

St Michael's Academy

Risk Assessment (COVID-19)

This is a risk assessment for the re-opening of St Michael's Academy - all schools have been closed for an extended period (except for a small number of children of key workers/Vulnerable) due to the Coronavirus Pandemic. **In our view, the school could only re-open with social-distancing in place if there were a significantly reduced population in the school.** If this were the case e.g. one year group per class, the following social-distancing guidelines should be applied to reduce the risk of spread of infection:

We must also consider staffing issues as many of the staff have their own children – if other schools follow the same plan there may be weeks or days where their children are at home and staff have no childcare – how could this be overcome?

All decisions will be based on the following principles and in this order of priority:

- 1. SAFETY/ SAFEGUARDING: Safety and protection of our pupils, staff and community**
- 2. HAPPINESS/ WELLBEING: Mental health and wellbeing of our pupils, staff and community**
- 3. LEARNING: Quality of education for all pupils**

Area or Procedure	Suggested Strategies	Infection Risk Level 1-5 (1=low, 5=high)
Beginning of the school day	<p>Pupils will enter school via the various entrances that surround the border of school. The end time of school will vary for each year group and parents will enter the school playground via the main drive and leave through the park gate exit in the middle of school.</p> <p>Drop off for ALL PUPILS (8.30-8.50) Y3 – Gate at top of park (Nearest Dahl classroom) Y4 – Gate at middle of park (opposite steps to IT suite) Y5 – Via playground as normal Y6 – Via playground as normal</p> <ul style="list-style-type: none"> • Parents are to be encouraged to walk to school where possible and only one parent will be permitted on the school grounds. If children cycle to school, then they are to use the storage area to lock their bike securely. • Staff from the appropriate year group will be on the entrances to support children and adults as they arrive at school. This way we will continue to reduce footfall of adults on site. 	3

	<ul style="list-style-type: none"> • Parents mustn't congregate at the 'drop-off' point, they must instead arrive on time and then depart. Given that the external school gates will be open at 2.50pm, only children accompanied by an adult will be allowed outside at this point. Again, parents must not arrive early or late. • They must collect their children on time so that teachers can release pupils safely. The playground will be open to parents to briefly wait in before their children are released to them. • Whilst parents are waiting, social distancing must be adhered to. Teachers will not be available to speak to unless teachers initiate the contact. • Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through Class Dojo if they have queries about the day or they can call to make a phone appointment. • The school office is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. • <p>The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email.</p> <ul style="list-style-type: none"> • Parents should follow social-distancing guidelines when approaching the school and should stop at the gates leaving their child/ren to walk onto the playground where a member of staff will be on duty. Parents will not be allowed to enter the building. • Pupils to line up in designated area with their teacher • When entering the building, children and staff should wash hands before touching tables or doors. • Parents should not drive and park inside the school car park during morning drop off, 	
<p>End of the school day</p>	<ul style="list-style-type: none"> • On Main Playground • Yr 3 2.50 • Yr 4 3.00 • Yr 5 3.10 • Yr 6 3.20 <p>*Older siblings will leave with their youngest sibling</p> <ul style="list-style-type: none"> • Parents to enter via the main blue gates and depart through middle gate into park. No parents/pupils to depart via the main school drive. • Crossing Patrol to be in place from 2.45pm 	<p>2</p>

	<ul style="list-style-type: none"> • Staggering collection will ensure that the adults and children on site can distance appropriately and it will reduce the risk of children coming in to contact with children from other bubbles. • Children and staff should wash hands before leaving the school building. • Parents to wait, socially distanced at least 2m apart, outside main gates – children will line up on designated areas and be sent out when the member of staff sees a parent. Markings all in place • Pupils Walking Home alone – Teachers to dismiss accordingly. • Pupils to be encouraged to walk straight home (If Pupils are seen congregating then parents will be asked to pick up their children daily) • No parents should park inside the school car park during pick up times. • All parents/carers to wear a face covering whilst on the playground (Updated after Oct ½ term) 	
Break/Lunch time	<ul style="list-style-type: none"> • Year group break times. • 20 minutes per break. • Equipment to be cleaned at the end of each break by duty staff. • Contact football can be played. • Encourage games such as skipping, catch, basketball which involve keeping a distance. • Children to have own snack • Children to wash hands/sanitize when they come back to class. • Equipment to be soaked in Milton sterilising solution/soap and water after each break. • Seating plan to be in place when all pupils are eating inside the hall 	2
Wet Play	<ul style="list-style-type: none"> • Children to do activities in their classrooms/year group bubbles e.g. drawing, colouring individual games. IWB could be used to show programmes. 	3
Classrooms/lesson time	<ul style="list-style-type: none"> • All classrooms to be set up to accommodate a full class. • Seats all facing forward. • Door to classroom to be remain open all of the time. • At least one external window in classroom to remain open all of the time. • Try to restrict children’s movement around the room as much as possible by keeping them in their seats and enabling resources to be brought to them or be within reach. • Children to be allocated their own pencil/pen, scissors etc. No pencil cases from home to be brought in. 	4

	<ul style="list-style-type: none"> • Water bottles should be named and taken home to be washed properly every day. • Teachers to have wipes and disinfectant and wipe down as and when they want to. • Pupils to wear PPE (Face Masks only if they want too) • Teachers to wear PPE (Face masks/visors if they want too) • Seating plan to be in place inside all classrooms. 	
IT suite/Tablets	<ul style="list-style-type: none"> • Any computer/tablet being used by the child must be wiped down at the end of each session. 	3
Playground	<ul style="list-style-type: none"> • Trim Trail CANNOT BE USED 	0
Toilets	<ul style="list-style-type: none"> • Cubicles to be labelled Yr 3-6 and only these 4 in operation. • Ideally, limit to one person in the toilet at a time. • If waiting for hand-washing, stagger queue down the corridor with 2m gaps. • Masking tape marks on corridor floor to indicate 2m gaps. • Yr 5/6 to use disabled toilet during Yr 3/4 break/lunch time. • Yr 3/4 to use Hive toilet during Yr 5/6 break/Lunch time. 	2
Staff Room	<ul style="list-style-type: none"> • All mugs etc must go through the full dishwasher cycle. • Social distancing rules to be followed. (2m gap where possible) • Lunch times - Face coverings MUST be worn when you are not eating or drinking. • Lunch times - Face coverings MUST be worn when inside the kitchen area (making, tea/coffee/lunch etc). • Morning Break/Lunch - Face coverings must be worn at all times. • Ideally staff to use the same mug each day or to have their own. • Kitchen to be left in a hygienic way. • Staff to use sanitizer before entering and after departing. • No cups/plates to be left in the kitchen sink. 	2
Main School Office	<ul style="list-style-type: none"> • All computer keyboards/mouse, desk and telephones to be cleaned at start of each day. • No children to enter offices (wait at door). • Only one member of staff to be working inside the office (from 28/09/21) • Phones must be cleaned. 	2

	<ul style="list-style-type: none"> • Screen must be across at all times if talking to visitors. • Only one other member of staff to enter the office at a time. (max 2 inside) • Social distancing rules must be adhered to where possible. • Teaching/Support staff to not use the phone or other resources inside this room. 	
Visitors to school	<ul style="list-style-type: none"> • Where possible, limit visitors to essential services contractors and CSC. • All visitors to use hand sanitising gel in lobby before entry and to be briefed on social-distancing guidelines. • Sign at front of school informing visitors of rules. • All visitors to read sign and verbally agree to the statements before signing in to school. • When attending site all visitors should wear necessary PPE (face masks in line with Gov guidance) • All staff have allocated PPE to do their job role. • Stay away from children & staff – social distancing. • Take own ID as school will sign in for you. • No parents to enter school building-Please ring the school office for any help required. • All visitors to wear a face mask on entry into school 	3
Cleaning	<ul style="list-style-type: none"> • As per routines developed during school closure, following government recommendations. • Emphasis on frequently touched surfaces such as door handles, tables, chairs. • Teachers to inform Business Manager should an additional area be used by their class 	4
Assemblies	<ul style="list-style-type: none"> • No Face to face assemblies until further notice. • Assemblies will now take place via teams. 	1
PE	<ul style="list-style-type: none"> • Gym to be used for PE • Lidded bin to be placed in corner • Wipes+Spray to be left in gym • Mats and equipment to get wiped down at the end of each session • No outside parties currently using the gym due to lockdown 	1
Medical issues	<ul style="list-style-type: none"> • Full PPE (face mask, apron, gloves and face shield) should be worn by staff dealing with a medical issue and close to a pupil for a period of 15 minutes or longer. • If possible, pupils to be directed use basic wipes themselves. • All staff/Pupils MUST wash their hands on entering/departing the medical room. • Medical file to be kept outside for minor injuries. 	4

	<ul style="list-style-type: none"> • 	
Breakfast/Lunch	<ul style="list-style-type: none"> • Year group corners to be set up inside the school hall for breakfast. • Where possible staff to stick to 2m social distancing, however 1m+ will suffice if this cannot be achieved. • All equipment, utensils and plates etc to be washed down once finished. • Tables to be wiped down following each sitting. • Kitchen to be deep cleaned daily. 	3
Well being	<ul style="list-style-type: none"> • Children will need sessions focusing on their wellbeing and understanding the reasons behind our school changes so they do not become upset, too anxious or worried. • Pastoral Staff will be available to help children, parents and children will be signed posted to support services where necessary 	
School Transport	<ul style="list-style-type: none"> • Pupils to sit with siblings or in Year group rows. • No pupils to sit in the front of the car. • Seats to be sprayed down at the end of each trip. 	
General	<ul style="list-style-type: none"> • Windows to be opened wherever possible and ensure good ventilation of all rooms. • All classroom doors to be open • 2m markings all around the ground floor as well as line separation. Children/Staff keep left. • If someone sneezes/coughs, they should be sent to wash their hands straight away. • Please reinforce the Catch it, Bin it, Kill it message • Children should be reminded positively about keeping their spaces regularly. • Management of Covid 19 for school age children – See attached file. • Face coverings to be worn for all movement around school during the normal working day 	
What to do if a pupil is displaying symptoms of coronavirus (COVID-19)	<p>If anyone in your school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection. This sets out that they must:</p> <ul style="list-style-type: none"> • self-isolate for at least 10 days • arrange to have a test to see if they have coronavirus (COVID-19) Action list • 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 except in an emergency. 	

	<ul style="list-style-type: none"> • Call parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection. • While the pupil is awaiting collection, move them to an isolated room and open a window 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. • Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE1: Situation PPE 2m distance cannot be maintained A face mask should be worn Contact is necessary Gloves, an apron and a face mask should be worn Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting) Eye protection should also be worn • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=8%20September%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19 	
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MV 03/09/2020

Appendix 1 - Staff Risk Assessment for Returning to Work During Covid-19 Pandemic

Vulnerabilities List

- chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis;
- chronic heart disease, such as heart failure;
- chronic kidney disease;
- chronic liver disease, such as hepatitis;
- chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy;
- diabetes;
- problems with their spleen – for example, sickle cell disease or if they have had their spleen removed;
- a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy;
- being seriously overweight (a BMI of 40 or above);
- being pregnant.
- Over 65

Name of Staff:

Name of person undertaking risk assessment:

Date:

First Identify which group the staff member is in and make notes prompted:

Staff Group	Phase of Return anticipated	Y/N- & Notes
No vulnerabilities and no Children	Already in and on rota	
No Vulnerabilities with Children	Confirm plans for childcare and use of provision for own children.	
No Vulnerabilities Vulnerable in family home	Expectation is they would return to work but would identify how they would minimise possible contamination when returning home- this is their responsibility to undertake activity they feel comfortable with, we can help them talk it through and provide space on site for changing, storing alternative clothing etc.	
No Vulnerabilities - Shielding person in home	To return after lockdown when agreed with member of staff: only once risk assessed individual basis As above with vulnerabilities in home unless letter states otherwise. Schools should adhere to shielding letter guidance.	
Minor vulnerability Defined as not vulnerable as detailed above specifically but linked perhaps loosely- minor asthma for example	Expectation would be for this category to return with a plan they feel positive about in terms of risk. Discuss and agree ways we can minimise risk e.g. using PPE and social distancing when working. Does their working pattern need altering/ the expectations need changing/ is it possible to adapt rota.	
Serious vulnerability Not shielding Vulnerability as noted above but no shielding letter yet received.	Possible return- to be risk assessed individual basis and comms with health practitioners This category we may decide should not return and undertake activity from home to support those on site. This decision will be based on how safe we feel we can make them on site in regards to PPE and social distancing. There may be additional consultation required from Health to support the risk assessment of them returning to work. This may need discussion with HR.	
Shielding	No return until shielding lifted – schools to adhere to shielding letter guidance.	
Staff and or family unwell so isolating	Agreed leave for isolation- cover required – straight forward absence from work procedure as per staff sickness.	

Other possible staffing concerns needing risk assessing:

Concern/ request	Action	Notes on agreement
Staff member mentally affected by COVID-19 unable to return to work	<p>Sick leave/ medical note requested and if not possible due to pressure on NHS discussion with staff member and agreed actions.</p> <p>This person may be supported to work offsite supporting children's home learning through other means.</p> <p>This person may be able to undertake a phased return where they can rebuild their confidence.</p> <p>This person may be referred for counselling and OH support.</p> <p>This person may need time for bereavement or other compassionate leave.</p> <p>This may need to be discussed with HR and a plan put in place.</p>	
Staff member requests unpaid leave as too afraid to return to work	<p>Unpaid leave to be considered on an individual basis. Impact upon mental health and wellness to be considered.</p> <p>HR to be consulted.</p>	
Staff member does not feel the action plan protects them and returning to work is affecting their human rights – right to life	<p>Adaptation of plan where possible</p> <p>Where no adaptation possible consider a specific risk assessment working with staff member.</p> <p>HR consultation.</p>	

Staff member:

I am happy with the risk assessment and plans put in place. I understand it is my responsibility to raise concerns regarding my own risk (as this is a fluid and changing situation that needs constant review as new information comes to light) and to be proactive with taking action to keep myself safe.

Signed: 

Headteacher: Mathew Vella

Date: 01/04/2021

Review date: _____

This can be reviewed sooner as new information about COVID-19 emerges, this is a changing and fluid situation that needs continuous risk assessment.