

December 2021

Anyone who has any symptoms, such as a new persistent cough or high temperature or loss of smell or taste, must not enter the school site. Anyone displaying symptoms must self-isolate together with their families as detailed in the full guidance and seek a PCR test, the result of which should then be shared with the school and appropriate actions taken.

This risk assessment has been completely rewritten following a significantly reduced guidance document.

The Government has decided to move to step 4 of the roadmap on 19 July, a new phase of continued caution whilst managing the risks of COVID-19.



Process/ Activity *	Hazards Identified*	Risk rating prior to action H/M/L	Persons at Significant Risk	Recommended controls / mitigation and protective measures *	Existing Risk Rating: H/M/L *	What additional controls are required (if any)? (See Actions attached)	Persons responsible for carrying out
Reducing transmission of the virus	Close contact can spread the Covid-19 virus from person to person.	Med	All	<p>See updated staff risk assessment. Class sizes at usual PAN (max. 28)</p> <p>No need for bubbles unless we are responding to our local outbreak and management plan.</p> <p>List of standard movement to be kept in office and used to communicate to LA/PHE if any confirmed cases arise.</p> <p>Social distancing can be implemented if appropriate, but it is not expected.</p> <p>Drop-off and pick up times continue to be staggered: 1 adult from the family, prompt drop-off/pick-up KS1 8.50 - 9.00 a.m. to 3.10 p.m. EY 9.00 a.m. 9.10 a.m. to 2.50 p.m.</p> <p>Staff to use disabled toilet (notice will be used if any suspected cases have used it) or toilet beside The Den and wait for space and not congregate outside.</p> <p>Usual school group gatherings and events can be held.</p>	Med	<p>Parents/ visitors can be on site using protective measures.</p> <p>Supply and peripatetic staff can now work across the schools</p> <p>Rooms should be well ventilated and children should be outside as much as possible. Balance between ventilation and comfort to be achieved.</p>	<p>NC to communicate expectations to all staff.</p> <p>NC/PB to communicate new systems in pre-start letter and risk assessment to be put on the website.</p> <p>All staff have the responsibility to follow the controls stated.</p>
Reducing transmission of the virus Hand hygiene Respiratory hygiene Resources	Touching items that others have used may potentially spread the virus	Med.	All	<p>Adults and children will continue frequent handwashing (before any snacks and lunch time) throughout the day for 20 seconds using liquid soap only.</p> <p>Adults will wear face masks in all communal areas or when travelling around the school.</p> <p>For staff room – maximum ventilation/face masks to be put on before and immediately after eating. Maximum of 4 people at one time.</p> <p>Adults signing into the building must use hand gel or wash</p>	Med.	<p>Children & adults to use soap & water/ alcohol hand gel available too. (Children must not have access to alcohol gel without supervision)</p> <p>Schedule of cleaning made available to school.</p> <p>Cleaning spray & cloths</p>	<p>NC/MP will oversee /maintain the standards of cleaning.</p> <p>Adults supervising groups will have their own set of cleaning materials to sanitize the room (stored</p>

				<p>hands in the classroom or toilet upon arrival.</p> <p>Handwashing posters displayed in toilets and hand sanitiser available in office, on staff lanyards, in kitchen (all must be kept out of reach of children).</p> <p>We will teach children about how to sneeze in a more hygienically acceptable way (on crease of arm) and the importance of handwashing after (catch it, bin it, kill it).</p> <p>Bins with foot pedals to be used for tissues in classrooms. To be emptied at the end of each day.</p> <p>Cleaning of frequently touched surfaces twice a day, mid-day by staff and at the end of the day by cleaners.</p> <p>Frequently touched surfaces including door handles, key pads, handrails and switches to be cleaned by cleaners at the end of the day.</p> <p>Corridor doors and windows will be opened where possible to maximise ventilation and reduce transmission of the virus.</p> <p>In the case of a fire – adults must try their best to close</p> <p>Pupils will not share cutlery, cups or food. Each class will eat at allocated year group tables.</p>		in each room labelled appropriately and with COSHH risk assessment.	safely away from children).
Parents and visitors.	Close contact can spread the virus	Medium	All	Parents are now able to enter the school site using the protective measures.	Low		NC/PB in letter pre-start letter.
Governor meetings	Close contact can spread the virus	Medium	Staff & Governors	Meetings can be face to face with protective measures.	Low		PH/PB/NC



St Michael's
School

<p>Response to symptoms</p>	<p>Staff need to be fully aware and vigilant of Covid-19 symptoms and response.</p>	<p>Med</p>	<p>All</p>	<p>Staff are aware of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of smell or taste and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any pupil who displays signs of being unwell is immediately removed from their class/pod and taken to the school office. Walkie-talkie will be used to inform the office staff of this. They will be seated in the sick bay whilst they wait for their parent to collect them. The parent will be advised about self-isolation and testing and asked to contact the school with the result immediately. They will be told their details will be shared with LA/PHE.</p> <p>Staff involved in aerosol generating procedures only will need to don PPE (disposable plastic apron, Type IIR facemask, disposable plastic gloves and tell the child they are 'dressing like a nurse' to look after them (see poster for donning and doffing correctly).</p> <p>Masks are no longer required. If used donning and doffing procedure to be used.</p> <p>Pupils displaying symptoms of coronavirus should not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</p> <p>The relevant member of staff will call for emergency assistance immediately if the pupil's symptoms worsen.</p> <p>The parents of an unwell pupil will be informed as soon as possible of the situation by a relevant member of staff.</p> <p>Where contact with a pupil's parents cannot be made, appropriate procedures will be followed in accordance with those outlined in governmental guidance. All contacts will be contacted.</p>	<p>Med</p>		<p>NC at staff INSET training days</p>
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<i>First Aid</i>	Close contact can spread the virus	Medium	All	<p>First aid to be provided and recorded by the school office in line with the school first aid policy.</p> <p>Staff involved in aerosol generating procedures only will need to don PPE.</p> <p>Pupils will be provided with care and guidance at a distance to help them with their self-care (e.g. if possible applying their own plaster and taking their own inhaler).</p> <p>All inhalers and medicines to be stored in separate named bags in the classrooms</p> <p>Extra vigilance with hygiene and handwashing should be maintained by both child and adult.</p> <p>All medical waste products should be placed in a plastic bag immediately and then disposed of safely in the sanitation bin in the office.</p>	Medium		<p>All Paediatric first aider to be sought advice from:</p> <p>TG/MP/PB/JS/BC</p>
Health and well-being needs of the children	Pupils/staff may have experienced loss – be	Medium	Some children	<p>Children will be assessed using the Leuven Scale.</p> <p>Concerns of a safeguarding nature will be dealt with in line with the school's safeguarding policies (September 2021</p>	Medium		<p>All staff</p> <p>DSL – Nicky</p>



	that family members, missing their friends/ family and missing school or high anxiety.			update following new KCSIE) and procedures which now includes an appendix for Covid.			Cleather DDSL – Marisa Piggott Safeguarding governor – Pat Hand On-line safety lead – Gayle Priestley (Newdigate)
Staff wellbeing, work load and PPA time	Anxiety about return to work Need for increased Covid related duties and adaptations. PPA time	Medium	All staff	Head to conduct well-being interviews with all staff. If staff become unwell and the team is reduced, we may need to risk assess our new capacity and adjust our curriculum offer or review each pod and how they may need extra support. Staff will still need to be ready to provide home learning in the event of a local lockdown and this should be discussed at INSET and staff meetings to prepare for this when planning so workload is minimised. Staff will also need to take on extra cleaning duties throughout the day, LT to monitor this is not affecting workload. PPA to be made available as statutory requirement. Staff will be ready to adapt planning to send home as part of our contingency plans, avoidance of over-complicated planning that would not serve this purpose. Staff will feel prepared for this if necessary.	Medium	Staff should feel that they can raise concerns about the safety of the working environment and that these are being properly addressed. It is expected that staff will be utilised to clean their classrooms whilst the risk of contamination is still considered high. This is because staff will likely feel a sense of reassurance in the environment they will be working in. All staff have expressed a willingness to continue to do this.	All Staff and governors NC to ensure in place.
Transition of in-year pupils and those planned to start school in Year R		Med	All	Home visits for EYFS can take place using protective measures as long as no child or adult is symptomatic. Staff should aim for outdoor visits if possible.	Low		PB/GP/EM RM/GT



from Sept.							
Extended school provision	Guidance advises schools to re-start this provision	Medium	Pupils attending	Extended provision to be resumes as usual with protective measures in place.	Medium		Extended club covid risk assessment to be revised in line with school risk assessment.
Open Days	Additional new people entering school building	M	Staff leading the tour Parents on the tour	Main open Day held on INSET 22 nd October and Saturday 23 rd October so no children are on site. Parents to have hand gel applied on entry. Parents tasked not to touch any surfaces (doors kept open) All areas of school well ventilated. Tours to be staggered. Visits after the main open day will follow all of the above protective measures and be mainly outside.	L/M		PB/NC/PH
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P. Bliss
Executive Headteacher

N. Cleather
Head of School

30.08.2020
Adapted 2.11.20 (to add open day), 8th March 2021
Adapted 7.6.21
Rewritten 1.9.21
Adapted 7.12.21