**St. Michael’s CE Bamford Primary School: Risk Assessment and Contingency Planning January 2022-**

**Measures currently in place in green type and red type**

**For the purposes of Contingency Planning, the measures listed below will be put in place as per DfE Guidance when:**

**YEAR 5 OUTBREAK 12-01-22 measures added highlighted below**

Whichever of these thresholds is reached first:

• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or

• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

**At all other times all aspects of school provision return to what was usual pre-Covid, ie to what was in place on 19th March 2020 with only the aspects listed below in GREEN type. January 2022: Due to the rise in Omicron cases, additional measures have been added in Red type.**

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| RISKS | WHO MIGHT BE HARMED AND HOW | RISK LEVEL BEFORE ACTIONS BELOW | RESIDUAL RISK LEVEL |
| **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus i.e. person to person transmission (hand to hand, hand to mouth, hand to body) | School employees, parents, pupils and the general public  Ill health (E.g. Respiratory symptoms, fever, cough, shortness of breath  In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | High | Medium |
| Prevention: DIRECT CONTACT | CONTROL MEASURES | | |
| Entering and exiting the site | Staff enter, exit and sign in as usual- sanitiser at entrance.  One way system- children and parents enter via pedestrian gate, leave by double gates. Distance on playground using numbers in zones, which are spaced at 2m. Parents/carers wear masks when in the school grounds.  Expectations of opening times, distancing and requirement to keep children with them at all times made clear to parents via email, by staff on duty outside and Covid19 appendix on Parental Code.  Staggering start and finish times by surname resumes: 8.55-3.25 for A-F, 9.00-3.30 for G-P, 9.05- 3.35 for Q-Z  Parents will not enter school and the office window will not be opened. All contact between office and home will be via email and telephone. Letters etc to the office will be posted into the post box on the office external wall, and opened as a batch followed by handwashing. Y5 bubble enters school 1 min after the rest of KS2 on every entry. | | |
| Movement inside building | Corridors labelled with arrows and central red line to guide children/adults passing on left. Staff attempt 2m distance from each other and children from other bubbles. Stairwell to first floor is two way - mirror at a 45 degree angle shows people coming the opposite way to reduce passing. Entrance area out of use to parents. Two entrances for Y1-6 children with staggered entry plus Reception and Nursery separate entrance/exits.  Staffroom used to access facilities and used by max 6 persons as a seating space, staff distance through school at breaks/lunchtime- when wet, corridor spaces used, Monkey room max 4, Rocket Room max 2, HT office max 2. Use of staff toilets requires common sense to avoid breaking distancing measures. Staff unable to maintain 2 m distance wear facing covering, correctly donned and doffed as per guidance for the period required. Exceptions inc kitchen service and office wear staff operate as a bubble. | | |
| Classroom learning | Attendance is monitored and absence in person or remotely followed up. Covid absence carefully monitored with all close contacts of cases required to take PCR test in order to inform need for Contingency planning detailed in this document to be followed immediately.  Reduce mixing by using class sized ‘bubbles’ and restrict each group to set areas, mainly their classroom.  Ensure appropriate staffing ratios and limit staff to one/two bubbles in almost all instances to reduce risks to them- where staff move bubbles, social distance maintained at 2m. PE lessons outside reduce risk of transmission further/ music with teacher sat between the open fire doors in hall.  Staff aim to reduce close interactions with children by staying at front of classroom. Y5 desks pushed back.  Children, two per desk facing forward, except Rec and Y1. Ventilation improved: windows open, air-conditioning upstairs used as per HSE guidance, door to outside opened.  For staff well-being, classroom learning is responsibility of teacher backed up by TA when possible; remote learning provision managed by teacher if any children isolating at home.  Assemblies and Collective Worship held virtually in classes and for any remote learners- continued focus on mindfulness and anxiety reduction on return. Collective worship held in hall with modified seating, children sat in class group blocks rather than the usual lines in close proximity, and increased ventilation at all seasons with doors and windows open. Closely monitor any rise in cases- reinstate virtual worship as well as tented bubbles in hall for EB&Owls/lunchtimes as soon as cases rise to outbreak.  Reading books given out at the end of the week, returned on a Mon/Tues and quarantined for 72 hours.  Teachers continue with the curriculum from where classes are up to with in-class/remote learning as all have experienced the same except max 1 per class (Y1, 4, 6), who will require further assessment due to parents choosing alternative home provision. Staff pay significant attention to pupils mental health needs eg. reassuring pupils that not being able to touch/hug does not mean we are not close or do not care but we need to find other ways to show this; teaching the new routines and procedures and emphasising their importance but always in a positive way linked to our school principles: ‘We keep everyone safe’.  Marking – to reduce cross contamination and contact with books, teachers use stickers.  A lockdown workbook for all subjects was used for each child in school to allow subject books to be consistent- usual workbooks will be used again by all children at the same time when school is fully open, revert to lockdown workbook if class required to isolate/ lcokdown. | | |
| Playtimes | Each class bubble uses one of seven painted, numbered zones (Y5). No mixing between zones. Y2 in Zone 2, Year 1 in Zone 3, Y6 Playground friends cease working in Zone 2. Children rotate around the zones each day to give them a fresh area to use. Trim trail hand held surfaces are cleaned each day. Reception children use Zone 1, Y1/2 use Zones 2 and 3, Y3/4 and Year 5/6 use Zones 4 and 7 combined and Zones 5 and 6 combined, on a daily rotating basis. This is to acclimatise children to mixing in larger groups again, managing their behaviour before mixing all KS2 and all KS1 on each playground from January 2022(- postponed until case numbers reduce), and potentially all children mixing across all playgrounds again from Easter 2022.  Playtimes no longer need to be staggered to reduce corridor traffic and assure sufficient toilet/ handwashing facilities on exit/entry as sanitiser relied upon more.  Lunchtimes extended to 1hr 20mins to enable 3 sittings of 25 mins and reduce numbers in zones to max. 15 at one time. Lunchtimes remain extended to enable LTO staff to cover while 10 children in each class receive additional, focussed learning time from teacher and TA. 15 children on two sittings: ‘Apples’ and ‘Bananas’. At 11.45am all children except those in boosters, sent out to playground; children with packed lunches come via hall to drop of their lunch on way out. Nursery go straight to hall and to counter to get lunches. Apples then called into hall a class at a time via hall doors to collect lunch and sit in zoned areas, no tents. Children clear to two trolleys and then go out via hall doors, tables cleaned and Bananas called in a class at a time. At 1.05pm children collect packed lunches on way in and return them to the classroom.  Children take out a box of equipment that belongs to their class and the classes in that area use that equipment in their zone at break/lunchtimes,  Closely monitor for outbreaks – reinstate tents, 3 sittings and reduced menu then required. | | |
| Hall use for lunch | Children must be served food and eat in the hall to ensure food is eaten immediately after serving and therefore at correct, safe temperature and to reduce distance travelled and spillage risk with hot food, so a physical barrier between each bubbles is provided (serving classes separately or splitting hall in half for two classes at one time with thorough cleaning between would take too long)  Hall fitted with eight 3x3m tented zones to provide a physical barrier between bubbles to allow 3 sittings of 10 children from each class for hot lunch. Each zone used by the same class bubble at all times- need for thorough cleaning and time reduced as little risk of cross contamination. Y5 collect lunch at 11.45 and eat in classroom- return trays etc when hall empty at 12.50pm.  Children enter and sit. Children sent for lunch. They collect everything at one go: cold desserts, knife and fork placed on tray, salad served by staff, water given. Choice limited to: hot option + halal, jacket with choice of filling or choice of sandwich to speed service. After eating children remain seated- trolley brought to tent to clear waste and collect plates etc and cutlery. Bubble leaves together, sanitising hands on way out. Table and chairs wiped. Next sitting enters- same tent used by only one bubble at all times  NB PE/ music need to be outdoors using marquee when wet.  See catering RA below for food and delivery measures. | | |
| Hygiene: using toilets, handwashing, respiratory hygiene | All people coming in to school wash their hands with soap and water for at least 20 seconds/santise on arrival and often while they are here.  Signage in school reminds children and staff when this needs to happen, and reinforces good routines. 12 hand sanitiser stations in use around school and signage reminds everyone to use it- 8 classes, hall, each entrance vestibules and shared downstairs area.  All staff, children and school visitors:   * wash their hands more often - with soap and running water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food. Ensure help is available for children and young people who have trouble washing their hands * avoid touching your eyes, nose, and mouth with unwashed hands * avoid close contact with people who have symptoms * cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. Promote the promoting the catch it, bin it, kill it approach * clean and disinfect frequently touched objects and surfaces- see cleaning schedule  |  | | --- | | [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/877530/Best\_Practice\_hand\_ wash.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877530/Best_Practice_hand_%20wash.pdf) |   Toileting – for ‘accidents’ staff use disposable gloves to clean and change the child  Toilets have to be shared by groups but teachers ensure that they are not used by different groups at the same time and only allow in the number of children for the number of facilities. Due to numbers and the time it takes, teachers make provision for this in the school day, by setting time aside, forfeiting learning time where necessary but as little as possible, as hand washing is so vital and children cannot use the toilet during shared break times as they would normally. No hand dryers, usual paper towels used and lidded bin, wiped more regularly, and double-bagged for disposal along with classroom bins. | | |
| Hall use for before and after school provision | Provision continues to run 7.45-9.00am and 3.30-6.00pm from the hall to prevent contamination by children from other year groups within the Nursery space. Closely monitor any rise in cases- reinstate tented bubbles in hall for EB&Owls/lunchtimes as soon as cases rise to outbreak. Y5 in Monkey room.  Children restricted to their tented zone at all times.  Resources not shared between zones- paper, pens, games etc boxed and kept in the areas.  Anything moved from one zone to another daily is cleaned ie Lego- into a net bag and dipped as for Nursery resources or left untouched for 72hrs. The tables within each area can be folded and leant against the wall behind the bench or pushed to one side to create floor space, but must remain within the zone.  Staff need to keep 2m distance except one who works exclusively in this bubble.  Staff provide snacks, clear away the trolley, order provisions, supervise a group outside etc. at distance and only tend to any first aid in close contact for their daytime bubble or club bubble.  Hall doors used for drop off and collection- a bell fitted outside. Parents do not enter school at all for any reason.  Sanitiser is located in the hall near the door into school and food is served from near that.  Library toilets only used to avoid additional movement in school.  See Catering Risk Assessment for further information about managing risks while preparing food and when receiving food supplies.  Playgrounds used as an outdoor space with children allocated separate spaces according to their daytime bubble and even when numbers of pupils drop as children are collected, they are never be allowed to mix. Play equipment used by bubble from class box. | | |
| Staffing inc Key roles ie DSL, 1st Aid (inc paed), SLT | Contingency planning identifies alternative individuals to fill roles in event of absence- St. Luke’s and LA asked to provide onsite or remote support as suitable. Key holders remain the same and sufficient to cover absence. Accidents and incidents at playtimes are passed on to adults within the child’s bubble or overseen by the lead TA. Should further treatment be needed by the 1st Aider, PPE can be worn according to procedures below. Office staffing remains as usual.  Ed Start used for PE but no other external providers. Supply from Monarch or Prospero used if required at present/ ex-member of staff.  Staff meetings held virtually, or outside/in the school hall for limited numbers at a social distance if required.  The reporting structure for staff concerns remains with staff being encouraged to raise anything they notice, or any worries to a member of SLT via email or telephone rather than face-to-face.  School policies eg safeguarding and behaviour updated to reflect changed practices during Covid, with appendices detailing changes to practice. New staff thorough induction incs Covid measures. ITT trainees carefully and thoroughly inducted- MMU BA2 student in Year 5 from Feb.  Individual Risk Assessments kept under review and particular attention paid by SLT to checking staff for signs of stress. Statutory workload requirements adhered to with PPA provided by the TA in each bubble in school while remote learning stops on Friday pm to enable teachers to have PPA as well as Ed Start PE time. NQTs receive support from HT and additional time for NQT dev. Leadership Time is provided by DHT.  Pupils with EHCP still get their allocated 1:1 time from an adult within the bubble.  Medications –administered by staff in the ‘bubble’ already in contact with that child, overseen by the person responsible for administering medicines.  Behaviour policy Covid appendix details modifications inc positive handling – carried out when needed- if possible those carrying out will don a mask otherwise, washing hands afterwards, keeping faces averted as much as possible from the child. Recording as usual also used to identify close contacts when required. | | |
| Visitors | Visitors only welcomed for essential purposes- advised of risks specific to their visit on arrival and expectations of handwashing/sanitising, distancing and controls in place. Visitors wear face covering as per ‘Statement on face coverings’ see appendices.  Contractors- enter using main door- read measures and sign- verbal risk assessment then agreed with office staff to enable work to be carried out safely. | | |
| RISKS | WHO MIGHT BE HARMED AND HOW | RISK LEVEL BEFORE ACTIONS BELOW | RESIDUAL RISK LEVEL |
| **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces | School employees, parents, pupils and the general public  Ill health (E.g. Respiratory symptoms, fever, cough, shortness of breath  In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | High | Medium |
| Prevention: INDIRECT CONTACT | CONTROL MEASURES | | |
| Cleaning | All surfaces cleaned every day according to cleaning schedule attached. Toilets, shared areas cleaned more frequently, such as first aid station, hall, staffroom and staff toilets and frequently touched surfaces are cleaned regularly: early am, 9.30am, 11.30am, 1.00pm, 2.00pm with regular products such as bleach and disinfectant.  All classrooms equipped with sanitiser spray, disposable cloths and a fresh bucket of disinfectant each morning so that staff in the room can clean more frequently if they see a need. Cloths disposed of in a lidded pedal bin along with any other contaminated items such as tissues, items coughed on etc. which is then doubled bagged for disposal.  See cleaning risk assessment appendix.  Toys and shared resources that need to be cleaned are put into a net bag and dipped into a container of disinfectant and then hung under the nursery canopy to dry. Toys and shared resources that cannot be cleaned in such a way are not used. Cushions, blankets and other soft furnishings have been removed unless in use by one identified child.  To avoid cross contamination: children have their own resources on their own desk from Y1 up, different children giving out books, sheets, passing them round etc is avoided, desks are spaced out as far as possible- and with a 2m distance at the front of class, any and every activity undertaken begins with the question, ‘What risks does this pose?’ and ‘How can I modify what I am about to do in order to reduce the risks?’ *“Risk assessment is a state of mind, not a piece of paper” (Scout Association)* | | |
| Home/ school | Contamination from home reduced- children only to bring to school: a coat (waterproof, every day); a filled water bottle; reading books returned on Monday- just the books, no packet, bag or wallet; PE kit on Weds and other PE day; and a packed lunch (for those that are bringing one) which is stored in the hall zone. | | |
| Hygiene, handwashing and sanitising | All people coming in to school wash their hands with soap and water for at least 20 seconds/sanitise on arrival and often while they are here.  Signage in school reminds children and staff when this needs to happen, and reinforces good routines. 12 hand sanitiser stations in use around school and signage reminds everyone to use it- 8 classes, hall, both entrance vestibules and shared downstairs area.  All staff, children and school visitors:   * wash their hands more often - with soap and running water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food. Ensure help is available for children and young people who have trouble washing their hands * avoid touching your eyes, nose, and mouth with unwashed hands * avoid close contact with people who have symptoms * cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. Promote the promoting the catch it, bin it, kill it approach * clean and disinfect frequently touched objects and surfaces- see cleaning schedule  |  | | --- | | [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/877530/Best\_Practice\_hand\_ wash.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877530/Best_Practice_hand_%20wash.pdf) |   Toileting – for ‘accidents’ staff will use disposable gloves to clean and change the child  Toilets have to be shared by groups but teachers ensure that they are not used by different groups at the same time and only allow in the number of children for the number of facilities. Due to numbers and the time it takes, teachers make provision for this in the school day, by setting time aside, forfeiting learning time where necessary, as hand washing is so vital and children cannot use the toilet during shared break times as they would normally. No hand dryers, usual paper towels will be used and lidded bin, wiped more regularly, and double-bagged for disposal along with classroom bins. | | |
| RESPONSE TO ANY INFECTION | CONTROL MEASURES | | |
| Expectations clear to parents and children | Expectations made clear to parents, by email and parental code, ways they can help to minimise risk. Including:   * Informing us immediately if any member of their household has symptoms and isolating * Getting a test and informing us immediately of the outcome * Accepting that if a child in their group ‘bubble’ has symptoms that ‘bubble’ will close immediately and all children and staff will isolate   Children are reminded to tell us if they have symptoms or feel unwell. | | |
| PPE | PPE will not routinely be used for caring as we have no children whose personal care demands it. 1st Aider use; staff trained, PPE stored at 1st Aid station. Cleaning PPE: staff trained as per RA attached by video clip.  **Donning and Doffing of PPE**  The below links to videos for the putting on and removal of PPE have been shared with staff so that any SLT member needing to wait with a symptomatic child, any cleaning staff after an outbreak or any 1st Aider needing close contact is prepared:  <https://www.youtube.com/watch?v=ozY50PPmsvE&feature=youtu.be>  <https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes/covid-19-putting-on-and-removingppe-a-guide-for-care-homes-video>  This guidance covers the donning (putting on) and doffing (taking off) of personal protective equipment (PPE) for non-aerosol generating procedures (AGPs). | | |
| Procedure when a child/adult develops symptoms | The child will be taken outside by an adult during the time it takes for a parent to arrive, or taken to the rocket room if the weather is poor. Separate toilet facilities are not possible but no other child/adult will use them if they have been used by a symptomatic person until they have been deep cleaned. They will be cordoned off immediately. The rest of the bubble will remain in situ to avoid any further spread of contamination until they can be collected.  DfE guidance will be followed and the Rochdale Infection Control Duty Desk consulted **Infection Control Duty Desk 01706 923300**. The infected bubble will close and standards letters sent to those children affected, those not directly affected and the whole school for information. The Warn and Inform letter will be sent out to the year group advising daily LFT and PCR on day 3-5.  Deep cleaning in all areas followed by closing off the classroom space affected for 72 hours.  Arrangements made for testing.  For personal care of or direct contact with (i.e. touching) a child who is symptomatic and awaiting collection from school, we will wear:   * Fluid resistant surgical face mask * Eye protection if there is a risk of splashing body fluids (e.g. saliva, cough droplets or urine) * Gloves * Apron   But contact will be avoided unless needed. See risk assessment appendix 2 and below procedure for cleaning up any suspected Covid contaminated spillages:  **COVID 19 SWP 1 - DAMP MOP SPOTS & SPILLS**  **Personal Protective Equipment / Clothing**  All employees will be provided with the following:  Safety Footwear  Overalls, Tabards, Jackets, Trousers  Disposable gloves / aprons (face masks can be worn if required)  **Risk / Hazard Analysis**  Significant risks may include:   1. slips caused by spillage / wet surfaces 2. muscle strains caused by repetitive movements   **Method of Work**   1. Set out wet floor type warning signs. 2. Damp mop all spots & spills using a solution of warm water and disinfectant diluted to manufacturers recommendations. 3. Mopped area(s) must be left as dry as possible to prevent any persons from slipping. 4. Ensure all equipment is cleaned and stored in a safe manner.   **COSHH - Precautions / Information**  For all products used applicable to the tasks, please refer to your COSHH sheets.  **Plant & Equipment**   1. Mopping units, wringers and buckets need to be checked to ensure that handles etc. are secure. | | |
| BUILDINGS AND EMERGENCY | CONTROL MEASURES | | |
| Emergency procedures | In event of fire/emergency, exit routes and assembly points remain the same as do the Invac assembly points.  Whole school practice of Invac is suspended temporarily to avoid crowding and 2 bubbles in the same space even at distance. Individual class practice replaces this.  Fire drills continue with bubbles lining up at 2m distance from other bubbles.  Stored equipment and furniture is put away safely and does not block doors etc or present any other hazard.  No PEEPs in place, will review if one becomes necessary. | | |

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| **Appendix 1 ST. MICHAEL’S BAMFORD CARETAKING COVID 19 - SAFETY RISK ASSESSMENT** | | | | |
| School: **St. Michael’s Bamford** | | Section/Team:  **Caretaking and cleaning** | | |
| Job role/s**: Caretaker and Cleaning staff**  Cleaning of all internal premises. Tasks include: floor and wall cleaning, toilet cleaning, general cleaning to lessen the risk of COVID 19 in schools. | | | | |
| People who might be harmed i.e.pupils, teaching staff, cleaners, caretaker. | | | Assessment date: **02-01-22** | |
| Are there any special considerations needed for new & expectant mothers or persons under 18, etc**. Yes. New and expectant mothers and any staff over 70 must self isolate.** | | | Review date: **01-04-22** | |
| Names of all involved in assessment process: (e.g. Manager, Union rep, etc.):  **Peter Gurney, Melanie Barratt** | | | | Manager authentication: **Melanie Barratt** |
| **Hazard / risk identified**  Task/ activity / process / stressor | **Current precautions in place** | | | **Improvement action needed**  following incidents, changes, etc. Place these on an action plan. |
| **Contact with colleagues/pupils/staff/contractors** | * You must keep 2 meters distance from other team members, pupils and staff, and contractors where ever possible. Masks can be worn if agreed with headteacher. | | | * The appropriate signage to be displayed in the schools, cleaners and caretakers rooms. * Discuss with Head Teacher the safest way to clean whilst keeping 2 meters distance. |
| **PPE** | * You must wear disposable gloves at all times. Please make sure you are still washing the gloves thoroughly and wash hands when gloves have been removed. * Uniform **MUST** only be taken home for washing.. * Face masks **DO NOT** need to be worn at this stage, however if you wish to wear them, these will be supplied.. | | | * Additional PPE in particular disposable aprons and disposable gloves and face masks will be issued and should be worn if social distancing is not possible. * Ensure you have enough stock of PPE and materials at all times. |
| **Cleaning** | * **Safe working practice guidelines will accompany this risk assessment.** * PPE, including gloves and aprons must be worn at all times. * The priority is cleaning all surfaces using a disinfectant as regularly as possible. These areas include door handles, surfaces, toilets, internal glass and all other hard surfaces. * Disposable cloths must be used when cleaning. These along with aprons must be double bagged at the end of each shift, and kept safe within the school. After 3 days these bags can go out following normal procedures.   All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:   * objects which are visibly contaminated with body fluids * all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells   Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:   * use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine, OR * a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants, OR * if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses   Avoid creating splashes and spray when cleaning.  Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined above.  Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. | | | * Ensure you have enough cleaning materials at all times   Ensure you follow the governments guidelines at all times following the link,  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> |
| **Personal Hygiene** | * Ensure hands are washed regularly and thoroughly with neutral detergent and water for 20 seconds or more using the 7 point approach * Step 1: Wet Hands. Wet your hands and apply enough liquid soap to create a good lather. ... * Step 2: Rub Palms Together. ... * Step 3: Rub the Back of Hands. ... * Step 4: Interlink Your Fingers. ... * Step 5: Cup Your Fingers. ... * Step 6: Clean the Thumbs. ... * Step 7: Rub Palms with Your Fingers. * This should be done as a matter of routine especially after blowing your nose, coughing or working in a school environment. * If you cough or sneeze please use a tissue and then discard this into the bin and wash hands as above. | | |  |
| **Work Times / Patterns of work.** | * It is highly likely that your shift pattern will be altered to meet public health guidelines in relation to Covid 19. The actual hours of work will be agree between the school, your manager, and the individual/s concerned. This pattern of work will be monitored regularly and altered as required. * You may be asked to work additional hours in your school. If so you will be paid the appropriate rate of pay. * School may redeploy staff during this time from the kitchen where service is reduced to cleaning through the day. | | | * As more children return to school discuss within the team and the headteacher the safest method of working whilst ensuring social distancing. * During any break times ensure social distancing is observed at all times. |
| **Deliveries** | * When accepting any deliveries ensure the appropriate PPE is being worn and keep 2 meters distance at all times. * If you must sign for deliveries wear disposable gloves. Place the paperwork in a plastic wallet and do not touch for 72 hours. * Once stock has been put away in the appropriate areas then proceed to wash hands thoroughly with neutral detergent for 20 seconds or more. | | |  |
| **Personal Health** | * If anyone shows signs of having a high temperature or ongoing cough you **MUST** immediately self-isolate and inform management. * You will be informed of any changes in relation to Covid. Latest updates can be found at <https://www.gov.uk/coronavirus> <https://www.nhs.uk/conditions/coronavirus-covid-19/> | | | * Once management have been informed this will be reported to the Covid19 team and you will be requested to attend testing at an agreed time and date. * Once management receive the test results if this is positive follow the appropriate guidelines if negative please speak to your area manager. |
| **Communication** | * Staff kept up to date with all Covid information. | | |  |

This assessment will be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures & following incidents, or at least annually.

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| **Appendix 2 COVID19 – KITCHEN SAFETY RISK ASSESSMENT** | | | | |
| School: **St. Michael’s Bamford** | | Section/Team:  **Kitchen** | | |
| Job role/s: All Catering Staff | | | | |
| People who might be harmed i.e. staff, members of public: **Staff, Pupils, Teaching Staff** | | | Assessment date: 02-01-22 | |
| Are there any special considerations needed for new & expectant mothers or persons under 18, etc**. Yes If yes, specify: Expectant mothers/staff aged over 70 must self isolate.** | | | Review date: 01-04-22 | |
| Names of all involved in assessment process: Keally George Senior Area Manager Catering, Peter Gurney Facilities Manager, Melanie Barratt, Julie Marshall | | | | Manager authentication:  Melanie Barratt |
| **Hazard / risk identified**  Task/ activity / process / stressor | **Current precautions in place** | | | **Improvement action needed**  following incidents, changes, etc. Place these on an action plan. |
| **Contact with colleagues/pupils/staff/contractors** | * You must as far as possible keep 1m distance from other team members within the kitchen/hall area, as well as pupils, school staff, visitors and contractors. * Where more than 1 member of the catering team is on site look at using tape on the floor to ensure self distancing. | | | The appropriate signage to be displayed in all kitchen area.  Discuss with Head Teacher the safest way to serve food. |
| **Food Service** | * children/staff will collect the food from the service area in small bubbles of max.10. During service the server/customer will be 1m+ distance for approx. 30 seconds but the children in the bubble will not distance fully from each other then or when eating in their tented zone. Children will eat in zones with a physical barrier between zones. Clearance of plates etc will be at each tented zone with a moving trolley supervised by the LTO. | | |  |
| **PPE** | * Continue using your rubber gloves when washing up / cleaning etc. ensure these gloves are thoroughly washed with soap and water after use. * Please change gloves in-between tasks. * Uniform **MUST** be taken home and washed daily. * Face masks **DO NOT** need to be worn at this stage, however if you wish to wear them, please contact management who will supply these on request. | | | * Additional PPE in particular disposable aprons and disposable gloves will be issued and should be worn if standard work wear is unavailable. |
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| **Hazard / risk identified**  Task/ activity / process / stressor | **Current precautions in place** | | | **Improvement action needed**  following incidents, changes, etc. Place these on an action plan. |

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| **Hand and Respiratory Hygiene** | * Ensure hands are washed regularly and thoroughly with neutral detergent and water for 20 seconds or more, using the 7 step process * Step 1: Wet Hands. Wet your hands and apply enough liquid soap to create a good lather. ... * Step 2: Rub Palms Together. ... * Step 3: Rub the Back of Hands. ... * Step 4: Interlink Your Fingers. ... * Step 5: Cup Your Fingers. ... * Step 6: Clean the Thumbs. ... * Step 7: Rub Palms with Your Fingers. * This should be done as a matter of routine before and after handling food, especially after blowing your nose, coughing . * If you cough or sneeze please use a tissue and then discard this into the bin and wash hands as above. * Additional information can be found at https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings |  |
| **Work Times** | * Keep team numbers to a minimum in line with social distancing in the kitchen by sticking to agreed work rotas to minimise contact with all individuals. | As more children return to school discuss within the team and with your manager the safest method of working whilst ensuring social distancing. Make a record of how many staff have worked per day. |
| **Work Surfaces / handles / Draws etc** | * Frequently clean and disinfect your work spaces, fridge and freezer handles and any surfaces that you come into contact with on a regular basis. Please refer to your health and safety handbook for further guidance. |  |
| **Deliveries** | * When accepting any deliveries ensure the appropriate PPE (disposable gloves and aprons) is being worn and keep 2 meters distance at all times. * If you must sign for deliveries place the paperwork in a plastic wallet and do not touch for 72 hours. * Wipe down any stock with disinfectant if in a plastic wrapper and once stock has been put away in the appropriate areas then proceed to wash hands thoroughly with neutral detergent for 20 seconds or more. |  |
| **Personal Health** | * If anyone shows signs of having a high temperature, ongoing cough, loss of taste and smell you **MUST** immediately go home to self-isolate and inform management. * You will be informed of any changes in relation to Covid. Latest updates can be found at <https://www.gov.uk/coronavirus> <https://www.nhs.uk/conditions/coronavirus-covid-19/> | * Once management have been informed this will be reported to the Covid19 team and you will be requested to attend testing at an agreed time and date. * Once management receive the test results if this is positive follow the appropriate guidelines if negative please speak to your area manager. |
| **Communication** | * Please check your work emails regularly to ensure you are up to date on work issues and processes. | * From 1st June the mail bag service will resume along with the FM News Letter ensure all staff are made aware of any correspondence which may appertain to them. |

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| **COVID 19 SCHOOLS - SAFETY RISK ASSESSMENT** | | | | | |
| Directorate: **Neighbourhoods** | | Section/Team:  **Facilities Management** | | | |
| Job role/s**: Site Managers** / **Caretakers / Cleaning staff – Schools & Public Buildings**  **Cleaning of all internal premises when a positive Covid test has been identified**.. | | | | | |
| People who might be harmed i.e.pupils, teaching staff, members of the public, officers, cleaners, cleaners in charge, caretakers, site managers. | | | | Assessment date: **02-01-22** | |
| Are there any special considerations needed for new & expectant mothers or persons under 18, etc**. Yes . New and expectant mothers and any staff over 70 must self isolate.** | | | | Review date: **01-04-22** | |
| Names of all involved in assessment process: (e.g. Manager, Union rep, etc.):  **Peter Gurney, Melanie Barratt** | | | Manager authentication: **Melanie Barratt** | | |
| **Hazard / risk identified**  Task/ activity / process / stressor | **Current precautions in place** | | | | **Improvement action needed**  following incidents, changes, etc. Place these on an action plan. |
| **Contact with colleagues/pupils/staff/contractors/officers/public.** | * The area or areas that have been contaminated MUST be sealed off immediately. * Your line manager MUST be informed immediately. * You must keep 2 meters distance from other team members, pupils, teaching staff, members of the public, officers, cleaners, cleaners in charge, caretakers, site managers. * Should you need additional trained staff to support you must speak to your line manager. | | | | * The appropriate signage to be displayed in the cleaners and caretakers rooms. * Use tape to cordon off if required. |
| **PPE** | * You must wear disposable gloves, aprons and face masks at all times. This PPE MUST be disposed of following the procedure detailed below. * Uniform **MUST** not be taken home unless for washing.. | | | | * Additional PPE in particular disposable aprons and disposable gloves and face masks will be issued and must be worn * Ensure you have enough stock of PPE and materials at all times. |
| **Cleaning** | * PPE, including gloves, aprons and face masks must be worn at all times. * The priority is cleaning all surfaces using a disinfectant. These areas include door handles, surfaces, toilets, internal glass and all other hard surfaces including floors * Disposable cloths must be used when cleaning. These along with aprons, face masks and disposable gloves must be double bagged at the end of the clean, and kept safe.. After 3 days these bags can go out following normal procedures. * Any soft furnishings or carpets can be cleaned by either using a carpet extraction machine, steam cleaner OR spray the affected area with disinfectant.   All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:   * objects which are visibly contaminated with body fluids * all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells * Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: * use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine, OR * a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants, OR * if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses   Avoid creating splashes and spray when cleaning.  Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined above.  Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. | | | | Ensure you have enough cleaning materials at all times  Ensure you follow the governments guidelines at all times following the link,  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> |
| **Waste** | Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):   1. Should be put in a plastic rubbish bag and tied when full. 2. The plastic bag should then be placed in a second bin bag and tied. 3. It should be put in a suitable and secure place and marked for storage until the individual’s test results are known.   Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.   * if the individual tests negative, this can be put in with the normal waste * if the individual tests positive, then store it for at least 72 hours and put in with the normal waste   If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by  your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment. | | | |  |
| **Personal Hygiene** | * Ensure hands are washed regularly and thoroughly with neutral detergent and water for 20 seconds or more using the 7 point approach * Step 1: Wet Hands. Wet your hands and apply enough liquid soap to create a good lather. ... * Step 2: Rub Palms Together. ... * Step 3: Rub the Back of Hands. ... * Step 4: Interlink Your Fingers. ... * Step 5: Cup Your Fingers. ... * Step 6: Clean the Thumbs. ... * Step 7: Rub Palms with Your Fingers. * Use a hand sanitizer after washing your hands. | | | |  |
| **Personal Health** | * If anyone shows signs of having a high temperature or ongoing cough you **MUST** immediately self-isolate and inform management. * You will be informed of any changes in relation to Covid. Latest updates can be found at <https://www.gov.uk/coronavirus> <https://www.nhs.uk/conditions/coronavirus-covid-19/> | | | | * Once management have been informed this will be reported to the Covid19 team and you will be requested to attend testing at an agreed time and date. * Once management receive the test results if this is positive follow the appropriate guidelines if negative please speak to your area manager. |
| **Communication** | Any updates to this RA will be forwarded to yourselves ASAP. | | | |  |

**Daily Cleaning Schedule**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Area* | *7-9am* | | *9.30-10.00am* | *11.30-12.00pm* | *12.00-1.00pm* | *1.00-1.30pm* | *3.30-6.00pm* |
| Hall |  | |  | Kit | Kit | Kit\* |  |
| Kitchen |  | |  | Kit | Kit | Kit\* |  |
| Staffroom |  | |  |  |  |  | AB |
| Staff toilets | AB\* | | AB | MW |  | MW |  |
| Library toilets | AB\* | | AB | MW | MW | MW |  |
| Y1/2 toilets | AB\* | | AB | MW | MW | MW |  |
| N/Rec toilets | AB\* | | AB | MW | MW | MW |  |
| Rec classroom |  | |  | Staff  during session |  | Staff  during session | AB\* |
| Y1 |  | |  |  | AB\* |
| Y2 |  | |  |  | AB\* |
| Y3 |  | |  |  | AB\* |
| Y4 toilets | MW\* | |  | MW | MW |  |  |
| Girls toilets | MW\* | |  |  | MW |  |  |
| Boys toilets | MW\* | |  |  | MW |  |  |
| Y4 | MW\* | |  | Staff  during session |  | Staff  during session |  |
| Y5 | MW\* | |  |  |  |
| Y6 | MW\* | |  |  |  |
| HT Office |  | |  |  | MW |  |  |
| Sch Office |  | JR and RA AB vac and wipe on Fri eve | | | | | |
| KS1 corridor surfaces inc doorways, sink area |  | | AB |  | MW |  | AB\* |
| Library tables, 1st Aid station, chairs |  | | AB |  | MW |  | AB\* |
| Monkey Room |  | |  |  | MW\* |  | AB |
| Rocket Room |  | |  |  | MW\* |  | AB |
| Trim trail and step rails |  | |  |  |  |  | AB |

St Michael’s Statement on Face Coverings

At St Michael’s we take seriously DfE Guidance. In respect of face coverings in school, we acknowledge the fact that:

*Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.*

And we accept the recommendation that:

*In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.*

However, we remain conscious of the rest of the guidance, which states clearly that:

*Circumstances where people are not able to wear face coverings:*

* *people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate*

*When wearing a face covering, staff, visitors and pupils should:*

* *avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination*

In most situations in communal areas, staff need to have their face uncovered in order to communicate using clear sound and facial expressions because they are with children, and children need clear communication. Staff in the hall at lunchtime particularly, need to ensure that children they are supervising can hear instructions and meal options.

At other times the use of a face covering would be so fleeting, that it would be on and off in quick succession, which is not recommended ie when a teacher goes to use the facilities.

As a result, staff use of face coverings is minimal.

Instead, we rely on the control measures:

*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.*

We support any member of staff who wishes to use a face covering to do so safely.

We expect visitors to wear face coverings unless they are speaking directly with children, when the covering would need to be removed for clear communication. If the agency the visitor represents has a different policy on face coverings being worn, even during communication with children, that approach will be respected by school.