

**St Michaels School (Leigh on Sea) Ltd t/a St Michaels Church of England Prep School**

198 Hadleigh Road, Leigh On Sea, SS9 2LP

**Location: Whole School**

<b>Title :</b> WHOLE SCHOOL RETURN NOVEMBER 2020	<b>Date of Assessment :</b> 18/08/2020	<b>Risk Assessor :</b> Diana Howers
<b>Risk Assessment Reference :</b> DH_COVID_0920	<b>People involved in making this assessment :</b> Joanne Walpole, Kate Mansfield, James Mobbs, Diana Howers, David Webb	
<b>Task/ Process :</b> Re-Opening School following lockdown	<b>People at Risk :</b> Employees, Pupils, Parents, Vulnerable Groups, Visitors	

<b>Hazard : Hygiene: Spreading COVID-19 Coronavirus</b> Handwashing: to prevent the spread of the virus between individuals and surfaces
<b>Control Measures:</b>
1. Hands should be washed on a regular basis for 20 seconds with soap and water. Remind all to catch coughs and sneezes in tissues - Follow Catch it, Bin it Kill it and avoid touching face, eyes, nose or mouth with unclean hands. Tissues and peddle bins will be made available in all classrooms.
2. It is very important to dry hands completely using disposable hand towels. Children should use hand towels and antibac gel. Adults should close the lids on toilets before flushing.
3. Encourage all to regularly protect the skin by applying emollient creams as regularly as possible, at home and at school.
4. Gel sanitisers in any areas where washing facilities are not readily available. Staff and pupils to sanitise their hands on arrival at school.
5. Publications: Posters, leaflets and other materials to be displayed around on the school, on windows, screens and social media feeds reminding everyone of the public health advice.
6. Testing: this is now possible for anyone displaying symptoms. Self isolating has been extended from 7 to 10 days.
7. All returning pupils and staff will be asked to sign a Return to School Health Declaration including information regarding travel outside of the UK and dates of travel.
8. Contact Tracing. Lists of children and staff in all bubbles will be routinely made in case of the need for contact tracing. Visitors to the school will be required to leave contact details.
9. Be aware of the Governments 3 Tier System. Southend along with Thurrock are currently Tier 1. However the rest of Essex is Tier 2.
10. Birthday cakes will not be allowed in school to share with pupils at this time. Prepacked sweets may still be brought into school for birthday celebrations.

<b>Hazard : Social Distancing</b> Without responsible social distancing the virus can spread more easily
<b>Control Measures:</b>
1. All year groups are returning. Children will be returning in year group/class and department bubbles.
2. No visitors, parents or outside providers will be allowed into the school building during this period. Children should be handed to school staff at the designated entrances.
3. Staff/parents will be kept updated of all confirmed cases of COVID-19.
4. Dedicated teaching and support staff allocated to each group.
5. Where possible, groups will not mix at all during the course of the day. Staggered lesson/lunch breaks for different departments to assist social distancing in corridors and communal areas.

6. Classrooms to be set out with pupils either sitting next to each other or back to back and observe SD where possible.
7. All entrances will be used for different year groups for drop off and collection at staggered times..
8. Clinically vulnerable and extremely vulnerable pupils/staff should be identified prior to school returning. This will include anyone in the household that has been classified as vulnerable in any way.
9. Staff Meetings and parents meetings should be conducted virtually for the foreseeable future.
10. A member of the Senior Management Team will be on duty at drop off and collection time to ensure SD is being adhered to by parents and pupils.
11. Parents who need to speak to someone in the Office will need to observe regulating entry procedures i.e. one in - one out.
12. Following advice from the LA in October 2020, parents are asked to wear face coverings at drop off and collection.

**Hazard : Educational Visits**

**Control Measures:**

1. A separate Annex to the Educational Visits Policy has been performed by Joanne Walpole, Ed Visits Coordinator, which goes into greater detail on the school's COVID-19 response to educational visits
2. On all day visits, e.g. Outdoor Education when the children are away from school for the entire day, temperature checks will be performed on a pupils and staff before they embark on the visit.

**Hazard : Cleaning** The virus is known to remain on surfaces for a considerable time, without sufficient cleaning this will aid the spread of COVID-19 and other infections.

**Control Measures:**

1. Surfaces and objects that are touched frequently will be cleaned regularly and disinfected, including but not limited to, desks, door handles, playgrounds, doors and handrails.
2. The toilets blocks will be cleaned at least twice daily.
3. Support staff will clean their classrooms regularly with disinfectant during the day. Disposable cloths to be used for this purpose. These must be washed each night on a 60 degree wash.
4. Rigorous checks will be carried out by the teacher responsible for their areas to ensure that the necessary procedures are being followed.
5. PPE Equipment is available from the Bursar.
6. Peddle bins will be located in each classroom for respiratory infected tissues. These will then be double bagged and disposed of by the cleaning staff at the end of each day.
7. In line with government guidelines certain types of toys, furnishings etc will need to be removed with reduced free access that children have to toys.

**Hazard : Classroom/Specialist Departments / Communal areas** Individual Classrooms and Specialist Departments are required to complete their own area RA to ensure their areas and departments are focused on the containment of any possible virus transmission

**Control Measures:**

1. Individual Classroom RA

2. Specialist Departments, PE, Art, Drama, Music, DT to perform their own RAs.
3. Desk areas to be cleared at night to ensure the cleaning staff are able to do a thorough clean each evening.
4. All pupils/staff to sanitise their hands on entry into the classroom - particularly if they have returned from a toilet break.
5. Currently the guidance allows for singing within a controlled environment. The Music Department RA details the protocols within the music room and the Chapel. Shouting should be avoided at all times.
6. Limit the number of hard paper resources used. E learning tools to be used as much as possible with homework being set on the Google Platform where practicably possible and a 72 hour quarantine policy being implemented for books/homework being returned to school.
7. Shared resources should be kept to an absolute minimum. Pupils will be asked to bring in their own pens/pencils etc. Specialist department RA's should detail how any shared resources are cleaned between bubbles.
8. Communal areas such as areas by the photocopiers and staff rooms have their own wall sanitisers
9. Fans are allowed as long as windows and where possible doors are left open.
10. A/C units should not be used whilst children are in the class. They can be used before school and during the lunch hour whilst rooms are not being used. Windows and doors are frequently opened to let a through flow of fresh air.

**Hazard : Illness** If a child/adult displays symptoms on site there is a high likelihood that this will be spread to others.

**Control Measures:**

1. If anyone (child/adult) becomes unwell with a new continuous cough or a high temperature whilst at school they will be sent home and advised to follow the stay at home guidance.
2. Dedicated 'isolation' room - The Woodlands Room. In the event that the Woodlands Room is being used as an 'overspill' room for a year group, the isolation room will be relocated in the Bursar's office as this is close to the toilets and the emergency exit by the kitchen.
3. PPE (disposable gloves, aprons and masks) are available in the medical room for use whilst dealing with a suspected case.
4. The school will retain the right to refuse entry to any pupil/member of staff who appears unwell with a high temperature or cough.
5. If advised that a member of the school community has developed COVID-19 and who were recently on the premises (including where they have visited other domestic dwellings) the school will contact the Public Health Authority to discuss the case.
6. Staff and children will be asked to complete a Return to School Health Declaration which will include questions relating to travel abroad and dates of travel.
7. Track and Trace to be initiated if there is a positive case in school. Positive tests should always be recorded on SIMS.
8. Temperature testing. All children with a fever will have their temperature recorded on SIMS.
9. All staff to complete the Peninsula e-learning COVID-19 awareness training prior to their return to work.
10. Active well children with nasal cold symptoms without a cough/temperature or any other covid-style symptom will be allowed in school unless another household member is unwell or tested positive. In this event Public Health Advice should be followed.
11. Communication will be sent to parents regarding the school's response to a positive case within the school community including the educational provision for home learning.
12. A new dedicated advice service delivered by NHS Business Services Authority should be informed of a confirmed case in our setting. 0800 046 8687

<b>Hazard : Mental Health</b> Children/Staff could be affected with anxiety leading to a breakdown in their mental wellbeing.
<b>Control Measures:</b>
1. There is an Employment Assistant Programme available to staff where additional support from professionals may be required.
2. A new Bereavement policy has been written to assist staff dealing with the mental well being and anxiety of pupils.
3. The Senior Management and team leaders will promote mental health and wellbeing awareness to pupils, staff and parents, where appropriate, during the Coronavirus outbreak and will offer whatever support they can to help.

<b>Hazard : PPE</b> It is currently recommended that PPE is only used in particular circumstances. This is to prevent the spread of the virus and cross contamination.
<b>Control Measures:</b>
1. The school will follow the Government and Public Health Advice. The use of face masks are not advised in school settings but will be used as required when dealing with a sick individual, cleaning bio hazardous waste, or in circumstances PPE has usually been worn for personal care of young children.
2. Disposable CPR face shields for the defibrillator are available as part of the kit.
3. The school has a digital forehead thermometer for use on both children and adults. Only temperatures over 38 degrees will be recorded.
4. The school holds stock of disposable Gloves, Aprons and Face Masks. Staff will be instructed on how to remove these to reduce contamination and how to dispose of them safely.

<b>Hazard : Fire</b> A Fire could occur during the school day with children being confused to their fire route as some year groups are not in the normal classrooms.
<b>Control Measures:</b>
1. Fire Drills are held when a new year group/bubble has been called back into school.

<b>Hazard : Legionella</b>
<b>Control Measures:</b>
1. Monthly water testing is carried out by Clearwater. The technician is only allowed in school prior to the start of the school day and is accompanied by the Site Manager who cleans all areas following the water inspection.

<b>Documents Associated with this Risk Assessment:</b>	Principles for Staff.docx(Guidelines for Staff) Children Health Declaration.pdf(Children Health Form) covid alert levels.pdf(Covid alert levelsCV0920) COVID-19_LocalAlertLevel_Medium.pdf(Medium Level) COVID-19_LocalAlertLevel_High.pdf(High Level) Three Tier System.docx(3 Tier System)
<b>Review Date :</b> 23/11/2020	<b>Reviewer :</b> Diana Howers