



General Details

| | |
|--------------------|----------------------------|
| Assessor | Arvind Hirani |
| Assessment Date | 06/09/2021 |
| Assigned Reviewer | Arvind Hirani |
| Next Review Date | 01/09/2022 |
| Operation Assessed | COVID-19 Reopening Schools |

Associated with specific area

- Education
- Academy Schools
- Celtic Cross Education
- St Michael's CE Primary School

Description of work area and/or activity assessed

Reopening schools to the general populace and controlling the risks associated with COVID-19

Overall Current Risk

Medium



Persons Affected

- Children / Students
- Cleaner
- Contractors
- Employees
- Maintenance Staff
- Members of the Public
- Office Staff
- Trainees / Young Persons
- Visitors
- Volunteers

| Current Rating | Hazard Information | Task Status |
|---------------------|--|--|
| Medium ■ ■ ■ ■ ■ | Housekeeping Premises not checked to ensure it is safe to re-open. | <div>0</div> <div>0</div> <div>0</div> |
| | Measures Currently in place to prevent risk of injury | |
| | Site Supervisor has completed the re-opening checklist and all issues have been actioned. Premises checked regularly by site supervisor with HoS Specific checks on ventilation and CO2 monitors undertaken by staff Ongoing compliance checks undertaken as usual, including legionella. | |

| Potential Rating | Additional Controls Required |
|---------------------|--|
| Medium ■ ■ ■ ■ ■ | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |

| Current Rating | Hazard Information | Task Status |
|---------------------|--|--|
| Medium ■ ■ ■ ■ ■ | Training / Competence Lack of up-to-date information for Staff. | <div>0</div> <div>0</div> <div>0</div> |
| | Measures Currently in place to prevent risk of injury | |
| | Updates are communicated by: *email updates to all staff *Regular keeping in touch with all staff *weekly staff meeting | |

| Potential Rating | Additional Controls Required |
|---------------------|--|
| Medium ■ ■ ■ ■ ■ | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |

| Current Rating | Hazard Information | Task Status |
|---------------------|---|--|
| Medium ■ ■ ■ ■ ■ | Training / Competence Lack of up-to-date information for students and parents/guardians. | <div>0</div> <div>0</div> <div>0</div> |
| | Measures Currently in place to prevent risk of injury | |
| | Weekly school newsletter on dojo/Facebook Operational changes communicate to staff Class teachers provide regular updates to parents via dojo | |



| Potential Rating | Additional Controls Required |
|---------------------|--|
| Medium ■ ■ ■ ■ ■ | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |


| Current Rating | Hazard Information | Task Status |
|--|---|-------------|
| Medium | Supervision Failure to maintain supervision levels if staffing levels drop. | |
| Measures Currently in place to prevent risk of injury | | |
| S.L.T review staffing arrangements in advance of the forthcoming week and HoS to review daily. There is some provision for back-up TA/HLTA that can teach the class Supply would be booked if there is a lack of St Michael's staff. In the event of unavialable staff other measures including teaching a year group would be considered if it was s afe to do so with numbers available and the space to accomodate all pupils. We have communicated to parents that we have the right to cancel classes if there is not sufficient staff to safely teach each class. We will revert to remote learning as outlined in our contingency plan. | | |



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|-------------------|--|
| Medium | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |


| Current Rating | Hazard Information | Task Status |
|--|---|-------------|
| Medium | Biological Staff who are identified as clinically vulnerable coming into contact with Coronavirus | |
| Measures Currently in place to prevent risk of injury | | |
| Meetings with senior leaders to discuss and review mitigations in place control measures will be adhered to: Ensure good hygiene for everyone. Maintain appropriate cleaning regimes Keep occupied spaces well ventilated Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. Keep a safe distance from adults and avoid busy rooms. Wear a facemask in communal areas | | |






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|-------------------|--|
| Medium | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |


| Current Rating | Hazard Information | Task Status |
|--|---|--|
| Medium  | Biological  Students who are identified as clinically vulnerable coming into contact with Coronavirus | <div>0</div> <div>0</div> <div>0</div> |
| | Measures Currently in place to prevent risk of injury | |
| | 4 control measures will be adhered to: <ul style="list-style-type: none"> • Ensure good hygiene for everyone. • Maintain appropriate cleaning regimes • Keep occupied spaces well ventilated • Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. | |






| Potential Rating | Additional Controls Required |
|--|--|
| Medium  | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |


| Current Rating | Hazard Information | Task Status |
|--|--|--|
| Medium  | Biological  Student or Member of staff displaying symptoms of Coronavirus | <div>0</div> <div>0</div> <div>0</div> |
| | Measures Currently in place to prevent risk of injury | |
| | <p>If a child or adult has one or more symptoms, they must be sent home immediately to follow public health advice and seek an PCR test and self-isolate. The test results will be shared with Hof S choll for staff and school office for pupils as soon as available. If the test result is positive and it is a confirmed case, the case will need to self isolate for 7 days. Individuals can take an LFD test on the 6th day and one on the 7th day too (24 hours apart) If both tests are negative the subject can return to school provided they do not have a temperature. In most cases, if there is an outbreak of 10% or more cases in a classroom, it will be to inform parents, liaise with PHE and operate in line with the outbreak management plan. Test and Trace will work with positive cases to identify close contacts with support from the school where needed. They will inform parents of children or staff if they need to isolate as result of being a close contact.</p> <p>Whilst waiting for a pupil to be collected, an available member of staff will supervise them in our COVID-19 areas; the woodland room in KS1 and the Ocean room in KS2.</p> <p>Staff must immediately go home to self isolate and follow public health advice if displaying one or more symptoms, booking a PCR tested immediately. Household members will need to self isolate too unless they have been fully vaccinated or are under 18 years and 6 months old. Area and items used by staff member to be thoroughly cleaned. If the test result is positive and it is a confirmed case, we will contain the outbreak in line with our contingency plan</p> <p>If a pupil or staff PCR test result is negative, they may return to school if no longer symptomatic, 24 hours fever free and as soon as they are fit and well enough to do so.</p> | |

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|--|--|
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| Current Rating | Hazard Information | Task Status |
|---|---|--|
| Low  |  Ventilation Lack of ventilation in indoor spaces |    |
| | Measures Currently in place to prevent risk of injury | |
| | <p>All rooms should have at least windows open slightly and door propped open (except fire doors) to balance good ventilation and maintaining a comfortable temperature. When the school hall is vacated and the classrooms vacated for break, windows and doors should be fully opened to allow a surge of fresh air to enter the room so the air within is completely refreshed. If a door cannot be propped open when in use, door handles should be anti-bac cleaned frequently, in line with cleaning schedule.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing • rearranging furniture where possible to avoid direct draughts | |

| Potential Rating | Additional Controls Required |
|---|---|
| Low  | <p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p> |

| Current Rating | Hazard Information | Task Status |
|--|---|---|
| Medium  |  Biological Close contact in crowded areas such as corridors, etc. |    |
| | Measures Currently in place to prevent risk of injury | |
| | <p>Students to use own areas and limited visits to other sites in school except for lunchtimes, where children will need to access the hall.</p> <p>Lunchtimes will be taken in two sittings in the junior department and three in the Infants.</p> | |

| Potential Rating | Additional Controls Required |
|--|---|
| Medium  | <p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p> |

| Current Rating | Hazard Information | Task Status |
|----------------|--|-------------|
| Low | Welfare Lack of hand-washing facilities. | |
| | Measures Currently in place to prevent risk of injury | |
| | Handwashing facilities assigned to each class Hand dryers or paper dryers in all toilets and paper dispensers in classroom Pedal bins in all classrooms to dispose of hand towels safely | |




| Potential Rating | Additional Controls Required |
|------------------|--|
| Low | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |


| Current Rating | Hazard Information | Task Status |
|----------------|--|-------------|
| Low | Hazardous Substance Over-use or mis-use of hand sanitiser | |
| | Measures Currently in place to prevent risk of injury | |
| | Pupils are not allowed to use hand sanitiser. The exception is KS2 students whose parents may request that they bring in their own which is labelled. Pupil use of hand sanitiser is supervised in class by a teacher. | |




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|------------------|--|
| Low | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |


| Current Rating | Hazard Information | Task Status |
|----------------|--|-------------|
| Low | Biological Staff and students not washing hands frequently | |
| | Measures Currently in place to prevent risk of injury | |
| | Staff wash hands on arrival - sanitiser station on entry Children wash hands on arrival at school, after break, before and after eating and throughout the school day | |




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|------------------|--|
| Low | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |


| Current Rating | Hazard Information | Task Status |
|--|---|--|
| Low  |  Biological Cross-contamination from used tissues etc. |  |
| Measures Currently in place to prevent risk of injury | | |
| Peddle bins with lids and liners in each classroom/room. Staff and pupils will be instructed/taught to catch it, bin it and kill it, using their elbow (then washing it) or preferably the classroom tissues and peddle bin. | | |

| Potential Rating | Additional Controls Required |
|--|--|
| Low  | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |


| Current Rating | Hazard Information | Task Status |
|--|---|---|
| Medium  |  Biological Cross-contamination from sharing equipment and from contact with frequently touched surfaces (door handles, hand-rails, tables, etc) |  |
| Measures Currently in place to prevent risk of injury | | |
| Staff and pupil shared surfaces and resources need to be minimised, cleaned more frequently Surfaces/items used by both staff and pupils need to be cleaned more frequently (e.g. photocopier, kettle, light switches, door handles etc). Shared PE equipment and play equipment may be used if cleaned frequently Each class/room in school will be provided with cleaning products (e.g. wipes and/or spray and paper towels/paper roll) to clean any shared items, handles and surfaces frequently. | | |





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|---|--|
| Medium  | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |


| Current Rating | Hazard Information | Task Status |
|---|--|---|
| Low  |  Biological Cross-contamination from sharing personal possessions (water bottles, toys. Etc.) |  |
| Measures Currently in place to prevent risk of injury | | |
| Equipment sharing limited and discouraged as much as possible with both staff and pupils. Pupils to bring own water bottles and drinks. Sharing of personal possessions not permitted. Personal possessions limited or not permitted in school wherever possible. | | |






| Potential Rating | Additional Controls Required |
|--|--|
| Low  | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |


| Current Rating | Hazard Information | Task Status |
|---|--|---|
| Low  | Biological  Cross-contamination from use of welfare facilities – toilets, sinks, water fountains etc. |    |
| | Measures Currently in place to prevent risk of injury | |
| | Frequently touched surfaces will be cleaned regularly Welfare facilities are assigned to specific year groups | |

| Potential Rating | Additional Controls Required |
|---|--|
| Low  | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |

| Current Rating | Hazard Information | Task Status |
|--|---|---|
| Medium  | Biological  Cross-contamination from food served on premises and lack of canteen staff |    |
| | Measures Currently in place to prevent risk of injury | |
| | Catering provided by Chartwells - see procedures and risk assessments | |

| Potential Rating | Additional Controls Required |
|--|--|
| Medium  | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |

| Current Rating | Hazard Information | Task Status |
|--|---|---|
| Medium  | Housekeeping  Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff |    |
| | Measures Currently in place to prevent risk of injury | |
| | External catering provided by Chartwells. External cleaning company - operatives work after hours when children have gone Appropriate cleaning materials are used | |

| Potential Rating | Additional Controls Required |
|--|--|
| Medium  | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |

| Current Rating | Hazard Information | Task Status |
|----------------|--|-------------|
| Low | Biological Close contact with visitors to the school site. | |
| | Measures Currently in place to prevent risk of injury | |
| | Only pre-booked essential visitors will be permitted and access to the building will be limited to only the essential area(s) or the most appropriate room(s). For example, deliveries will be left just outside of school or in the school Reception area only after ringing the school office. Visitors required to sign in and hand sanitise at Reception. Visitors will bring their own and not share food/lunch, drink and refreshments. Immediately after the visit, any school surfaces or items used by the visitor (e.g. tables and chairs) will be cleaned. A safe room away from the main school can be pre-booked for visitors | |






| Potential Rating | Additional Controls Required |
|------------------|--|
| Low | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |


| Current Rating | Hazard Information | Task Status |
|----------------|---|-------------|
| Low | Welfare Provision of first aid (including paediatric first aid where appropriate) support to students | |
| | Measures Currently in place to prevent risk of injury | |
| | PPE will be provided for First Aid where needed. Contents for first aid kits (e.g. disposable gloves etc) is checked regularly First Aid kits are located in all areas of the school Duty SLT available each day to manage incidents | |






| Potential Rating | Additional Controls Required |
|------------------|--|
| Low | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |


| Current Rating | Hazard Information | Task Status |
|----------------|--|-------------|
| Low | Welfare Providing care (dispensing medicines etc.) for students with medical needs | |
| | Measures Currently in place to prevent risk of injury | |
| | Care plans Medical needs detailed on Pupil Asset Reviewed at weekly inclusion meeting | |

| Potential Rating | Additional Controls Required |
|------------------|--|
| Low | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |

| Current Rating | Hazard Information | Task Status |
|---|---|---|
| Low  |  Welfare Providing care for students with specific care needs (support for toileting etc.) |    |
| | Measures Currently in place to prevent risk of injury | |
| | Individual risk assessment PPE (if required) | |

| Potential Rating | Additional Controls Required |
|---|--|
| Low  | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |

| Current Rating | Hazard Information | Task Status |
|--|--|---|
| Medium  |  Welfare Providing care for students with specific emotional or behavioural needs |    |
| | Measures Currently in place to prevent risk of injury | |
| | Team around the child staff provide support for children with emotional and behavioural needs Duty SLT staff available to support staff and children Individual behaviour plans/risk assessments Provision is reviewed weekly by Inclusion team | |

| Potential Rating | Additional Controls Required |
|--|--|
| Medium  | No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them. |