

Coronavirus (COVID-19): risk assessment for pupils

St Michael's Church of England High School

Assessment conducted by: Wayne Hill	Job title: Assistant Headteacher	Covered by this assessment: Staff, Students & Visitors
Date of assessment: 15 th September 2020	Review interval: Bi-monthly or upon updated guidance	Date of next review: 15 th December 2020

Related documents

Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, Social Distancing Policy Statement, First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Behaviour Management Policy

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Social Distancing Policy Statement - Health and Safety Policy - Infection Control Policy - First Aid Policy - Fire Safety Policy - Behaviour Management Policy - Coronavirus (COVID-19) Full Opening Plan • The school has conducted a Coronavirus (COVID-19): Risk Assessment for Full Opening in September, which considers all areas of risk relating to coronavirus. • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The 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' - DfE (2020) 'Guidance for schools: coronavirus (COVID-19)' • Staff receive any necessary training to help keep pupils safe and support them, e.g. infection control and pupil wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) 	Y	Christina Handy-Rivett, Carolyn Hill and Jane Mitchell-Barnes	17/08/2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Parents to have access to a Wider Opening Handbook for Parents, which explains the measures that are in place to ensure the safety of the school community. • Pupils are made aware of the measures that are in place (e.g. infection control and behaviour expectations) via various methods, including staff and visual aids around schools. 				
Cleaning	H	<ul style="list-style-type: none"> • Interserve creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. • Dining areas are cleaned between use. • Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly. • Resources that are shared between bubbles, e.g. sports' equipment, are regularly cleaned and thoroughly cleaned before they are shared between bubbles. Some resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (or 72 hours for plastics) between use by different bubbles. • Cleaning routine established for the use of IT equipment between bubbles. This will be at the start and end of every lesson including student hand sanitising. 	Y	Wayne Hill	17/08/2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Minimising contact with individuals who are unwell	H	<ul style="list-style-type: none"> • Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, does not enter the school grounds. • Parents are informed via letter not to bring their children to school or onto the school premises if they show signs of being unwell and/or believe they have been exposed to coronavirus. • Instances of pupils displaying coronavirus are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible. • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty breathing, change of taste and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • The school does not routinely take the temperature of pupils. • Any pupil who displays any symptoms is immediately isolated and sent home. • The parents of an unwell pupil are informed of the situation as soon as possible by a 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. • Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area that is at least two metres away from others. Depending on the age and needs of the pupil, they are supervised if needed. • If the pupil needs to use the toilet while awaiting collection, they use a spare bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. 	Y	Jayne Gray, Wayne Hill and Jane Mitchell- Barnes	17/08/2020	M

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		<ul style="list-style-type: none"> • PPE is worn by supervising staff if they cannot maintain a distance of two metres. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The area around the unwell individual is cleaned with normal household bleach after they have left the premises. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. 				
Test and trace	H	<ul style="list-style-type: none"> • Parents are informed, via letter, that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a 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. - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. • Parents of pupils who display coronavirus symptoms are encouraged to get their child tested. • If available, the school provides parents with a home testing kit for their child if they develop symptoms. • Parents 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. 	Y	Jayne Gray and Wayne Hill	17/08/2020	M

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		<ul style="list-style-type: none"> 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 sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period. 				
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> Parents are informed, via letter, of how the school responds to confirmed cases of coronavirus. Where an individual in the school community tests positive for coronavirus, the Headteacher contacts the local HPT immediately. The school works with the local HPT to manage the response. Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual Travelling in a small vehicle, like a car, with an infected person Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. If required, all parents are informed of the confirmed case; however, the name of the individual is not shared. 	Y	Jayne Gray and Wayne Hill	17/08/2020	M

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		<ul style="list-style-type: none"> The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. If the school has two or more confirmed cases of coronavirus within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions. 				
Hygiene practice	H	<ul style="list-style-type: none"> Infection control procedures are adhered to in accordance with the Infection Control Policy and relevant guidance from the DfE and PHE. Pupils are encouraged to wash their hands regularly or use hand sanitiser, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating. Posters are displayed throughout the school reminding pupils to wash their hands regularly. Sufficient amounts of soap (or hand sanitiser where applicable), hot water, paper towels and lidded bins are supplied in relevant areas. Younger pupils and those with complex needs are supported to ensure they adopt good hygiene practices. Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. Pupils clean their hands after they have coughed or sneezed. In line with current government guidance, face coverings are not required to be worn on the premises. If an individual arrives at school wearing a face covering, they are asked to remove the covering safely upon entering the premises. 	Y	Wayne Hill	17/08/2020	M

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		<ul style="list-style-type: none"> The school assesses the ability of pupils with SEND to follow infection control procedures, and additional measures are put in place if they require extra support to follow these measures. Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene. Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with the Behaviour Management Policy. 				
Social distancing	H	<ul style="list-style-type: none"> Social distancing measures are implemented in line with the Social Distancing Policy Statement. Visual aids are used to display social distancing measures. Pupils are separated into groups (or 'bubbles'). Most bubbles are the size of a year group to enable the school to deliver the full range of curriculum subjects and ensure pupils receive specialist teaching. Pupils do not mix with those outside of their bubble and social distancing is maintained within a bubble as much as possible. Pupils' educational and care support plans are provided as normal. Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space. Breaktimes and lunchtimes are zoned to reduce the number of pupils congregating in break and lunch areas at once and to maintain bubbles. Pick-up and drop-off times are staggered to reduce the number of parents on or near the school premises at once. Parents are briefed on new provision for the drop-off and collection of their children. The school implements other social distancing measures where necessary, e.g. one-way systems in busy corridors and staircases. 	Y	Wayne Hill and Jane Mitchell-Barnes	17/08/2020	M

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		<ul style="list-style-type: none"> • The school assesses the ability of pupils with SEND to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures. • Where necessary, school transport is restricted to essential use only. • Where school transport is essential, infection control and social distancing measures are implemented. • Pupils are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school. • Pupils whose behaviour is purposefully contrary to the social distancing measures in place will be disciplined in line with the Behaviour Management Policy. • Parents are informed of the social distancing rules they must follow on or near the school premises, e.g. not congregating outside the school when waiting to pick up their children. 				
Resources	H	<ul style="list-style-type: none"> • Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. • Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly. • Resources that are shared between bubbles, e.g. sports' equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles. • Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationary and mobile phones. • Pupils are permitted to bring bags to school. • Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation in relation to using the resources is put in place. 	Y	Wayne Hill	17/08/2020	M

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Communication	M	<ul style="list-style-type: none"> The school keeps pupils and parents updated about any changes to school procedures as necessary. The school communicates with parents via letter/email or text regarding any changes to school procedures that are affected by the coronavirus pandemic, whether their child will be able to attend school, and what protective measures the school is implementing to keep their child safe. Pupils attending school are informed of social distancing rules and how to maintain good levels of personal hygiene. The SLT and Pastoral team is actively present around the school to provide additional support, advice and reassurance. 	Y	Jayne Gray	17/08/2020	L
Mental health, wellbeing and safeguarding	M	<ul style="list-style-type: none"> The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. Staff are vigilant in discerning pupil mental health and report any concerns to the pastoral team Staff are sensitive to pupils' needs and worries. Pupils who are new to the school, e.g. Year 7 pupils are provided with the appropriate support. The Headteacher /SLT and the DSL liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school. 	Y	Jayne Gray, Carolyn Hill and Sarah Beardsmore	23/3/2020	L

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		<ul style="list-style-type: none"> • The Headteacher /SLT and the SENCO identify pupils with additional needs and put provisions in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. • The Headteacher /SLT and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. • The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying. • The Deputy Headteacher & Associate Assistant Headteacher ensures that adequate pastoral care is in place to support pupils and staff who require it. • The Deputy Headteacher & Associate Assistant Headteacher ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. • Bereavement is managed in line with the Bereavement Policy. • Where needed, the school carries out a Coronavirus (COVID-19): Return to School Risk Assessment for Individual Pupils. 				
Access to learning	M	<ul style="list-style-type: none"> • The Headteacher /SLT and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. • The Headteacher /SLT and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans. • The Headteacher /SLT and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution. 	Y	Jayne Gray and Faye Jeffreys	23/3/2020	L

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		<ul style="list-style-type: none"> Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND. The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side. PE lessons take place outside where possible and pupils are kept in consistent groups. 				
Extra-curricular activities	H	<ul style="list-style-type: none"> The Headteacher determines whether before- and after-school clubs can resume. Before- and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus. A reduced number of pupils per session attend before- and after-school clubs once they resume. Clubs resume in line with protective measures, e.g. keeping pupils in their bubbles where possible. Parents are informed, via letter/email, of any before- and after-school clubs that are resuming. 	Y	Jayne Gray	17/08/2020	M
Behaviour expectations	M	<ul style="list-style-type: none"> The school's Behaviour Management Policy sets out behaviour expectations for pupils. Expectations are communicated clearly to pupils and parents. Pupils who are struggling to re-engage with school are supported appropriately by relevant staff. 	Y	Carolyn Hill	17/08/2020	L
Attendance	M	<ul style="list-style-type: none"> Parents are informed, via letter/email, that the usual rules on school attendance apply from September – this means parents have a duty to ensure that their child attends regularly. 	Y	Jayne Gray and Carolyn Hill	17/08/2020	L

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		<ul style="list-style-type: none"> • The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. • In line with the most recent shielding advice, pupils that have been shielding can attend the school site. • 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 immediately. • Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised. • Any concerns from parents and pupils about being on school site are discussed between appropriate individuals. • Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils. • The school uses 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. 				
Uniform	L	<ul style="list-style-type: none"> • The governing board decides whether pupils are required to wear full school uniform. • Expectations of uniform are communicated to pupils and parents. 	Y	Colin Nicholls and Jayne Gray	17/08/2020	L
Emergencies	H	<ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as possible in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. 	Y	Wayne Hill	17/08/2020	M

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		<ul style="list-style-type: none"> The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with the policy. The Headteacher reviews whether adjustments need to be made to the fire evacuation procedures. 				
Contingency planning	H	<ul style="list-style-type: none"> There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs. The Headteacher liaises with the LA about local lockdown arrangements. 	Y	Jayne Gray	17/08/2020	M
Reducing Contact Points	H	<ul style="list-style-type: none"> Printing / photocopying around school will not be permitted for students at this time. Biometrics will be turned off for all printing and cashless catering. Including top up machines. Students will have to pre-order food or use name to pay for food at break. Classroom Doors where possible should be left open. Water Machines will all be turned off and sealed to stop the spread of infection. There should be no use of money on site for food or refreshments. Everything must be paid for via the cashless catering system. 	Y	Wayne Hill	20/08/2020	M

Changes to Risk Assessment Following Reopening

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Social Distancing	H	<ul style="list-style-type: none"> Y7, 8 and 9 will bubble in form groups, including break times and lunchtimes Y10 and 11 in be in year bubbles. All subjects are taught in sets. However, pupils will be clustered with members of their form in each class. Y10 and 11 will bubble with their form groups at break and lunchtimes. Pupils in all year groups will not to be allowed to be in groups of more than 6 when outside at break and lunchtimes 	Y	Christina Handy -Rivett and Wayne Hill	17.09.2020	M
Infection Control	H	<ul style="list-style-type: none"> Staff are required to wear face coverings at all times, unless in classrooms/offices or eating or drinking. Pupils are required to wear face coverings at all times, including to and from school, unless in classrooms or eating or drinking. Parents and visitors are required to wear face coverings at all times whilst in the building, unless they are eating or drinking. 	Y	Jayne Gray and Wayne Hill	15/09/2020	M
Confirmed Coronavirus Cases	H	<ul style="list-style-type: none"> Where an individual in the school community tests positive for coronavirus, the headteacher will contact the DfE helpline immediately on 0800 046 8687. 	Y	Christina Handy-Rivett, Carolyn Hill and Sarah Beardsmore	17/09/2020	M
Test and Trace	H	<ul style="list-style-type: none"> The school will track the contact that a person who tests positive has had with pupils and staff. This information will be shared with the DfE as appropriate. 	Y	Wayne Hill	17/09/2020	M