



School COVID-19 Risk Assessment

A	Date: 26/09/2020	School: St Charles' Catholic Primary School	Team: Governors, SLT, Staff	Location: Tramway Road, L17 7JA
	Review Date: To be reviewed at least fortnightly in first instance	Ref: LCC Reopening School provision Guidance Model Risk Assessment	Assessor: Rebecca Dean	Head Teacher: Rebecca Dean Designated Covid lead: Rebecca Dean

B	Assessment of Risk for: <i>Model</i> Protection from transmission of Covid-19 during pandemic including all school activities
---	--

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	<p>Covid-19 virus: General</p> <p>Managers refers to Headteacher – Mrs Dean</p> <p>Cleaning manager refers to Mrs Parry</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>The school will display a signed copy of the <u>STAYING COVID-19 SECURE IN 2020</u> confirming Covid risk assessment for the school has been completed (posted in the school H&S file).</p> <p>This risk assessment and updates will be shared with all staff, and parents via the school website by Mr Cross, the SLT or the SBM.</p> <p>HSE can make spot phone calls and visits</p> <p><u>GENERAL INFORMATION</u> All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. Staff to sign to acknowledge they have read and understood the risk assessment. Staff are encouraged to speak to the headteacher if they are unclear of the procedures.</p> <p>Managers to regularly update and inform staff re government guidance regarding covid-19 controls required:</p> <ul style="list-style-type: none"> ▪ Gov.uk https://www.gov.uk/ ▪ Public Health England https://www.gov.uk/government/organisations/public-health-england 	<p>LOW Under current guidance for COVID-19</p>

	Covid-19 virus: General	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<ul style="list-style-type: none"> ▪ Department for Education https://www.gov.uk/government/organisations/department-for-education ▪ Health and Safety Executive https://www.hse.gov.uk/ ▪ LA latest guidance doc. <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> ▪ HSE COVID19 latest information and advice ▪ HSE Working safely during the coronavirus guide ▪ Government guidance COVID-19: guidance for schools and other educational settings https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020 ▪ Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 ▪ Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 ▪ Government publication COVID-19: cleaning in non-healthcare settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings ▪ Government publication Best Practice: how to hand wash https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing <p>Due to the rapidly changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p> <p>Headteacher will refer to current NHS Advice, web; https://111.nhs.uk/covid-19 or telephone 111. The DfE are providing COVID-19 advice Phone: 0800 046 8687 or Email: DfE.coronavirushelpline@education.gov.uk</p>	<p>LOW</p> <p>Under current guidance for COVID-19</p>
--	-------------------------	---	---	--

Headteacher will refer to current PHE (Contact Tel: 0344 225 0562) Guidance <https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services> and if necessary Occupational Health Department advice (0151 233 3000) regarding exclusion from school premises for a recommended period of time, as and when needed EG Staff member or household member discloses pregnancy, individual RA for staff covered later in doc.

Full flow chart of scenarios in LA doc **16th September v3**. Referred to by HT

There is adequate supervision, where required, to ensure procedures are correctly adhered to.

See the Following relevant to Covid 19 Documents / Guidance in the School's H&S System (SECTION 2 SUB-SECTION; MEDICAL) PLUS RECENT DOCS AS LISTED:

- *Coronavirus advice for Education Settings poster*
- *COVID-19 Guidance Cleaning poster*
- *Draft SEMP appendix 7b COVID-19 document, to be reviewed and modified if required to the School's requirements)*
- *Covid-19 WEB Government link for Education Settings*
- *COVID-19 virus infection and pregnancy (Royal College Of Obstetricians & Gynaecologists)*
- *Guidance on Infection Control in schools and other Childcare Settings – PHA March 2017*
- *'Wipe it Out' Good Practice in infection Prevention & Control 10.01.2011 (Guidance for Nursing Staff)*
- *Catch it, Kill it, Bin it – NHS Poster 10.01.2011*
- *LCC GN16 First Aid July 2017*
- *LCC GN29 Infection Control & Communicable Diseases July 2017*
- *LCC Risk Assessment 47 Infection Control & Communicable Diseases within the school's H&S file (for other communicable disease)*
- *Legionella – Refer to Water Management Risk Assessment*
- *Note; HPA is closed; refer to the NHS & PHE (Public Health England)*
- *Catch it, bin it, kill it posters are displayed around the workplace (see above)*
- *LA September full school opening resources v1*

LOW
Under current
guidance for
COVID-19

Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy See LCC H&S Guidance Note GN18 & LCC PPE Check List. V6 update from LCC 'Reopening Schools September Full opening doc as above

Reference School infection control risk assessment, as required: **this Covid-19 Risk Assessment, plus Assessment 47 Infection Control & Communicable Diseases, plus guidance documentation GN29**

Testing kits have been supplied to school for those from the school community who are unable to arrange an appointment at one of the testing sites. Hunter Street site can be used for the school community if all other channels have been exhausted. Further testing kits can be ordered from 16th September 2020. Order was placed on the 16th September.

Staff or Pupils who are symptomatic will not be allowed to attend school. Any new cough, temperature or loss of smell or taste, the person MUST have a test. It is our duty of care to ensure the health and safety of others in school.

Pupils with household members who are exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance/ LA scenario plans (Sept reopening doc)

School should keep records of children's absences and those who have taken a COVID test. Visitor must agree to give information for track and trace.

Managers must also review all of the following applicable individual risk assessments where relevant:

Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff **and pupils** meeting the following criteria:

- New and expectant mothers
- Extended duty of care
- Stress*
- Individual Pupil assessments
- Any other distinguishing group or personal circumstance if requested by the member of staff or where relevant:
- Vulnerable staff who received a Government shielding letter
- Staff who have extremely vulnerable household member as above
- Staff who live with a vulnerable person

LOW

Under current guidance for COVID-19

- Staff and parents from BAME background
- Staff who feel they have a combination of factors

Formal process in place for manager/colleagues to contact the member of staff /pupil if required, as detailed within applicable risk assessment above. All staff to contact her to discuss any personal questions/ requirements. Email/ phone call system in place.

Ensure there is a suitable supply of hand sanitizer and soap available throughout the school – in every classroom, hall & the Reception entrance area and the staff room.

Due to the rapidly changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.

Headteacher will refer to current NHS Advice, web; <https://111.nhs.uk/covid-19> or telephone 111. The DfE are providing COVID-19 advice Phone: 0800 046 8687 or Email: DfE.coronavirushelpline@education.gov.uk

Headteacher will refer to current PHE (Contact Tel: 0344 225 0562) Guidance <https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services> and if necessary Occupational Health Department advice (0151 233 3000) regarding exclusion from school premises for a recommended period of time. Consult LA version 1st Sept.

The Headteacher will attend COVID lead training and attend online meetings regarding updates.

Note from LCC Reopening School Provision Guidance V5/ Sept opening 1st September

The majority of staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.

PPE is only needed in a very small number of cases:

- children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Cleaning manager will ensure there is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:

- Latex free gloves
- Antibacterial hand wash
- Alcohol rub – minimum requirement 70% alcohol level)
- Disposable aprons
- Additional visors and face masks available for staff should they wish to use them in the interim period.
- Goggles available in PPE box / visors included in PPE box
- PPE equipment stored in insulation room and spare supply in the school office.
- Staff encouraged to wear a visor in this case rather than a mask. School has a limited supply, but staff should provide their own if they wish to use.

NB Advise on this may change- regularly update.

Staff who are classed as High risk may wear a visor.

All staff asked to wear face covering to at the end of the school day or if they are on the gates in the morning.

See Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes

<https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes/covid-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video>

PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:

- Disposable half face masks: **as issued by LCC with further ‘top-supply via LCC procurement route or of same standard by independent supplier**
- Disposable gloves: **as above** and school purchased own supply
- Disposable aprons: **as above**
- Where personal care is to be provided eye protection/surgical face mask: **as above, plus IIR or FFP3 face mask as required for contaminated person or area. Note; YOU MUST READ THE GUIDANCE ON WEARING FACE MASKS AS IT IS A COMPLEX PROCESS TO ENSURE EFFECTIVENESS**

<https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/03/faq-ffp3-24-march-2020.pdf>

- *detail any other specific disposable PPE in use visors.*

All PPE equipment stored is stored in office. There is PPE located in the Isolation room.

All used PPE from the isolation room should be double bagged and disposed of appropriately; **double bagged, stored in a secure area designated for contaminated waste (the outside store cupboard), left for 72 hours, then disposed of in your normal waste system.**

All staff informed that hands should be washed regularly as per Government guidance. Posters displayed in many areas and verbally reinforced message.

Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.

Staff may wish to wear gloves when touching frequently touched surfaces, such as, Kettles, microwave, fridge, books, display surfaces- however this does not replace regular handwashing and hand sanitising.

Staff room.

There is a limit of 6 people in the staff room at any one time. Staff are encouraged to make a drink but leave the staff room after. Staff are encouraged to take breaks in their own classroom, or to use other spaces such as their car or a local walk. The situation in the staff room will be closely monitored and the room may be closed to staff if procedures are not adhered to.

The staff room will remain open but staff MUST adhere to strict social distancing if using. They MUST handwash/ hand sanitise upon entry and exit. The room will continue to have through ventilation.

We ask that all staff if using the staff room to CLEAN the table where they have been sitting and ensure they clean away any cutlery or crockery including drying, putting away – especially teaspoons.

Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running. Staff should request this from HT.

			<p>Parents and Guardians kept informed via letters, newsletters and text messages etc. regarding proposals for reopening including start finish times and any new local rules regarding drop off and pick up etc. Posted on website and reminded via text service.</p> <p>Staff kept informed via email, online meetings, briefings etc. Staff meetings where possible will be socially distant in a classroom or if needed done remotely.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit, using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> ▪ HSE RIDDOR reporting of COVID-19 see Section (Ser) N° 6 	
C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible. Arrangements for start and end of day have been shared on the school website and will be shared again during the Inset on 1st September.</p> <p>Any deliveries to the school e.g. stationary, cleaning chemicals will be securely stored and left isolated for 72 hours when possible, washing hands after the moving of the delivery. Stored outside site manager room or in foyer space.</p> <p>School first aid risk assessment to be reviewed, as required: refer to WRA1 Workplace Indoor Risk Assessment – First Aid that identifies all First Aiders and locations of First Aid boxes.</p> <p>The current system for signing in / out will not be in use. This will be recorded via the office until the new inventory system is installed. Staff will use a barcode registering entry & exiting site:</p> <ul style="list-style-type: none"> • This system will be available for visitors. Hands must be sanitized before use. Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments are need to be reviewed. 	L*

		<p>Hand sanitizer stations located at the entrances to the building, classrooms, staff room & hall and various other locations in school</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 2m social distance from others outside their bubble and from pupils if possible.</p> <p>There will be a one-way system in place when the children have lunch in the hall. Children will enter the hall via the corridor and exit via the fire exit just outside the hall along the outside path.</p> <p>Staff should avoid walk through the hall as much as possible and use the outside path.</p> <p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side. Staff should refrain from standing on the stairs while having a conversation so that others can pass safely.</p> <p>Note from; Covid-19-implementing-protective-measures-in-education-and-childcare-settings: Where settings can keep children and young people in those small groups 2 metres away from other bubbles, they should do so. While in general, groups should be kept apart, <u>brief, transitory contact, such as passing in a corridor, is a low risk.</u></p> <ul style="list-style-type: none"> • Windows and doors will be opened during lesson times to allow for ventilation of the room. • Classes should be kept together and mixing with other classes minimised, as much as possible. See section 5 • Start & end of the school day; pupils should go directly to their 'bubble' classroom and be collected / leave directly from that classroom. Stagger group arrival and leaving times. • Staff should keep a minimum of 2 metres when collecting and releasing students to their parents • All classes are to take place in the same setting wherever possible to limit the numbers moving around the school, keeping the 'bubble' in one area • Schools meals will be served in hall (if unavailable in the classrooms) There will be 3 separate sittings. See school rota for this. School lunchtime is extended to manage this process. Where possible the children should remain socially distant from another class. 	<p>L*</p>
--	--	--	-----------

			<ul style="list-style-type: none"> • Packed lunches can be brought into school in a lunch bag. • Breakfast and after school club will have arrangements in place so that the children are able to keep in their bubbles. • Reading books and reading records can be bought in by the child but should not be handed into school staff. Reading records will be stamped by an adult in class each day. Reading books the children have finished reading need to be quarantined for 72 hours before being cleaned and put onto the book shelf. • A school book bag can be brought into school. <p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are kept to a minimum and remain within the bubble.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Every child will have their own stationery supplied by school, plus other resources such as exercise books, pens, etc. <u>Pupils parents have been informed that pupils may not bring in their own stationery, pencil cases, or other personal items such as toys, sports equipment (e.g. footballs), etc.</u></p>	
C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
3	Covid-19 virus; School day	Staff Pupils Visitors Contractors	<p>As of 14th September, any parent dropping off or picking a child up at the end of the day MUST wear a face covering</p> <p>Parents are requested to drop their children off alone i.e. not both parents attending at once and at school gates as per guidance above.</p> <p>Parents are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school.</p> <p>Parents requested to maintain social distancing at all times particularly when collecting the children from the playground.</p> <p>The play equipment on the school yard must not be used</p> <p>Classes and year group bubbles will have staggered start and end times and different entrances/ exits, depending on rota.</p>	L*

		<p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines:</p> <ul style="list-style-type: none">• a dedicated toilet cubicle for each group/bubble• Hand driers will be isolated and paper hand towels & pedal bins provided• One child uses toilets at a time. <p>Children should not use the water dispensers until further notice. All taps in the classrooms provide drinkable water.</p> <p>Staff instructed to use electronic information sharing as much as possible to avoid excessive use of internal mail.</p> <p>All keys must be kept separately and cleaned and sanitised before use. They will remain in the office and must be requested. Office staff will sanitise once returned. No key will be put on a lanyard.</p> <p>Windows will be open where possible to ensure good ventilation.</p> <p>Break times (including lunch) will be at set times during the day and each bubble will use the three different playgrounds.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines. These will be monitored by staff either in infant or junior part of the school.</p> <p>Meals will be eaten in the school hall unless this is unavailable and therefore eaten in the classrooms. Tables should be thoroughly cleaned before the next sitting. There will a school meal provided for those who request one.</p> <p>Pupil bring a packed lunch should adhere to the packed lunch guidelines on the school website.</p> <p>Each child will be given a tray of stationary for their singular use. If a COVID-19 positive result from that class room is received the whole classroom including pencils will be deep cleaned. If a child coughs or sneezes they will need to hand sanitize</p> <p>During lunch time and break times the children will not be allowed to use the large fixed playground equipment but will be able to use the handheld play equipment which can</p>	<p>L*</p>
--	--	--	-----------

			<p>be cleaned after each use. A resource box for each playground will be available. Children should be reminded to put used equipment to one side so that it can be cleaned before it is used again.</p> <p>Parents and children required to sign a home-school Covid-19 agreement at the start of the school year. The head teacher will sign it on behalf of the staff.</p> <p>All staff and children are required to follow the “Catch it. Kill it. Bin it” Guidance. Staff members will instruct and remind the children how to do this safely.</p> <p>Children are required to wear school uniform. The children are asked to wear their PE kits (see school uniform) on the day they take part in PE.</p>	
C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
4	Covid-19 virus: Meetings	Staff Pupils Visitors	<ul style="list-style-type: none"> • Remote meetings should be used if possible. • Attendance to internal meetings is limited to essential attendees only. • Any meeting space adheres to 2m distancing for staff and has through ventilation. • Equipment should not be shared during meetings (eg pens) • After a meeting participants should ensure surfaces/ keyboards etc are wiped down after use using cleaning station material. • Meeting timings should be adhered to avoid congregating staff. • As the SEN room is out action meetings – meetings / appointments must be booked and shared with the business manager so that we are able to provide an alternative room. 	Low under covid 19 guidance
C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
5	Covid-19 virus; Working and teaching within the school environment	Staff Pupils Visitors Contractors	<p>Staff instructed in the following working practices: Class or year group bubbles are kept. Different bubbles/ age groups should be kept apart.</p> <ul style="list-style-type: none"> • Wherever possible staff supervising a bubble should aim to maintain the recommended 2m social distancing rule at all times, where practicable. 	L*

- Teachers & TAs should avoid bend down to pupils level when communicating in close quarter if possible. Face to face contact should be avoided if possible. (NB, this is not possible for all pupils/ situations, it is where it can be reasonably done)
- Limit number of surfaces touched, where possible.
- Keep hands away from face as much as possible.
- Regularly perform appropriate hand washing.
- In KS2 all desks are facing forward where possible, where room size does not allow this a horseshoe model will be used, with those desks facing others kept 2m+ apart.
- Pupils will sit side to side.
- Pupils have their own set of frequently used equipment, either in their tray or their own pot
- Resources shared between bubbles eg sports equipment or ICT should be cleaned before being put away, or rotated unused for 48 hours (72 hours for plastics)
- All unnecessary items removed from classrooms
- Classes take place in same setting where possible
- ICT – each computer (mouse, keyboard and head phones) should be wiped down after use, this can be done by the children
- Pupils will come to school in PE kit on their PE day to avoid changing/ use of changing rooms/.
- Classroom activities can be held outdoors where possible.
- Classroom doors and windows to remain open, as much as weather permits.
- Dining room rota system ensures bubbles kept separate.
- Tables wiped down between sittings with spray

Google classrooms will be used to provide remote learning if a class or the school needs to close. Work needs to be given to those children who are self-isolating. However this is not the case for children who are quarantined following a holiday abroad.

Homework where possible will be given electronically. Parents should request paper copies if needed.

Additional needs:

In certain SEN environments, maintaining 2m social distancing will be near impossible – Central Government’s Policy appears to be that for some pupil groups, not complying with social distancing is scientifically acceptable as children / young persons are at low risk from any serious consequences of covid-19, staff protection measures in this category should be reviewed. The school is to review measures to protect staff & pupils in this group, including:

L*

- Contact with staff whilst handling a pupil; review EHC plans and risk assess individual pupils in consultation with parents. All pupils with EHC renewed risk assessment upon return. Trial basis may be considered. Guidance: *Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak - actions for educational providers and other partners*
www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people
 Note; *If a risk assessment determines that a child or young person's needs continue to be more safely met at home, local authorities, educational settings and parents should consider whether moving either equipment or services into a child or young person's home would enable them to be supported there. This may be a more feasible solution for day settings than residential settings, and may include:*
 - *physiotherapy equipment*
 - *sensory equipment*
 - *online sessions with different types of therapists*
 - *phone support for parents in delivering interventions*
 - *in-person services, where necessary*
- Below, extracts from; *Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)*
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#is-ppe-required-for-tasks-involving-changing-nappies-or-general-care-for-babies>
 Intimate care; nappy changing and similar:
- *How should I care for young children or children with special educational needs who do not understand why they must stay apart or who ignore distancing guidelines?*
Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines.
- PPE should be worn by all staff attending to pupils intimate care or medical needs.
- PPE is only needed in a very small number of cases:
- children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
 - PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Pupil's behaviour will be monitored for deliberate coughing or spitting. Such behaviour will be dealt with by the school with the ultimate sanction of the pupil's exclusion.

Reception office

- Service windows to be kept shut and / or open to a minimum when dealing with enquiries
- One visitor allowed in the reception area (by request) Standing location marked out.
- Visitors coming into school must wash their hands with soap and water for at least 20 seconds in the dedicated toilet – door must be propped open.
- Removal of as many items as possible to keep the areas as clear and clean as possible
- Window open to increase ventilation in the space.
- No more than 3 people, socially distanced, can be in the office at any one time

HT office

- All visitors to sit on the blue chair at the far side of the round table while conversing with HT. HT to sit at desk. 2m social distancing
- Window opened to increase ventilation in the space
- No more than 3 people, socially distanced, can be in the office at any one time

Caretakers office

- One person permitted into the room at any one time
- Use of room limited to CT or cleaning, office staff
- All controls in place to ensure safe handling of materials and substances

Staff room

- Six members of staff in the room at any one time; allowing for safe and socially distanced movement around the room
- Staff members to use their own mug and equipment which should be washed with hot soapy water and dried and put away with a paper towel to minimise contact.
- Window opened to increase ventilation in the space

			<p>Adult toilets (male & female)</p> <ul style="list-style-type: none"> • Two adults permitted at a time • Sufficient hygiene products available to maintain good hygiene • Window opened to increase ventilation in the space <p>Teaching staff to risk assess the bubble classroom they are working in at the start of the day and inform SLT of any changes needed before the room is used.</p> <p>Staff members are asked to inform the headteacher if they feel that there is a breach of the risk assessment or if they have alternatives to improve systems to adhere to social distancing.</p> <p>In the absence of a member of a bubble, another member of staff is able to work in another class but should keep 2m distance. This includes our staff, supply, or specialist coaches or teachers.</p>	
C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
6	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Temporary cleaning manager put in place to ensure that the cleaning regime is adhered to. Spot checks will be completed. Meetings will be arranged as required.</p> <p>HSE can also make an unannounced visit to school ensure that procedures are being followed.</p> <p>Staff must wash their hands with soap and water on arrival to school.</p> <p>All cleaning staff will be given a detailed cleaning regime to adhere to. There will be additional cleaning throughout the day to ensure frequently touched areas are cleaned</p> <p>Reference existing school COSHH risk assessments Additional COSHH hand sanitiser</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use. if COSHH risk assessment not available and the chemical is required urgently; refer to the</p>	L*

			<p>manufacturer's MSDS (material safety data sheet) available from the supplier or on-line from the manufacturer</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. Currently this equipment will be deemed out of use .</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>What you need to know (extract from <i>cleaning in non-healthcare settings</i>):</p> <ul style="list-style-type: none">• cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. The area should be isolated for 72 hours were possible (rooms, not common space e.g. corridor)• wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished• using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles• if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron• wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning <p>School will be fully cleaned at the start/finish of each school day:</p> <ul style="list-style-type: none">• Ensure waste bins (preferably a pedal bin in every classroom) are monitored and emptied regularly. The pedal bin must have a bin liner so that the whole bag is disposed of. Under no circumstances should anyone be lifting out the contents of the bin with their hands• Ensure staff receiving deliveries wear gloves. Deliveries left in foyer.	
--	--	--	--	--

			<ul style="list-style-type: none"> • School will be fully cleaned at the end of each school day. Four cleaning staff to facilitate this. Frequently touched areas will be cleaned at least 3 times (or more if needed) during the day. Additional cleaning throughout the school day where regularly touched items such as door handles, handrails etc. will be wiped down and cleaned morning, lunchtime and end of day. • Regularly touched items such as door handles, handrails etc. will be regularly wiped down, disinfected and cleaned • Gate and main entrance door digital call points will be cleaned regular throughout the working day. • Cleaning station in each room with spray and cloths for frequently used surfaces/ spot cleaning. <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> • Printers/photocopying machines • Lift buttons and door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces 	
C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
7	Covid-19 virus; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<ul style="list-style-type: none"> • School start times staggered as stated on the school website • Parents informed to drop pupils off singly, not in pairs and not to enter school gates unless they have a pre-arranged appointment. Once children have entered school. • Break times are staggered • The playground split into 3 zones to keep bubbles separate, children supervised during all movement. • Pupils allocated one toilet cubicle per class bubble in ks2. One toilet block per year group bubble in KS1 and Reception. <p>Staff room –</p> <ul style="list-style-type: none"> • Staff must use hand sanitiser on entry. 	L*

- social distancing must apply. Use of microwave, kettle, fridge etc ask staff own discretion. Surfaces frequently cleaned throughout the day
- Staff responsible for own cutlery / utensils etc.
- Extra seating outside staff room to help staff spread out and socially distance.
- Staff encouraged to take breaks in classrooms or cars or on a local walk etc.

NB use of the staffroom will be carefully monitored. If policies and procedures are not adhered to , staff room and its facilities will be closed off.

Staff are instructed to inform their manager if they suspect they have contracted a communicable disease (i.e. are symptomatic) to enable the appropriate action to be taken.

Headteacher will refer to current NHS Advice, web;

<https://111.nhs.uk/covid-19> or telephone 111 The DfE are providing COVID-19 advice Phone: 0800 046 8687 or mail: DfE.coronavirushelpline@education.gov.uk

Staff who are suspected as being infected at work will require the employer to complete a RIDDOR report to the HSE. <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

- Pupils (and staff) who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate.
- SEN room is isolation room.

See guidance

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting>

The main symptoms of COVID-19 are:

- new continuous cough and/or
- fever (temperature of 37.8°C or higher)
- Loss of or change in, normal sense of taste or smell (anosmia)

Children may also display gastrointestinal symptoms.


Any one of these main symptoms children or staff should not be in school and MUST a COVID test.

		<p>The NHS also state: “trust your instincts” with children – if you suspect a problem get in touch with the NHS via telephone on 111, or 999 for more serious issues</p> <p>If staff are unable to maintain social distancing from isolated pupil, appropriate PPE should be worn e.g. a IIR or FFP3 surgical face mask. See PPE use above Section (ser) N° 1</p> <p>Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible after the room has been locked down for 72 hours</p> <p>Headteacher will refer to current PHE (Contact Tel: 0344 225 0562) Guidance https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services and if necessary Occupational Health Department advice (0151 233 3000) regarding exclusion from school premises for a recommended period of time (for individuals or all of the group / bubble; staff & pupil self isolation).</p> <p>See Track & Trace system; Symptomatic pupils and staff are advised to engage with Government track and trace and get tested:</p> <ul style="list-style-type: none"> - See scenario planning document LA for various scenarios and school flow chart - The school team understands how to contact PHE team in the event of a positive test result for a member of staff or pupil <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams. Follow specific advice and guidance.</p> <p>Pupils (and staff) who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate. See guidance https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</p>	
--	--	---	--

Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place

D	Controls (Ser N ^o to correspond with Hazard Ser N ^o)	E To be completed by the Manager			
Ser N ^o	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	<p>Consideration of BAME community has been built into this plan. Smaller bubbles/ fewer rooms and consideration of social distancing/ home working considered initially until further guidance becomes available.</p> <p>Individual staff with vulnerabilities or personal needs, including medical, age, ethnicity etc should approach the HT and request an individual risk assessment if they have any concerns about returning to work. Avoid using room with no outside ventilation.</p>	<p>Part of RA . Monitor , awaiting further guidance.</p> <p>Staff to contact HT</p> <p>Schools and COVID-19: guidance for Black, Asian and minority ethnic (BAME) staff and their employers in school settings</p>	<p>HT</p> <p>Individual; staff as need arises.</p> <p>HT</p>	<p>Ongoing</p> <p>Ongoing, but before return to work.</p>	
	<p>Any visitor working directly with children (EP, S&L, counsellor) or Staff working with children who visit different class (PPA, Spanish, Sports Coaches) should:</p> <p>Should maintain 2m social distance from the children Regular handwashing Hand sanitize when visiting each classroom Clean any equipment before another group of children use it</p>	<p>Any visitors teach to school will be made aware of the risk assessment</p>	<p>HT</p> <p>Individual; staff as need arises.</p>	<p>Ongoing</p>	

--	--	--	--	--	--

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p>High Medium Low</p>	<p>Risk assessment signed off by:</p> <p>Signature: </p> <p>Date: 26th September 2020</p> <p><i>Please note an electronic signature will suffice.</i></p>
----------	---	---

L* - Low risk identified subject to all Government and LCC HSU advice being implemented and adhered to