



# **St Michael's CE Primary School Additional Covid-19 School Premises Risk Assessment January 2021**

## **Hands Face Space**

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 and RBWM Health and Safety Executive Date: 4.12.2021

<b>Access Egress</b>					
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"> <li>Access to and exit from school a one-way system</li> <li>3 separate entrances to site. All at a good distance apart.</li> <li>Driveway gate half closed and signposted no entry from 8.50am until 9:20am</li> <li>Driveway gate half closed and signposted no entry from 2:50pm until 3:20pm</li> <li>Hoops/toadstools used to designate social distancing and individuals or families remain at hoop until called forward</li> <li>System communicated to all groups</li> </ul>	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"> <li>Not permitted</li> <li>Driveway gate half closed and signposted no entry from 8:50am until 9:20am</li> <li>Driveway gate half closed and signposted no entry from 2:50pm until 3:20pm</li> </ul>	Review process after first day	Low – Med
<b>Pupil/Staff General Hygiene</b>					
Guidelines for hygiene are not adhered to	Pupils Staff	Risk of spread of Covid-19 Through physical contact / aerosol spray from exhalation	<ul style="list-style-type: none"> <li>Posters reminding pupils how to wash hands are displayed in school.</li> <li>Teachers remind pupils of hand hygiene/catch it, bin it.</li> <li>Hand gel made available to all pupils and staff in class rooms.</li> </ul>	Review process after first day	Low-Med

		/ cough	<ul style="list-style-type: none"> <li>Pupils are encouraged to wash hands after using the toilet</li> </ul>			
<b>Infection outbreak and reporting</b>						
Suspected case of Covid-19 in school	Pupils, staff, visitors	Spread of disease	<ul style="list-style-type: none"> <li>Headteacher/elected staff member in her absence- is alerted that a child in the classroom is unwell.</li> <li>Parents called.</li> <li>Headteacher/ESM collects child and leads them to the outside of the building and re-enters the school by the main entrance.</li> <li>The child is escorted to the meeting room (isolation room)</li> <li>The HT puts on PPE equipment-</li> <li>HT puts up notices to isolate the meeting room area.</li> <li>The medical room toilet is made accessible from the reception area only, for use by the child who is unwell.</li> <li>The HT or ESM only remains with the child until the parent/carer arrives.</li> <li>Isolate child or staff member in meeting room</li> <li>Check temperature and record along with symptoms.</li> <li>Open windows and make patient comfortable-continue to reassure child.</li> <li>Alert parent and send child home with isolation instructions / send staff member home with isolation instructions</li> <li>Identify all others in close contact and prepare contacts list for office to inform parents.</li> </ul>			Low

			<ul style="list-style-type: none"> <li>Alert Public Health England</li> <li>Deep clean all areas used or visited by child / staff member</li> <li>Alert all staff to hazard and reassure</li> <li>Follow further guidance from RBWM.</li> <li>Alert Governors to hazard and actions</li> </ul>			
<b>Member of Staff has suspected Covid 19</b>	Adults in school	Spread of disease	<ul style="list-style-type: none"> <li>Staff member leaves building immediately.</li> <li>Use Employer Referral Portal to arrange testing</li> <li>Identify all others in close contact and prepare contact lists</li> <li>Alert Public Health England</li> <li>Deep clean area used by member of staff</li> <li>Alert all staff to hazard and reassure</li> <li>Follow guidance from RBWM</li> </ul>			LOW
<b>Bins</b>						
Hazardous waste	All staff, Caretaker, contractors	contamination	<ul style="list-style-type: none"> <li>PPE worn before any handling of waste</li> <li>All waste from potential Covid-19 case to be bagged and marked as such</li> <li>Removed from building to outside storage area and contractor notified</li> </ul>		Look into bins with lids – how many do we have? Sourcing additional as needed	Low
<b>Caretaking</b>						
Cleaning chemicals	Caretaker / cleaner	Safe use and low supplies of adequate surface cleaner	<ul style="list-style-type: none"> <li>Caretaker to ensure each class has sufficient cleaner for surfaces each morning</li> <li>Ensure labels clear and material safety data sheet available and shared with all staff</li> <li>Renew order 3 weekly basis</li> </ul>			
<b>Classrooms</b>						

Maintaining social distancing	Pupils, staff,	Cross contamination	<ul style="list-style-type: none"> <li>Children to enter school separately</li> <li>Allocated table in class reception, KS1 and KS2</li> <li>Resources kept on own table at all times</li> <li>Water bottle kept on own table at all times</li> <li>Own work books kept on own table at all times</li> <li>Children who choose to wear face coverings in school must keep masks on their person at all times.</li> </ul>		Adults to monitor	Low
<b>Cleaning</b>						

Classroom surfaces - tables, doors and handles Toilet doors and handles	All staff / caretaker	Cross contamination	<ul style="list-style-type: none"> <li>Use only specific high alcohol cleaner</li> <li>Store out of reach of children – locked cupboard</li> <li>Wear gloves when cleaning</li> <li>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</li> <li>Staff are aware of COSH Data Safety Sheet for use with surface cleanser.</li> <li>Door handles and push points cleaned throughout the day by designated staff</li> <li>Thorough clean of classroom surfaces at end of day</li> </ul>		Increase use as needed, after sneezing or coughing episodes	Low
Cloakrooms / Toilets	Caretaker	Cross contamination	<ul style="list-style-type: none"> <li>Wipe down push points and handles throughout day at end of sessions</li> <li>Thorough clean at end of day</li> <li>Children are reminded to put down lid and flush toilet after use.</li> <li>Notices to remind children of the above in all toilets.</li> </ul>		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"> <li>Wipe keyboard surface with alcohol cloth after use</li> </ul>		Under adult supervision	
<b>General School Environment</b>						
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>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> <li>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</li> <li>Opening windows</li> <li>Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised</li> </ul> <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> <li>Opening high level windows in preference to low level to reduce draughts</li> <li>Providing flexibility to allow additional, suitable indoor clothing</li> <li>Increasing the level of ventilation while spaces are 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</li> <li>Rearranging furniture where possible to avoid direct drafts</li> </ul>			

			<p>Lidded bins will be provided in key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <ul style="list-style-type: none"> <li>•</li> </ul>			
<b>Contractors</b>						
Covid-19 awareness	Caretaker and contractors	Cross contamination	<ul style="list-style-type: none"> <li>• Alert to social distancing in school</li> <li>• Use sign in sheet and leave contact details</li> <li>• Temperature taken before access to school is permitted.</li> <li>• Check health status</li> <li>• Induction check</li> <li>• Monitor access away from children / staff – separate times if possible</li> </ul>		See induction for access to site	Low
Evacuating the school	Pupils, staff, visitors	Personal injury Cross contamination	<ul style="list-style-type: none"> <li>• New drill explained</li> <li>• Register order maintained</li> <li>• Drill practised and reviewed with Fire Risk Assessment</li> </ul>		Rehearse on week Of 22 <sup>nd</sup> June	Low
<b>First aid</b>						
First Aid provision	All staff	Cross contamination	<ul style="list-style-type: none"> <li>• Deliver support and welfare as normal within EYFS setting</li> <li>• Deliver support and welfare in KS 1 and 2 where ever possible in classroom or as normal in welfare room</li> <li>• One child in the welfare room at a time</li> <li>• Seating at 2m distancing outside room to maintain social distancing</li> <li>• Training on safe use of PPE given to all staff and protocol for suspected infection</li> <li>• PPE used in suspected cases</li> </ul>		Identify first aider per class	Low
First aid kits	All staff	Cross contamination	<ul style="list-style-type: none"> <li>• First Aid kits available for classroom use and outside use to reduce movement</li> </ul>		Check daily	Low

<b>Grounds maintenance</b>						
Grass cutting etc	Contractor / caretaker	Cross contamination	<ul style="list-style-type: none"> <li>On site only when children are indoors</li> </ul>		Caretaker check	Low
<b>Gym/Hall</b>						
Hall- for PE during inclement weather	All staff	Maintaining social distancing	<ul style="list-style-type: none"> <li>Kept free</li> </ul>			Low
Interactive White Boards	All staff / pupils	Cross contamination	<ul style="list-style-type: none"> <li>Avoid surface contact games and activities where ever possible</li> <li>Wipe down surface with recommended cleaner if touched by children</li> </ul>		Adult only use	Low
<b>Kitchen</b>						
General	Lunchtime supervisors / staff	Cross contamination	<ul style="list-style-type: none"> <li>Staff to wear face coverings when moving around school.</li> <li>Face coverings to be worn when serving meals and at all times when in the lunch hall.</li> <li>Gloves to be worn to serve food.</li> <li>Any contractors visiting kitchen to service equipment etc. must wear face coverings.</li> </ul>			Low
<b>Lessons</b>						
General	All staff Pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> <li>Seated 2 metres apart</li> <li>Resources remain with pupil</li> <li>Teach from front</li> <li>Feedback given verbally</li> <li>Uniform -request to change clothes each day and advised to change at home as soon as returned from school</li> <li>Suitable clothing requested for all weathers</li> <li>Windows and doors open in classrooms for</li> </ul>		KS1 & 2	Low



			ventilation <ul style="list-style-type: none"> <li>No book bags and rucksack; lunch boxes and water bottles only</li> </ul>			
P.E.	All staff Pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> <li>Outside unless wet.</li> <li>Social distancing in practise if in hall.</li> <li>Non-contact games</li> <li>Maintain spacing</li> <li>Limit equipment</li> <li>Identify equipment for cleaning at end of day</li> </ul>			Low
Library, art, cookery, ICT, musi	All staff pupils	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>All subjects taught in class pods.</li> </ul>		Review end week 1	Low
<b>Staff</b>						
	All staff	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> <li>Staff to wear face coverings in corridors</li> <li>Teachers/Teaching Partners working closely with small groups to wear face coverings/visors</li> <li>Staff to wear face coverings when receiving and dismissing children at school gates.</li> <li>Face coverings to be worn during socially distanced staff meetings in hall.</li> <li></li> </ul>			<b>Low</b>
Individuals vulnerable to serious infection coming into school		Cross contamination	<p><b>If our school is in local restriction tier 1 or 2:</b> Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing. For staff who are otherwise at risk (e.g. BAME staff), we will consider putting specific protective measures in place.</p> <p>(Individual risk assessments in place)</p> <p><b>In tier 3:</b> If the government introduces additional shielding measures, it will contact individuals if they need to shield. Staff</p>			

			<p>who have received a shielding letter from the government or been advised to stay at home by their GP/clinician will not come into school if possible. If staff who are in the clinically extremely vulnerable category cannot work from home, we will carry out an individual risk assessment to determine whether they can work safely in school by taking an alternative role or changing working patterns.</p> <p><b>In tier 4:</b> Staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school, and instead will work from home if they can.</p> <p><b>In all tiers:</b> We will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p>			
<b>Office</b>						
Office or admin area	School secretary SBM	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>• Sit apart facing away from each other.</li> <li>• Wear face coverings where possible.</li> <li>• Staff visiting office should wear face coverings.</li> <li>• Keep reception window to entrance hallway closed, only open slightly to talk to parents / visitors</li> <li>• Keep office window to outside open when possible</li> <li>• Keep inner door open when possible</li> <li>• Wipe keyboards down at end of day</li> <li>• Wipe phone down after use</li> </ul>		Work in different rooms available where ever possible	Low
<b>Off site visits</b>						
Trips	Pupils, staff,	Maintaining social distancing	<ul style="list-style-type: none"> <li>• Cancelled until further notice</li> </ul>			Low

	volunteer s	Cross contamination personal injury				
<b>Play equipment, external</b>						
Playground furniture Benches Adventure trail and roll over bars	All staff caretaker	Cross contamination	<ul style="list-style-type: none"> <li>Wipe down at end of day</li> <li>Adventure trail and roll over bars closed until further notice</li> </ul>			Low
<b>Playground</b>						
Maintaining social distancing at break times	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>Breaks staggered to avoid contact with other classes.</li> <li>Gel before re- entering class</li> <li>Non -contact games to be supervised by adult</li> </ul>			Low
<b>Playtime</b>						
Breaks	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>Social distancing reinforced as needed- pupils are playing together in class zoned 'bubbles'</li> <li>No toys initially</li> <li>Staff prepare snacks/drinks in allocated rooms to maintain social distancing.</li> </ul>			Low
<b>Stairs</b>						
Access	Pupils, staff, visitors	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>All up or all down at 2 metre distance</li> <li>No passing on stairs- Year 6</li> </ul>			Low
<b>Store rooms</b>						
	Staff	Maintaining	<ul style="list-style-type: none"> <li>Limit to one person at a time</li> </ul>			Low

Access		social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>Clean door handles after use</li> </ul>			
<b>Toilets</b>						
Toilet access and use	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>Toilet card to monitor pupils leaving pod</li> <li>Designated toilets for each year group</li> <li>Toilet doors and handles wiped down regularly throughout day</li> </ul>			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"> <li>Wipe down after individual use</li> <li>Seating at 2 metre distance in hall</li> <li>Staff room restricted to 4 people</li> <li>Kettles emptied after each use</li> </ul>			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"> <li>Limit equipment out at one time</li> <li>Remove soft furnishings and equipment that cannot be safely washed between children or at end of day</li> <li>Allocate resources by child in plastic pockets – pencils, books, etc</li> <li>Children are at individual stations unless outside.</li> </ul>			Low
Outdoor play Play	Children/ visitors	Maintaining social distancing	<ul style="list-style-type: none"> <li>Limit equipment out at one time</li> </ul>			Low

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

<b>DATE OF REVIEW:</b> 10.6..20	<b>COMMENTS:</b> <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
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
<b>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</b>	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.
<b>LOW (L) Possibility of minor injury only</b>	No further action required.