						
Covid-19 awareness	Caretaker and contractors	Cross contamination	<ul style="list-style-type: none"> Alert to social distancing in school Check health status Induction check Monitor access away from children / staff – separate times if possible 		See induction for access to site	Low
Evacuating the school	Pupils, staff, visitors	Personal injury Cross contamination	<ul style="list-style-type: none"> New drill explained Register order maintained Drill practised and reviewed with Fire Risk Assessment 		Rehearse on week Of 22 nd June	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 		Identify first aider per class	Low

			<ul style="list-style-type: none"> room One child in the welfare room at a time Seating at 2m distancing outside room to maintain social distancing Training on safe use of PPE given to all staff and protocol for suspected infection PPE used in suspected cases 			
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
Grounds maintenance						
Grass cutting etc	Contractor / caretaker	Cross contamination	<ul style="list-style-type: none"> Onsite only when children are indoors 		Caretaker check	Low
Gym/Hall						
Hall- for PE during inclement weather	All staff	Maintaining social distancing	<ul style="list-style-type: none"> Kept free 			Low
Interactive White Boards	All staff / pupils	Cross contamination	<ul style="list-style-type: none"> Avoid surface contact games and activities where ever possible Wipe down surface with recommended cleaner if touched by children 		Adult only use	Low
Kitchen						
General	Lunchtime supervisors / staff	Cross contamination	<ul style="list-style-type: none"> Closed until further notice 			Low
Lessons						
General	All staff Pupils	Maintaining social distancing Cross	<ul style="list-style-type: none"> Seated 2 metres apart Resources remain with pupil 		KS1 & 2	Low

		contamination	<ul style="list-style-type: none"> • Teach from front • Feedback given verbally • Uniform -request to change clothes each day and advised to change at home as soon as returned from school • Suitable clothing requested for all weathers • Windows and doors open in classrooms for ventilation • No book bags and rucksack; lunch boxes and water bottles only 			
P.E.	All staff Pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> • Outside unless wet. • Social distancing in practise if in hall. • Non-contact games • Maintain spacing • Limit equipment • Identify equipment for cleaning at end of day 			Low
Library, art, cookery, ICT, musi	All staff pupils	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> • All subjects taught in class pods. 		Review end week 1	Low
Office						
Office or admin area	School secretary SBM	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> • Sit apart facing away from each other • 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 		Work in different rooms available where ever possible	Low
Off site visits						

Trips	Pupils, staff, volunteer s	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Cancelled until further notice 			Low
Play equipment, external						
Playground furniture Benches Adventure trail and roll over bars	All staff caretaker	Cross contamination	<ul style="list-style-type: none"> Wipe down at end of day Adventure trail and roll over bars closed until further notice 			Low
Playground						
Maintaining social distancing at break times	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Breaks staggered to avoid contact with other classes. Gel before re- entering class Non -contact games to be supervised by adult 			Low
Playtime						
Breaks	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Social distancing reinforced as needed No toys initially 			Low
Stairs						
Access	Pupils, staff, visitors	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> All up or all down at 2 metre distance No passing on stairs- Year 6 			Low
Store rooms						

Access	Staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Limit to one person at a time Clean door handles after use 			Low
Toilets						
Toilet access and use	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Toilet card to monitor pupils leaving pod Designated toilets for each year group Toilet doors and handles wiped down regularly throughout day 			Low
Use of kettle as a source of boiling water Using a toaster Use of a microwave Use of photocopier	All employees Children	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> Wipe down after individual use Seating at 2 metre distance in hall Staff room restricted to 4 people Kettles emptied after each use 			Low
EYFS Indoor and Outdoor Classroom Risk Assessments						
Hazard/Activity	Persons at Risk	How Harmed	Control Measures			
Internal play equipment	Staff/ children/ visitors	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> Limit equipment out at one time Remove soft furnishings and equipment that cannot be safely washed between children or at end of day Allocate resources by child in plastic pockets – pencils, books, etc Children are at individual stations unless outside. 			Low
						Low

Outdoor play Play equipment	Children/ visitors	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> Limit equipment out at one time Remove soft furnishings and equipment that cannot be safely washed between children or at end of day 			
Climbing frame	Children	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> Closed until further notice – review 			Low

DATE OF REVIEW: 10.6..20	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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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.