

St Michael's Primary School – September 2021

Risk assessment for: Reopening of St Michael's Primary School

Contact Details:
Mrs Parietti - Headteacher - Deputy Designated Safeguarding Lead (DDSL)
Mrs Kilbane – Deputy Headteacher - Designated Safeguarding Lead (DSL)
Mrs Juna – Inclusion Lead - Deputy Designated Safeguarding Lead (DDSL)
Miss Day – School Business Manager (SBM)

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance.

This risk assessment is based on a return of all year groups. It considers the following systems of control to comply with government guidance.

- 1) Ensure good hygiene for everyone
- 2) Maintain appropriate cleaning regimes
- 3) Keep occupied spaces well-ventilated
- 4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Hazard/Identified Risk	Person/s who might be harmed	Risk	Risk controls in Place Action required
Awareness of school procedures and risks	Staff, Pupils and parents	LOW	- Safeguarding, Health and Safety and Behaviour Policies are updated and reviewed in light of COVID-19 advice. Updated policies are shared with all staff - Staff have relevant training to help to minimise the spread of infection - The school keeps up to date with advice from Public Health England and Department for Education - Staff are aware of the infection control procedures in relation to COVID-19 through the policy - Parents and staff are kept informed through letters and given the relevant stay at home advice from the gov website - Staff are regularly updated on elements of the risk assessment through briefing. - Staff are emailed and given copies of relevant policies and these are displayed in the staffroom https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
Communication	Staff and pupils	LOW	- Children, young people, parents, carers or any visitors to the school site are told not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) - The designated member of staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure; - The headteacher follows the flow chart from the Local Health Protection Team. Parents are informed to get a test. - School keep pupils and parents adequately updated about any changes to infection control procedures and also any changes to staffing or the school day as necessary; - In the event of a school or local outbreak, the school adheres to advice from a director of health that may include bringing back face coverings temporarily in communal areas and classrooms for staff, pupils and visitors

			• In the event of a school or local outbreak, St Michael's Primary School adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles, temporarily. • Cleaning contractors or staff are briefed on the additional cleaning requirements where necessary • Parent's evenings to take place via: Schoolcloud using their encrypted app. • Email addresses are set up for year groups so that parents can communicate with teachers rather than contact them in the playground. year1@stmichaels.reading.sch.uk year2@stmichaels.reading.sch.uk year3@stmichaels.reading.sch.uk year4@stmichaels.reading.sch.uk year5@stmichaels.reading.sch.uk year6@stmichaels.reading.sch.uk reception@stmichaels.reading.sch.uk
Visitors / Volunteers entering the school building	Staff and pupils	LOW	• Anyone entering the school site are asked if they have COVID symptoms. • All visitors are informed of the COVID-19 infection control measures
Contractors entering the school building	Staff and pupils	LOW	• Anyone entering the school site are asked if they have COVID symptoms. • All contractors entering the school building are informed of the COVID-19 infection control measures
Travelling to school	Staff and pupils	LOW	• All staff and pupils walk to school where possible
Fire procedures	Staff and pupils	MED	• All children to exit the building using their external classroom doors and face away from the building. Reception line up on front playground KS1 line up on main playground KS2 line up on field • Children are given hand sanitiser before re-entering the building
Well-being and health of school staff	Staff and Pupils	LOW	• School Business Manager (SBM) has updated medical records and medical plans for vulnerable staff and children. A plan is in place for vulnerable staff and pupils should contingency plans need to be put in place.

			- Clinically Extremely Vulnerable and Clinically Vulnerable staff will be expected to follow current government guidance for schools unless advised to do so by a medical expert. - Headteacher shared websites with staff, who might be anxious, to support their well-being along with the RBC employee assist contact number: 0800 028 0199 Emotional Wellbeing https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak https://www.bbc.co.uk/news/health-51873799 https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-anxiety-tips/ https://www.mentalhealthatwork.org.uk/ourfrontline/ - Headteacher (HT) monitors staff: pupil ratio daily and to adjust the school day as necessary seeking advice from the LA as needed. - Staff to contact Mrs Parietti immediately should they develop symptoms of COVID-19 and book a test - Staff given a member of the Senior Management Team to report any concerns related to H&S, well-being or workload to: Admin, Lunchtime and Facilities – Miss Day EYFS and Year 1 – Miss Marshall Year 2 and Year 3 – Miss Knight Year 4 and Year 5 – Miss Lake Year 6 - Mrs Hawkins
Well-being and health of pupils	Pupils	MED	- Children are given the opportunity to express themselves regarding through PSHE and discussions in class - The behaviour policy reflects our therapeutic thinking model - Staff are trained on therapeutic strategies and also the 5 key psychological principals for trauma recovery - SENCO organises play therapy, women's aid and family workers to support most vulnerable families and children - Children who have a medical plan have been updated due to COVID if their underlying health condition puts them at a greater risk of COVID

Safeguarding	Pupils	MED	• The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school. • The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. • The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. • The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. • The DSL and their deputies are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. • If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL considers making a referral to the LA.
Hygiene Practices			
Cleaning throughout the day	Staff and pupils	MED	• A full complement of cleaners are in place and the school is cleaned thoroughly every day, with particular attention to touch points. • The SBM arranges enhanced cleaning to be undertaken where required • Surfaces that children are touching: toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal • Bathroom cleaning to be performed: after break, after lunch, after afternoon break, end of day • Classrooms to be cleaned after lunch. • All staff have read the H&S policy and also the infection control policy • Staff members have gloves, masks and visors in rooms so that they can use if a child develops symptoms
Cleaning supplies	Staff and pupils	LOW	• SBM & the Caretaker ensure that we have sufficient supplies of hand soap, disinfectant sprays / liquids, cloths etc. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • Viricidal spray and Milton spray are used in classrooms for the cleaning of tables and equipment and Milton sprayers are used for outside equipment – Cosh advisories given

			• Marker tape, Hand sanitiser, Tissues, Laminating sheets, Anti-Bac Wipes, Small lidded bins, zip lock bags and PPE are present in each class • All breakout spaces to be provided with gloves, hand sanitiser, tissues, a bin and masks
First Aid	Staff and pupils	MED	• The https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings is followed; • SBM ensures that the usual practises with regards to carrying out first aid are adhered to e.g. wearing gloves, when carrying out first aid / intimate care safely and to re-order stock as necessary. • Staff wash hands for 20 seconds after carrying out first aid. • SBM ensure that there is the correct amount of PPE and first aid kit available in school for staff to use when carrying out first aid safely.
Procedures for children and teachers in classrooms	Staff and pupils	LOW	• Infection control procedures are adhered to as much as possible • Sufficient handwashing facilities are available. All classrooms have a sink. Hand sanitiser is provided in all other learning environments • Parents are informed of school handwashing procedures before the children attend and are given advice on how to support this. • All adults and children are told to frequently wash their hands with soap and water for 20 seconds and dry thoroughly or sanitise: - Clean their hands with sanitiser on arrival at school and when arriving at group room. - Wash or sanitise hands at playtime, - Wash hands before and after eating, and after sneezing or coughing - Wash hands after PE - Sanitize before going home • All adults and children: - are encouraged not to touch their mouth, eyes and nose - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Help is available for children and young people who have trouble cleaning their hands independently; • Young children are encouraged to learn and practise these habits through games, songs and repetition; https://www.youtube.com/watch?v=S9VjeIWLnEg

			https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Hand%20Hygiene • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Stationery and other equipment is limited and given to groups of children to avoid cross-contamination. No stationery comes in from home. • Children come in PE kit on PE days so that they don't need to get changed. • Children only bring a bag (KS2) or bookbag (KS1) lunchbox and a water bottle from home and all lunchbox waste will return home with the child. • All spaces are well ventilated using natural ventilation (opening windows and doors) or ventilation units where possible; • Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; • Posters are displayed throughout the school reminding pupils to wash their hands/sanitise, e.g. before entering and leaving the school. • Pupils wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed posters for display and spreading infection guidance • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use in every room.
Preventing the Spread of Infection	Staff and pupils	MED	• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. • Pupils clean their hands after they have coughed or sneezed. • Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus. • Children who have displayed symptoms of coronavirus must self-isolate and be tested for COVID-19 before returning to school. If a child has COVID-19, they must self-isolate for 10 days before returning to an education setting. If they have a temperature, they must continue to isolate until it is gone. Any close contacts of the positive case should isolate for 10 days if they are older than 18 and have not been double vaccinated.

			Staff are vigilant and report concerns about a pupil's symptoms to Miss Day or Mrs Parietti. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.
A child or a member of staff presenting with COVID-19 symptoms in school.	Staff and pupils	MED	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools - Staff know the symptoms of possible coronavirus infection, e.g. a cough, loss of taste and smell difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. - Any pupil, who displays signs of being unwell, is immediately referred to the admin team. - Staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them – medical room - Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. - Should the child need to toilet, they use the new toilet opposite the main office. - The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. - The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. - Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. - Unwell pupils, who are waiting to go home, are kept in an area where they can be at least two metres away from others – medical room - Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated following the guidance from PHE. - Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk - Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. - The admin team report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. - The headteacher follows the public health flow immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.

			- School puts into place any actions or precautions advised by NHS Track and Trace. - School keeps pupils and parents adequately updated about any changes to infection control procedures as necessary Parents should get the child tested. Should a positive test result be obtained, the child must self-isolate for 10 days before returning to school. If they still have a temperature after 10 days, they cannot return to school unless it has gone. All siblings must be absent for 10 days.
Child shows symptoms but cannot go to the medical room	Staff and Pupils	MED	<u>Follow existing guidance (in addition)</u> - PPE is kept in the school office. - If a child is too unwell to leave their classroom to go to the medical room, staff put on visors and move the rest of the class outside or into their breakout space if large enough. - Both staff members leave the child on their own in the room. One takes care of the rest of the class, who all go to wash their hands for 20 seconds including the member of staff. One staff member remains outside of the door and talks to the child through the door. - A member of the admin team is informed and told to call parent/carer. - A member of staff puts on PPE and then goes inside the bubble room to tend to the child. They ensure that windows are open as is the outside door. - The staff member tries to stay at a social distance of 2m from the child. - When the parent arrives, the member of staff, in PPE, escorts the child to the parent. (gloves and apron are removed inside the bubble room) - Once the child leaves, the member of staff doffs the remaining PPE as per instructions in the medical room and double bags it. They wash their hands for 20s. - Cleaning of the room is completed as per risk assessment and the PPE is collected along with the cleaning materials and stored safely (in the boiler room) for 72 hours before disposal.
Cleaning procedure following possible COVID-19	Staff and pupils	MED	- Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. - Should this occur in a classroom, the class will move into their breakout room and the decontamination will begin. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
Engage with Track and Trace	Parents, staff and pupils	MED	The school makes staff aware that is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service.

			• The school makes staff aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test. • The school continues to work with local HPTs in the event of a school or local outbreak. • Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: - Book a PCR test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. - Self-isolate if they display symptoms or produce a positive test. • Anyone in school who displays symptoms is encouraged to get a PCR test. • If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test. • PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C). • The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. • PCR tests are delivered safely and with due regard for transmission risk. • Individuals are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. - They feel well. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18. • Staff and pupils aged 16 and over are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this.
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			• Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. • If a pupil receives notification to self-isolate, the school ensures appropriate arrangements are in place for the pupil to self-isolate when they are directed to, and begin remote learning. • The headteacher ensures that all visitors to the school sign-in so that a record is kept • If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education.
Teaching and Learning Organisation			
Attendance	Staff and pupils	LOW	• The school informs parents and pupils that attendance is mandatory for all pupils. • Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. • The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. • Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education. • Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals. • Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. • The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. • Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school. • The school works the LA to engage with families who are abroad to understand the pupils' circumstances and their plans to return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory

			Where possible, remote education will be provided for pupils who are abroad, and facing challenges to return due to coronavirus-related travel restrictions, for the period they are abroad
Educational Visits	Staff and Pupils	MED	- Educational visits will be conducted in line with the government's roadmap. This includes system of controls and the COVID-secure measures in place at the destination. - A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely. - The school ensures it is prepared to carry out domestic day trips and residential trips. - Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: - It is for the purpose of childcare. - The EYFS staff:child ratios are maintained. - A risk assessment is conducted in advance. - Good hygiene is maintained throughout. - Thorough handwashing happens before and after the trip. - The trip is carried out in line with relevant local or national coronavirus guidance. - Appropriate insurance arrangements are in place. - The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider. - The school follows the guidelines relevant to trips to indoor spaces. Once inside: - Staff are to remain with the pupils in the group. - Pupils and staff should wash hands thoroughly on arrival and before leaving.
Remote Learning	Staff and Pupils	LOW	- While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. - The headteacher ensures that pupils taught remotely in KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. - The headteacher ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them.

			The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the headteacher in the first instance, and that parents may contact Ofsted directly if they feel their concerns have not been satisfactorily addressed.
Catering	Staff and Pupils	LOW	- The school's kitchen is fully open and operates within usual legal requirements. The SBM liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with government's 'Guidance for food businesses on coronavirus (COVID-19)'. - FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: - Are self-isolating. - Have symptoms or a positive test result. - Are not attending as a result of local restrictions advised by the government.