

### **School Covid 19 Risk Assessment – September 2021**

This risk assessment is published to indicate to parents the extent of concern and care that we have in the safe running of the school for its children. It is a working document of the school administration and governance and is changed regularly as national and local advice changes and/or as local circumstances dictate from day to day. The published version may not be up to date and updated versions are not routinely published. If there are queries relating to any aspects of our risk assessment please could they raise these directly with the Headteacher or the administration staff.

<b>Name of School</b>	<b>St Michael's C of E Aided Primary School</b>
<b>Name of Headteacher</b>	<b>Judith Arkwright</b>
<b>Assessment completed by</b>	<b>Judith Arkwright</b>
<b>Assessment date</b>	<b>06/09/2021</b>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Symptomatic or other high-risk personnel attending school site	<p>Staff, pupils, contractors and visitors must not attend the school site if they have any of the Covid-19 symptoms as below or are required to be in self-isolation or travel quarantine.</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss of, or change to, your sense of smell or taste</li> </ul> <p>All eligible adults and pupils are strongly encouraged to take up the double vaccine available unless advised otherwise by their medical practitioners.</p> <p>Any person who develops COVID-19 symptoms during the school day should be sent home as soon as possible</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.</p> <p>Testing regimes are operating for staff and pupils in line with national guidance.</p>	<p>Contractors/visitors on site will be kept to a minimum and reminded when making appointments.</p> <p>All will be sent home immediately and advised to arrange a PCR test.</p> <p>Daily snap survey completed showing all positive cases by admin staff.</p> <p>All close contact staff will be identified &amp; self-isolation self-service hub will be notified by school business manager.</p> <p>All staff are given lateral flow tests to be carried out on twice weekly.</p>



RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p><b>1. Maintaining distancing and reducing contact – entrance and exit routes</b></p> <p>Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day</p>	<ul style="list-style-type: none"> <li>• Arrange separate 'holding' areas for each group to minimise contact (ideally these should be outside if weather permits)</li> <li>• Encourage parents to make other arrangements for travel to/from school other than school transport.</li> <li>• Staff on duty to supervise</li> <li>• Signage at school transport pick up/drop off point</li> </ul>	<p>No school transport</p>
<p>Numbers of parents and children at entrances and exits impede social distancing.</p>	<ul style="list-style-type: none"> <li>• Use of different entrances/exits for different groups.</li> </ul>	<p>Start of day -</p> <ul style="list-style-type: none"> <li>• Parents drop off at school gate</li> <li>• Staff rota for morning gate duty</li> </ul> <p>Reception, Year 1&amp;2 &amp; older siblings – St Michael's Close            Year 3, 4, 5 – Back Lane Main gate            Year 6 – Back Lane OSR</p> <p>End of day – all children collected from playground. Parents to enter &amp; leave via Pre-school side gate or St Michael's Close</p>
<p>Changes to school routine cause vehicular and pedestrian traffic management issues.</p>	<ul style="list-style-type: none"> <li>• Encourage parents to walk/cycle to school with children.</li> <li>• Minimise vehicles on site</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage parents to walk/cycle to school with children.</li> <li>• Minimise vehicles on site</li> </ul>



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<p><b>2. Maintaining distancing and reducing contact – Internal areas and play areas</b></p> <p>Pupil numbers and room sizes impede the means to reduce contact</p>	<ul style="list-style-type: none"> <li>• Desks to be spaced out as far as possible but do not impede fire escape routes and exits.</li> <li>• Children to use the same desk each day.</li> <li>• Distancing and reducing contact to be explained to children with regular reminders.</li> <li>• Signage/Posters in each classroom.</li> <li>• Ventilation improved where practicable by having windows open.</li> </ul>	<ul style="list-style-type: none"> <li>• Children use the same table wherever possible</li> <li>• Children allocated to a classroom with named adults</li> <li>• Social distancing reminders to children &amp; adults</li> </ul> <p>All windows are open to be reviewed with seasonal temperature change</p> <ul style="list-style-type: none"> <li>• Use of a 'walk on the left' policy around school</li> <li>• Signage as a reminder</li> </ul>
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> <li>• A 'walk on the left' policy if one-way not practicable.</li> <li>• Signage.</li> </ul>	<ul style="list-style-type: none"> <li>• KS1 &amp; KS2 toilets are separate</li> </ul>
<p>Number of pupils and size of space impede the means to distance and reduce contact when using toilets</p>	<ul style="list-style-type: none"> <li>• Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact.</li> </ul>	<ul style="list-style-type: none"> <li>• School lunches to be served in the school hall in refectory-style sittings – KS1 &amp; KS2</li> </ul>
<p>Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime</p>	<ul style="list-style-type: none"> <li>• Staggered break and lunch times.</li> <li>• Any crockery/cutlery used must be cleaned thoroughly.</li> </ul>	<ul style="list-style-type: none"> <li>• School lunches to be served in the school hall in refectory-style sittings – KS1 &amp; KS2</li> <li>• Cutlery and plates used cleaned in the school kitchen in the steriliser</li> <li>• Dining tables and benches cleaned between sittings</li> </ul>



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		<ul style="list-style-type: none"> <li>Staff to serve KS1 children lunch – only KS2 children leave their table</li> </ul>
<p><b>3. Hygiene and Cleaning</b></p> <p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<p><u><a href="#">Guidance on cleaning non-healthcare settings</a></u></p> <ul style="list-style-type: none"> <li>Agree the new cleaning requirements and additional hours for this.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning company available to clean daily after children and staff have left the building</li> <li>Extra clean of all communal areas takes place after lunch</li> </ul>
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> <li>Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet.</li> <li>Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative</li> <li>Extra signage to encourage washing hands.</li> <li>Ensure help is available for children who cannot clean their hands independently.</li> <li>Hand gel dispensers at strategic locations around the site to complement handwashing facilities.</li> <li>Supplies of tissues and lidded bins in each teaching space and classroom.</li> <li>Promotion of the ‘Catch it, Bin it, Kill it’ campaign to pupils and staff.</li> </ul>	<p>Each classroom to have</p> <ul style="list-style-type: none"> <li>Hand gel dispenser, tissues, lidded bin, paper towels and soap</li> </ul> <p>Agreed routine for hand washing/sanitising throughout the day which includes</p> <ul style="list-style-type: none"> <li>the start of school</li> <li>after break and lunch</li> <li>after using the toilet</li> <li>before leaving school</li> </ul> <p>Each class to have their own Hand gel dispensers as well as several at strategic locations around school including the school entrance, staff room, TA room, Music, ELSA &amp; Hall.</p> <ul style="list-style-type: none"> <li>Promotion of the ‘Catch it, Bin it, Kill it’ campaign reinforced to pupils by staff.</li> <li>Posters around school reinforce message</li> </ul>



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<p>Exposure to new hazardous substances (products)</p>	<ul style="list-style-type: none"> <li>• COSHH assessment to be carried out for any new cleaning/sanitising products in use.</li> <li>• Additional cleaning staff to be made aware of the COSHH risk assessments.</li> <li>• Appropriate storage of hazardous substances.</li> <li>• Material data sheets to be made available for new and existing products.</li> </ul>	<ul style="list-style-type: none"> <li>• Kept in locked cleaning cupboard</li> <li>• All staff updated on cleaning chemicals</li> <li>• Contracted cleaning staff trained by cleaning company</li> <li>• Stored in locked cupboard</li> </ul>
<p><b>4. Site and Buildings</b></p>		
<p>Visitors/contractors/suppliers on site increase the risk of transmission.</p>	<p><a href="#">DfE Guidance on school premises management</a></p> <ul style="list-style-type: none"> <li>• Site visits only by pre-arrangement.</li> <li>• A record of some visitors must be kept for 21 days <a href="#">specific guidance</a></li> <li>• Deliveries and visits outside of school opening hours where possible.</li> <li>• Provision of hand sanitiser at main school entrance.</li> </ul>	<ul style="list-style-type: none"> <li>• Site visits only by pre-arrangement</li> <li>• Visitor signing-in book</li> <li>• Hand gel available at school entrance and sign in point</li> <li>• All peripatetic music teachers are offered self-testing using rapid lateral flow testing kits before site visits</li> </ul>
<p>Changes affect normal emergency procedures.</p>	<ul style="list-style-type: none"> <li>• Fire drill practice to train new arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>• Fire evacuation procedures reviewed</li> <li>• Staff and children briefed on procedures</li> <li>• Fire drill practice termly</li> </ul>
<p>Site security is compromised by new arrangements.</p>	<ul style="list-style-type: none"> <li>• Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors).</li> <li>• Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</li> </ul>	<ul style="list-style-type: none"> <li>• Normal security standards will apply</li> <li>• School outside doors used for drop-off/pick are closed during the school day (and locked if not fire doors).</li> </ul>



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<p>Building checks not taken place</p>	<p>All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.</p>	<p>All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.</p>
<p><b>5. Equipment and furniture</b></p>		
<p>Shared equipment, fittings and resources increase the risk of transmission.</p>	<ul style="list-style-type: none"> <li>• Cleaning regime for door handles, press to exit buttons, communal surfaces.</li> </ul>	<ul style="list-style-type: none"> <li>• An agreed cleaning regime has been established for door handles and 'touch 'points. Additional member of staff is employed to clean these areas and the toilets in the middle of the day.</li> </ul>
<p>Increased manual handling tasks increase the risk of musculoskeletal injuries.</p>	<ul style="list-style-type: none"> <li>• Staff must not attempt to move large or heavy items unless they are fit to do so.</li> </ul>	<p>Staff reminded not to move heavy items in line with school policy</p>
<p><b>6. Health and Wellbeing</b></p>		
<p>Inadequate staffing levels create supervision or safeguarding issues.</p>	<ul style="list-style-type: none"> <li>• Carry out an audit of all staff availability and review it regularly.</li> <li>• Introduce a process for staff to inform you if their health situation changes.</li> <li>• If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff are offered self-testing using rapid lateral flow testing kits twice weekly</li> <li>• There is a clear system in place for staff to inform us if they are unwell.</li> <li>• Qualified TAs to lead groups when required</li> </ul>
<p>Vulnerable / Extremely vulnerable children at higher risk of infection.</p>	<ul style="list-style-type: none"> <li>• Parents should follow current medical/government advice if their child is in this category.</li> </ul>	<p>Parents are following current medical/government advice if their child is in this category</p>
<p>Person becomes unwell with Covid-19 symptoms in school</p>	<ul style="list-style-type: none"> <li>• Move to a pre-designated room where person can be isolated, with adult supervision if a child.</li> <li>• Ventilate the room if possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Move to the staff disabled toilet where person can be isolated, with the door shut but the window vent open. An adult will</li> </ul>



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<p>Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)</p>	<ul style="list-style-type: none"> <li>• PPE should be worn if contact is required.</li> <li>• Inform parent/carer to arrange collection.</li> <li>• Cleaning regime after each usage of the space.</li> <li>• Follow the advice from health protection team</li> </ul>	<p>supervise the child. A warning sign will be put on the outside of the door.</p> <ul style="list-style-type: none"> <li>• PPE available if contact is required.</li> <li>• Inform parent/carer to arrange collection &amp; advise PCR test</li> <li>• Staff toilet to be cleaned following regulations</li> </ul>
<p>Staff wellbeing affected by the working experience.</p>	<ul style="list-style-type: none"> <li>• Senior leaders have awareness of contingency framework</li> <li>• Remote education plans in place</li> <li>• Staff risk assessment tool being used to assess those in higher risk groups.</li> <li>• Staff aware of risk assessment process and able to contribute.</li> <li>• Staff meetings and communication.</li> </ul>	<ul style="list-style-type: none"> <li>• SLT aware of contingency framework</li> <li>• Google Classroom in place for remote learning</li> <li>• All staff have been informed of the guidance</li> <li>• Staff meetings for staff, TAS and office staff held to inform them of the guidance and our procedures – updated as required</li> </ul>
<p>Volunteer wellbeing affected by the working experience</p>	<ul style="list-style-type: none"> <li>• Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment.</li> <li>• Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.</li> </ul>	<p>When necessary,</p> <p>Volunteers receive the weekly post and would receive relevant information.</p>
<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health.</p>	<ul style="list-style-type: none"> <li>• Children to have allocated teacher and TA where possible.</li> <li>• Curriculum to support children's well-being.</li> </ul>	<ul style="list-style-type: none"> <li>• Each class group has an identified Teacher and TA team</li> </ul>



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<p><a href="#">School Effectiveness guidance on Right Choice</a></p>	<ul style="list-style-type: none"> <li>• Provide opportunities to talk about their experiences/concerns.</li> <li>• Pastoral activities.</li> </ul>	<ul style="list-style-type: none"> <li>• The staff team have planned a curriculum which continues to focus on wellbeing and PSHE</li> </ul>
<p>First aid provision</p>	<ul style="list-style-type: none"> <li>• Ensure all staff know First Aiders on site if less than normal.</li> <li>• If provision is less than usual, minimise hazardous activities which may result in injury.</li> <li>• Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>• Each classroom, staff room and school office have a clearly identified list of staff with first aid training</li> <li>• PPE equipment is available if needed</li> </ul>
<p>Pupils with special medical needs (administering medication)</p>	<ul style="list-style-type: none"> <li>• Required number of competent staff on site</li> <li>• Staff training up to date</li> <li>• Alternative arrangements in place if staff training/competence has lapsed.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff training for Oxygen and EpiPen training completed July 2021</li> </ul>
<p>1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.</p>	<ul style="list-style-type: none"> <li>• Individual <a href="#">risk assessments</a> of children with behavioural difficulties.</li> <li>• Ensure a supply of PPE is available based on need.</li> <li>• Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk.</li> </ul>	<p>There are no children attending with specific behavioural needs</p>
<p><b>7. Risk assessments and Policies</b></p>		
<p>Standard risk assessments do not take account of additional covid-19 risks</p>	<ul style="list-style-type: none"> <li>• Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&amp;S requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• All work environments and teaching/learning activities have been subjected to risk assessments in line with</li> </ul>

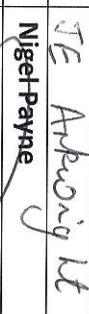
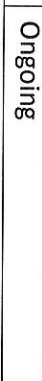


RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk</li> <li>Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced</li> <li>One-off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment.</li> <li>School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment.</li> </ul>	<p>conventional H&amp;S requirements and any updates have been made</p> <p>Willows After School Club &amp; Pre-school Breakfast club risk assessment have been updated</p>
<p><b>8. Monitoring</b></p> <p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ul style="list-style-type: none"> <li>Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils</li> <li>Non-compliance will be addressed immediately</li> <li>Regular communication with staff on the outcomes of the monitoring</li> <li>LA H&amp;S Advisers are able to visit the school site to assess compliance</li> </ul>	<p>The headteacher and school business manager to monitor the effectiveness of the measures put in place</p> <ul style="list-style-type: none"> <li>Non-compliance will be addressed immediately</li> <li>Regular communication with staff on the outcomes of the monitoring</li> <li>LA H&amp;S Advisers are able to visit the school site to assess compliance</li> </ul>
<p><b>9. Other risks – specific to your school</b></p>		



RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Residential Trips	Separate risk assessment to be completed using guidance at time of trip	Separate risk assessment to be completed using guidance at time of trip
Swimming	Separate risk assessment to be completed using guidance at the time	Separate risk assessment to be completed using guidance at the time

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher	Judith Arkwright	
Signature of Headteacher		Date: 7.09.2021
Name of Chair of Governors / Trustees	Nigel Payne	
Signature of Chair of Governors / Trustees		Date: 7.09.2021
Date of review	Ongoing	



