

☰ 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.	
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 	<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 	Training / Competence Lack of up-to-date information for Staff.	
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 	<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 	Training / Competence Lack of up-to-date information for students and parents/guardians.	
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 	<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 	Supervision Failure to maintain supervision levels if staffing levels drop.	
Measures Currently in place to prevent risk of injury		
<p>S.L.T review staffing arrangements in advance of the forthcoming week and HoS to review daily.</p> <p>There is some provision for back-up TA/HLTA that can teach the class</p> <p>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.</p> <p>We have communicated to parents that we have the right to cancel classes if there is not sufficient staff to safely teach each class.</p> <p>We will revert to remote learning as outlined in our contingency plan.</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
Medium 	Biological Staff who are identified as clinically vulnerable coming into contact with Coronavirus	
Measures Currently in place to prevent risk of injury		
<p>Meetings with senior leaders to discuss and review mitigations in place</p> <p>control measures will be adhered to:</p> <p>Ensure good hygiene for everyone.</p> <p>Maintain appropriate cleaning regimes</p> <p>Keep occupied spaces well ventilated</p> <p>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</p> <p>Keep a safe distance from adults and avoid busy rooms.</p> <p>Wear a facemask in communal areas</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
Medium 	Biological Students who are identified as clinically vulnerable coming into contact with Coronavirus	
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	
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, liasie 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>		

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 	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 area 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 junnior 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.		

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 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		

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 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 	<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 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.		

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 	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 	<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 	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 	<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 	 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 	<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>