

COVID19: Risk Assessment and Action Plan

SCHOOL NAME: St Michael's C E Primary School

OWNER: Grant Mottram (Co-Headteacher)

DATE: 30/11/2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
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Maintenance of Buildings and Facilities	Premises and utilities health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections 	Normal Health & Safety checks haven't been able to be carried out.	M	All statutory Health & safety checks have been completed and none are currently out of date.	30/11/21	L
		Statutory inspections may not have happened due to staff absences.	M			

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Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance .	Procedures aren't followed and high contact areas are cleaned leading to increased risk of infection	H	<p>Contract cleaners have an adapted COVID-19 cleaning schedule to focus on areas that are more at risk such as contact points.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by office staff and cleaning staff</p> <p>Hard surfaces and equipment to be wiped down using antibacterial spray/wipes at regular intervals throughout the day and then overnight by the cleaning contractors.</p> <p>Equipment and hard surfaces to be wiped down in between different groups of children using them (i.e outdoor PE equipment)</p>	30/11/21	L
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Untrained staff cleaning resulting in lack of understanding of correct cleaning routine.	M	Professional cleaning company employed with fully trained staff and methods & procedures in place. Cleaning staff have been at the school for a while and know the building well.	30/11/21	L

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	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>Nothing available for visitors to sanitise hands at reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p> <p>Low supply of hand towels</p> <p>Low supply of toilet rolls</p> <p>Low supply of antibacterial wipes and spray for equipment</p>	M	<p>Hand sanitiser to be made available at the school entrance</p> <p>Handwashing stations set up in each classroom to include hand soap and hand towels</p> <p>Dedicated bins in classrooms for disposal of tissues and cleaning cloths</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Antiseptic wipes/spay and disposable cloth/tissue in each classroom to enable equipment to be wipes</p> <p>Stock to be kept in the staff room. Weekly check on stock by office staff to ensure ordering is completed in plenty of time.</p> <p>Any issues and additional requests in regards to cleaning on a day to day basis or in an emergency to be reported to the school office. Ideally, if not urgent, via email to office.3241@st-michaels-pri.oxon.sch.uk</p>	30/11/21	L

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Staffing	<p>Staffing numbers required have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • First aider • Designated Safeguarding Lead (DSL) 	Insufficient staff available to resource respective year groups	<p>H</p> <p>H</p>	<p>Staffing numbers checked on a weekly basis.</p> <p>Staff to inform SLT of any absence in advance or as soon as possible in event of sickness so that cover can be arranged.</p>	30/11/21	M
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	SLT not aware of staff absences which does not allow for sufficient time to arrange cover or close class if necessary	H	<p>Staff to follow existing absence notification procedure and let SLT/school office know if they are not going to be in school.</p> <p>All staff to be reminded of absence notification procedures.</p>	30/11/21	L
	<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>	Insufficient staff to cover roles	M	<p>Plans in place for cover (including use of HLTAs) – reviewed weekly</p> <p>Leadership and DSL team sufficient capacity to cover absence</p>	30/11/21	L
	<p>Arrangements to reduce the risk of transmission between adults.</p>	Increased risk of spread of Covid if adults are unable to socially distance effectively.	M	<p>Face coverings need to be worn by members of staff when moving around the building and in communal areas.</p>	30/11/21	

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				<p>Staff to maintain social distancing wherever possible.</p> <p>Adult visitors and parents required to wear a face mask inside the building of the school, including the reception area. Staff members should continue to wear a face covering when interacting with visitors and parents if a social distance of 2+ meters cannot be maintained. Unless the adult or staff member is exempt from wearing a face covering.</p> <p>(Safe wearing of face coverings requires the cleaning of hands before and after touching, including to remove or put them on and safe storage of them in individual, sealable plastic bags between use. – where a face covering becomes damp it should not be worn)</p> <p>Where face coverings are needed face visors or shields should not be worn as an alternative to face coverings as they may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission without an additional face covering.</p>		

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	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>		H	<p>Staff are aware of available support and advice for schools and pupils available from OCC: http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss</p> <p>Staff are made aware of the OCC counselling services that are available.</p>	30/11/21	L
	<p>Arrangements for accessing testing, when necessary, are in place. Staff are clear on returning to work guidance.</p>	<p>Staff and parents are unclear how to be tested if they suspect they or a member of their family has symptoms.</p>	M	<p>Link to testing guidance to be shared with all parents and staff. A copy of the guidance to be displayed in the staff room and school office. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Staff to be encouraged to do Lateral Flow Testing twice a week at home.</p> <p>A supply of home testing kits is held in the school office if needed.</p>	<p>30/11/21</p> <p>30/11/21</p>	L
Hand Hygiene	Control the spread of Covid-19 with frequent and thorough hand washing by both adults and pupils.	Regular washing of hands will reduce the risk of transmission through touch.		Children and staff to wash hands for at least 20 seconds on arrival and then again before and after eating, and after sneezing or coughing as a minimum.	30/11/21	

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				<p>Children and staff to wash hands when they return from breaks</p> <p>Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands.</p> <p>Children to wash hands at the end of the day before going home.</p>		
Ventilation	Well ventilated areas reduce the risk of transmission as Covid-19 particles are dispersed.	<p>Classrooms and communal areas do not have windows or doors that can be opened.</p> <p>Staff not aware of the benefits of good ventilation so don't open windows.</p>	H	<p>Windows to be kept partially open in classrooms and offices.</p> <p>Windows to be opened in hall during before and after school club, assemblies, lunch and PE.</p> <p>External doors can be left open if they are not a fire door.</p> <p>CO2 monitors have been supplied for each classroom to gauge the level of ventilation within the room. Windows to be opened further to improve ventilation if needed.</p> <p>Parents have been advised that children may need to wear additional layers during the winter months as windows will be opened.</p>	30/11/21	

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Response to suspected/ confirmed case of COVID19 in school	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Unable to access sufficient PPE equipment meaning staff exposed to additional risk.	H	<p>PPE purchased in advance of school opening and includes gloves, masks, aprons, hand soap and hand sanitiser. Ongoing PPE equipment to be sourced from multiple sources including cleaning company, school suppliers e.g ESPO and OCC via weekly PPE ordering system. Supplies of PPE monitored by office staff to ensure that supplies are ordered well in advance.</p> <p>PPE equipment available made known to staff and advice given on situations when it needs to be used.</p> <p>A contingency supply of face masks is held in the staff room and the school office and are available for people who are struggling to access a face covering, are unable to use their face covering as it has become damp, soiled or unsafe or have forgotten their face covering.</p> <p>The wearing of additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios for example when a pupil becomes ill with coronavirus (COVID-19) symptoms, only then if a 2 meter distance cannot be maintained.</p>	30/11/21	L

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				<p>PPE to be used by staff for all personal care and this should be changed between each child.</p> <p>Only children who are toilet trained to return to nursery or reception to reduce the need for staff to undertake personal care.</p>		
	If an individual develops coronavirus (COVID-19) symptoms or has a positive test either in or outside of school		H	<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • They have one or more coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the common travel area • they have had a positive test <p>They must immediately cease to attend school and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date is they did not have any symptoms but have had a positive test (whether this was a Lateral flow device or PCR test) 	30/11/21	L

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				<p>Anyone told to isolate by NHS test and Trace or by their public health protection team has a legal obligation to self-isolate.</p> <p>Anyone who develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) must be:</p> <ul style="list-style-type: none"> • sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days • advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • advised to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) As per Government guidance this needs to be a PCR test not a Lateral Flow test if someone is displaying symptoms. <p>If a child is awaiting collection, they should be moved, if possible,</p>		

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				<p>to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>The member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, does not need to go</p>		

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				home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see Confirmed case in a family or staff members household below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance .		
Attendance	Monitoring children who are absent but due to be in school.		H	Normal attendance registers to be resumed and office staff to follow up any child who is due to be in but is absent from school as per the school's attendance policy.	30/11/21	L
Remote Education	Remote education plans in place to ensure continued learning for pupils who are unable to attend due to self-isolation		M	Remote education lessons planned in advance to ensure provision is ready for when a child has to self-isolate. All children are already set up on google classroom or tapestry and both staff and children are familiar with the system	30/11/21	
Communication	On-going regular communication of plans determined to ensure parents are kept well-informed		M	Communicate with parents with regular newsletters, Twitter	30/11/21	L

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				updates and information on school website		
Contingency plans in the event of a local outbreak	Local outbreak in the school community leads to increased transmission and risks both pupils and staff being absent.		H	<p>Consider the reintroduction of bubbles for certain year groups or key stages depending on where the local outbreak is.</p> <p>School will contact the health protection team in the event of a substantial increase in positive Covid-19 cases within the school and take advice on control measures which need to be temporarily reintroduced to slow down the spread of cases.</p> <p>Contact tracing will continue to be carried out by NHS Test and Trace. School to co-operate and assist them with this when necessary.</p> <p>SLT will consider if it is necessary to pause whole school assemblies and revert to classes eating in separate classrooms rather than together in the dining hall if whole school bubbles do not need to be reintroduced.</p> <p>Google classroom is set up for all classes and children. Teachers will set work remotely on Google classroom for any children who are unable to come into school.</p>		

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				School trips and activities will be reviewed and individually risk assessed to see if they can still go ahead or need to be modified in line with any restrictions that need to be reintroduced into school.		