



### School COVID-19 Risk Assessment

A	<b>Date:</b> 09/03/2021	<b>School:</b> St Charles' Catholic Primary School	<b>Team:</b> Governors, SLT, Staff	<b>Location:</b> Tramway Road, L17 7JA
	<b>Review Date:</b> To be reviewed fortnightly	<b>Ref: V14</b> LCC Reopening School provision Guidance Model Risk Assessment	<b>Assessor:</b> Rebecca Dean	<b>Head Teacher:</b> Rebecca Dean  <b>Designated Covid lead:</b> Rebecca Dean

B	<b>Assessment of Risk for:</b> Protection from transmission of Covid-19 during pandemic including all school activities
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General  Managers refers to Headteacher – Mrs Dean	Staff  Pupils  Visitors  Contractors	<p>This risk assessment will be shared with all staff via email and paper copies are available in the staff room.</p> <p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Adherence to Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy. See Appendix A and the appropriate use of PPE equipment.</p> <p>Reference school infection control risk assessment, as required: Pupils and staff who are symptomatic or who have household members who are symptomatic are not allowed to attend school and will be expected to isolate as per national guidance.</p> <p>From WB 25<sup>th</sup> January 2021 staff will have twice weekly LFD tests, taken on Sunday evening and Wednesday evening. If staff test positive, they should immediately book a PCR test. A negative result must be obtained before returning to school. Please contact Mrs Dean if you have had a PCR test so that the necessary paper work can be</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>

	Covid-19 virus: General	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>completed for the LA. All evidence must be emailed to Charles-ao@stcharlesliverpool.co.uk.</p> <p>For staff who have previously tested positive, they are not required to take another LFD test until after 10 days from the previous PCR test.</p> <p>Regular visitors to school will be offered LFD test to take before entering site.</p> <p>All adults in school should take personal responsibility for keeping them and other people safe by following the expectations in this risk assessment. If staff are found not socially distant or not wearing a face covering beyond their bubble, this could lead disciplinary action.</p> <p>School will follow DfE and local guidance to prepare for opening, we will operate as year group bubbles, plus the addition of any individual RA for pupils or staff members if necessary.</p> <p>Reminder</p> <ul style="list-style-type: none"> <li>• A person who has had face-to-face contact (within one metre) with someone who has tested positive for COVID-19, including: <ul style="list-style-type: none"> <li>• Being coughed on, or</li> <li>• Having a face-to-face conversation, or</li> <li>• Having skin-to-skin physical contact, or</li> <li>• Any contact within one metre for one minute or longer without face-to-face contact</li> </ul> </li> <li>• A person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes</li> <li>• A person who has travelled in a small vehicle <b>with</b> someone who has tested positive for COVID-19 or in a large vehicle <b>near</b> someone who has tested positive for COVID-19.</li> </ul> <p>Visitors to school (including parents and carers) who are symptomatic will not be allowed to enter school.</p> <p>Essential measures include:</p> <ul style="list-style-type: none"> <li>• a requirement that people stay at home if they: <ul style="list-style-type: none"> <li>• have virus symptoms, or live in a household with someone who does</li> <li>• have tested positive, even if asymptomatic</li> <li>• have been advised by NHS Test and Trace to do so</li> <li>• are household members of a positive case, even if that case is asymptomatic</li> <li>• are required to self-isolate for travel-related reasons</li> </ul> </li> </ul>	<p><b>LOW</b></p> <p>Under current guidance for COVID-19</p>
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- robust hand and respiratory hygiene • enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible
- minimise the potential for contamination so far as is reasonably practicable

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

- New and expectant mothers
- Extended duty of care – all staff but particularly those who identify as being critically vulnerable/ extremely critically vulnerable and BAME
- Stress
- Individual Pupil assessments – as applicable to children individually

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

- Extremely clinically vulnerable members of staff who had received a Government shielded letter covering the period up to March 2021
- Staff who have an extremely/ vulnerable household member
- Staff who live with a vulnerable person
- BAME

Formal process in place for manager/ colleagues to contact the worker if required, as detailed within applicable risk assessment above – email or telephone calls. Details already known by staff members via the usual communication chain used to communicate with staff members.

Managers to regularly update and inform staff re government guidance regarding covid-19 controls required:

- Gov.uk <https://www.gov.uk/>
- Public Health England <https://www.gov.uk/government/organisations/public-health-england>
- Department for Education <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-19#day-to-day-running-of-a-school>
- Health and Safety Executive <https://www.hse.gov.uk/>

Referring to the following guidance and publications, as applicable:

- HSE COVID19 latest information and advice

**LOW**  
Under current  
guidance for  
COVID-19

		<ul style="list-style-type: none"> <li>• HSE Working safely during the coronavirus guide</li> <li>• Government guidance COVID-19: guidance for schools and other educational settings</li> <li>• Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</li> <li>• Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable</li> <li>• Government publication COVID-19: cleaning in non-healthcare settings</li> <li>• Government publication Best Practice: how to hand wash</li> <li>• Government guidance Covid-19: Safe working in education, childcare and children’s social care settings; including the use of personal protection equipment (PPE) Government guidance for food business on Coronavirus (Covid-19)</li> </ul> <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>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: Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes</p> <p>PPE provided, as required following specific current guidance for the protection of Covid19 detail type and standard, as applicable: PPE resource box available in all classrooms plus the Reception office, each containing;</p> <ul style="list-style-type: none"> <li>• Disposable half face masks</li> <li>• Disposable gloves in S, M and L</li> <li>• Disposable aprons</li> <li>• Where personal care is to be provided eye protection/surgical face mask: full face isolation shields and glasses are available</li> <li>• PPE, as above, provided by LCC and purchased by school.</li> <li>• School has purchased three hand-held infrared thermometers to test individuals’ temperature as needed.</li> <li>• Designated cupboard for PPE identified (Cupboard in the school office)</li> </ul> <p>All used PPE should be double bagged and disposed of appropriately. Supply of plastic bags available in the Site Manager’s office and Reception office. Store safely and securely for at least 72hrs before disposing via the normal waste stream.</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
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			<p>Staff should wear face masks around school when not in their class bubble. Full PPE is only necessary to deal with a suspected case of COVID-19.</p> <p>When administering First Aid staff should consider using the school's supply of PPE items if necessary. (Within classrooms / School office)</p> <p>All staff informed that hands should be washed regularly as per Government guidance. Hygiene station set up in each classroom/ room/ resource area with soap, disposable paper handtowels and hand sanitiser. Minimum of 70% alcohol in every application. There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance. Teachers in each classroom to make planned provision for throughout the day using classroom facilities while maintaining social distancing.</p> <p>School encourages good respiratory hygiene by promoting "Catch it. Kill it. Bin it." Posters displayed in prominent areas around school; including all toilets.</p> <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.</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 via zoom.</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 MDS form v5. Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> <li>▪ HSE RIDDOR reporting of COVID-19 <b>see Section (Ser) N° 6</b></li> </ul>	
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><b>Drop off:</b> Children will enter the school from        8.40am Year 3 &amp; 4 via the carpark gates Year 1&amp;2 via the pedestrian gate        8.45am Year 5 &amp; 6 via the carpark gates Reception via the pedestrian gate</p> <p>Members of SLT to be present on the gates to direct parents and children, at the start and end of each day. Children to walk straight into the building at the start of the day; maintaining 2m distance between each bubble. All children will sanitise their hands on entering the building.</p> <p>When leaving school, the parents are requested to socially distance outside the school gates.</p> <p><b>Collection:</b>        Reception – 3.10pm via the hall        Year 1 – 3.20pm via the corridor        Year 2 – 3.20pm via the hall        Year 3,4,5&amp;6 - via the classroom doors</p> <p>At the end of the school day parents to collect their child at the designated location on the school yard. Face masks should be worn (unless medically exempt) and keep 2m distant from others. In some incidents, children will be brought to parents waiting at the large school gates. All visitors to site (Y7 aged and over) required to wear a face covering in order to gain access to the premises.</p> <p>One-way system in action at the end of the school day. Entering the school site via the small pedestrian gate and around the school building and exit through the large gates.</p> <p>School first aid risk assessment to be reviewed, as required.</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 caretakers' room or in foyer space.</p> <p>Staff will sign in and out of the school building via the Inventory system in the Reception area. All staff have been given a bar code to scan when signing in and out. There are also required to confirm that they do not have any COVID symptoms. All staff must wash their hands when entering the school building.</p> <p>Should other visitors come to site, the same procedures as for staff will be used.</p>	<p>L*</p> <p>L*</p>
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Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments to be reviewed 31.10.20  
Fire evacuation practice to be undertaken each term (last completed 22/10/20)

Hand sanitizer stations located at:

- Reception
- All classrooms
- Outside the staffroom
- Outside each toilet
- Either side of the hall
- By the emergency exit in the hall

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.

#### **Lunch Time**

Each class will go to the hall to eat their lunch. Each table must have the equipment such as cutlery, cups, water jugs. Children will be served at the hatch. Tables will be cleaned between each new class sitting by the staff in the kitchen. All trays should go into the dishwasher to be cleaned each day.

Based on union guidance, during this lockdown period, staff should remain in the same areas as their students including lunch breaks. When outside with the children for breaks adults should remain socially distant and must stay with their class bubble.

Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing whilst others are using the opposite side.

The use of the school staff room is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff room for staff to clean regular contact points e.g. kettle, taps, drawer handles etc.

There is a limit of 6 people in the staff room at any one time. **Staff should make a drink but leave the staff room.** Staff are encouraged to take breaks in their own classroom, or to use other spaces or 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.

PPA room is limited to a maximum of 2 people in there at any one time.

There will be tables available for staff to use at lunchtime in the hall while socially distancing themselves from others

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

All staff to ensure they clean away any cutlery or crockery including drying, putting away – especially teaspoons.

Staff encouraged to bring a small bag with them to work if necessary. Additional personal storage for change of clothes either for staff due to alternative travel getting into work e.g. cycling, walking, running or to change into after work should request this from HT.

Staff members verbally reinforce control measures in corridors, walkways and stairwells as necessary.

Desks in classrooms where practicable, are front-facing.

Children are organised into year “bubbles” so as to facilitate track and trace. This is also the case for children attending breakfast and afterschool club provision.

All unnecessary items are removed from classrooms and teaching environments as much as possible. 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.

Parents have been advised that ventilation of the classroom will continue and children should come to school with additional layers. The heating will remain on during the school day.

- Windows and doors will be opened during lesson times to allow for ventilation of the room. On colder days it is suggested that doors can be closed to the outside and few windows open but when the children are not in the class doors and windows must be opened fully.

- natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)

Further advice on this can be found in Health and Safety Executive (HSE) guidance on [air conditioning and ventilation during the coronavirus outbreak](#) and [CIBSE coronavirus \(COVID-19\) advice](#).

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

- opening high level windows in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)
- providing flexibility to allow additional, suitable indoor clothing. For more information see [School uniform](#)
- rearranging furniture where possible to avoid direct drafts

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

- 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 wear a face mask and 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 in the classrooms. School lunchtime is extended to manage this process. Where possible the children should remain socially distant from another class.
- Packed lunches can be brought into school in a lunch bag.

			<ul style="list-style-type: none"> <li>• Breakfast and after school club will have arrangements in place so that the children are able to keep in their bubbles.</li> <li>• 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.</li> <li>• A school book bag can be brought into school.</li> </ul> <p>Every child will have their own stationery supplied by school, plus other resources such as exercise books, pens, etc. <u>Pupils and parents have been informed that pupils may not bring in their own stationary, pencil cases, or other personal items such as toys, sports equipment (e.g. footballs), etc.</u></p> <p>As much as possible, manipulative resources will be bubble-based and used by children within that bubble alone. Where resources are needed to be used elsewhere around the school they will be cleaned and quarantined before being used by another bubble. Plastic resources are to be quarantined for 72hrs and all other resources quarantined for 48hrs before use. Such resources will also be cleaned during the quarantine period. Teachers will keep shared resources in their stock cupboard for the required period of time before placing it back in the original storage location.</p>	
<b>C</b>	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
<b>3</b>	Covid-19 virus;  School day	Staff  Pupils  Visitors  Contractors	<p>Staff instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. The use of lanyards is suspended for visitors.</p> <p>All waiting areas are reconfigured to ensure that social distancing can be maintained.</p> <p>Seating, display stands and magazines in the general reception area are organised so as to facilitate social distancing.</p> <p>Only one visitor or two members of the same household at-a-time is permitted in the Reception area. Standing locations 2m apart for visitors to wait outside Reception. Only after the first visitor has left Reception, and is 2m away, can the next person enter.</p>	L*

		<p>Staff who are able to work from home, are encouraged to do so, as per current guidance. This includes PPA time. When staff leave for PPA, please ensure that any problems from the morning is shared with the appropriate adult, SLT or parent including accident, behaviour issue so that there is clear communication.</p> <p>Office windows are opened where practical, to encourage as much natural ventilation as possible.</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations.</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use.</p> <p>Appropriate signage is installed to advise users accordingly and cleaning materials are available. Staff members are encouraged to send printing to the photocopier direct from the class PC/ laptop.</p> <p>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>	<p>L*</p>
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		<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"><li>• a dedicated toilet cubicle for each group/bubble</li><li>• Hand driers will be isolated and paper hand towels &amp; pedal bins provided</li><li>• One child uses toilets at a time.</li></ul> <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>Staff to remain with their bubble and not mix with staff from another bubble.</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>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 be cleaned after each use. A resource box for each playground will be available.</p>	
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			<p>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>	
<b>C</b>	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
<b>4</b>	<p>Covid-19 virus:</p> <p>Meetings</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>All in-person meetings should be avoided whenever and wherever possible. If needed the meetings will be socially distant with all staff wearing face coverings. Where absolutely necessary, we will allow parents to attend a socially distant meeting. These meeting will organised by the headteacher or the SENDCo. These meetings must take place in the zoom room so that there is adequate space and ventilation. (see Nov 2020 update from DfE).</p> <p>Meeting room users advised not to share equipment during meeting i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surface following meetings. Meetings should take place promptly and conclude fully in the meeting room to avoid attendees congregating in other areas prior to and following meetings.</p> <p>Staff should use other means of remote communication to host meetings where facilities are readily available.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <ul style="list-style-type: none"> <li>• Remote meetings should be used if possible.</li> <li>• Attendance to internal meetings is limited to essential attendees only.</li> <li>• Any meeting space adheres to 2m distancing for staff and has thorough ventilation.</li> <li>• Equipment should not be shared during meetings (eg pens)</li> </ul>	<p>Low under covid 19 guidance</p>

			<ul style="list-style-type: none"> <li>• After a meeting, participants should ensure surfaces/ keyboards etc are wiped down after use using cleaning station material.</li> <li>• Meeting timings should be adhered to avoid congregating staff.</li> <li>• As the SEN room is out action meetings –appointments must be booked and shared with the business manager so that we are able to provide an alternative room.</li> </ul>	
C	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
5	Covid-19 virus;  Classrooms	Staff  Pupils  Visitors  Contractors	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> <li>• Wherever possible staff supervising a bubble should aim to maintain the recommended 2m social distancing rule at all times, where practicable.</li> <li>• Teachers &amp; TAs should avoid bending down to pupils level when communicating in close quarters 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)</li> <li>• Limit number of surfaces touched, where possible.</li> <li>• Keep hands away from face as much as possible.</li> <li>• Regularly perform appropriate hand washing.</li> <li>• 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.</li> <li>• Pupils will sit side to side.</li> <li>• Pupils have their own set of frequently used equipment, either in their tray or their own pot</li> <li>• 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)</li> <li>• All unnecessary items removed from classrooms</li> <li>• Classes take place in same setting where possible</li> <li>• ICT – each computer (mouse, keyboard and head phones) should be wiped down after use, this can be done by the children</li> <li>• Pupils will come to school in PE kit on their PE day to avoid changing/ use of changing rooms/.</li> <li>• Any PE mats used in the hall must be sprayed down before the next class or before being put away.</li> <li>• Classroom activities can be held outdoors where possible.</li> <li>• Classroom doors and windows to remain open, as much as weather permits.</li> <li>• Dining room rota system ensures bubbles kept separate.</li> <li>• Tables wiped down between sittings with spray</li> </ul>	L*

		<p>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.</p> <p>Homework where possible will be given electronically. Parents should request paper copies if needed.</p> <p><b>Additional needs:</b></p> <p>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 &amp; pupils in this group, including:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>PPE should be worn by all staff attending to pupils intimate care or medical needs.</p> <p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms</li> </ul> <p><b>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.</b></p> <p><b>Reception office</b></p> <ul style="list-style-type: none"> <li>• Service windows to be kept shut and / or open to a minimum when dealing with enquiries</li> <li>• One visitor allowed in the reception area (by request) Standing location marked out.</li> <li>• 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.</li> <li>• Removal of as many items as possible to keep the areas as clear and clean as possible</li> </ul>	<p>L*</p>
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- 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 and 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

**Adult toilets (male & female)**

- Two adults permitted at a time
- Sufficient hygiene products available to maintain good hygiene
- Window opened to increase ventilation in the space

**Kitchen**

- Kitchen staff must wear full uniform at all times including hats and hair/beard nets.

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.

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.

			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.	
C	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
6	Covid-19 virus; Cleaning	Staff Pupils Visitors Contractors	<p>HSE can also make an unannounced visit to school ensure that procedures are being followed.</p> <p>Staff and visitors 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 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. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p><b>What you need to know</b> (extract from <i>cleaning in non-healthcare settings</i>):</p> <ul style="list-style-type: none"> <li>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. <b>The area should be isolated for 72 hours were possible (rooms, not common space e.g. corridor)</b></li> </ul>	L*

- 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

School will be fully cleaned at the start/finish of each school day:

- 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.
- 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 twice (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 regularly throughout the working day.
- Cleaning station in each room with spray and cloths for frequently used surfaces/ spot cleaning.

Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):

- Printers/photocopying machines

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"> <li>• Door, fridge and cabinet handles</li> <li>• Light switches</li> <li>• Kitchen surfaces</li> </ul> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Break times are staggered</li> <li>• The playground split into 3 zones to keep bubbles separate, children supervised during all movement.</li> <li>• Pupils allocated one toilet cubicle per class bubble in ks2. One toilet block per year group bubble in KS1 and Reception.</li> </ul> <p>Staff room –</p> <ul style="list-style-type: none"> <li>• Staff must use hand sanitiser on entry.</li> <li>• social distancing must apply. Surfaces frequently cleaned throughout the day</li> <li>• Staff responsible for own cutlery / utensils etc.</li> <li>• Extra seating outside staff room to help staff spread out and socially distance.</li> <li>• Staff encouraged to take breaks in classrooms or cars or on a local walk etc.</li> </ul> <p><b>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.</b></p> <p>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• SEN room is isolation room.</li> </ul> <p>The main symptoms of COVID-19 are:</p> <ul style="list-style-type: none"> <li>• new continuous cough and/or</li> <li>• fever (temperature of 37.8°C or higher)</li> <li>• Loss of or change in, normal sense of taste or smell (anosmia)</li> </ul>	L*

		<p>Children may also display gastrointestinal symptoms.</p> <p>Any one of these main symptoms children or staff should not be in school and <b>MUST</b> have a COVID test.</p> <p>Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible <b>after the room has been locked down for 72 hours</b></p> <p>Symptomatic pupils and staff are advised to engage with Government track and trace and get tested:</p> <ul style="list-style-type: none"> <li>- See scenario planning document LA for various scenarios and school flow chart</li> <li>- The school team understands how to contact PHE team in the event of a positive test result for a member of staff or pupil</li> </ul> <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.</p>	
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**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

<b>D</b>	<b>Controls</b> (Ser N° to correspond with Hazard Ser N°)	<b>E To be completed by the Manager</b>			
Ser N°	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>
1	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.	Staff to contact HT  Schools and COVID-19: guidance for Black, Asian and minority ethnic (BAME) staff and their employers in school settings	HT  Individual; staff as need arises.	Ongoing  Ongoing, but before return to work.	
	Any visitor working directly with children (EP, S&L, counsellor) or Staff working with children who visit different class (PPA, Spanish, Sports Coaches) should:  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	Any visitors teaching in school will be made aware of the risk assessment	HT  Individual; staff as need arises.	Ongoing	

<b>F</b>	<b>Once additional controls are implemented, what will the overall risk level be:</b>		<b>Risk assessment signed off by:</b>		
	<b>High</b>	<b>Medium</b>	<b>Low</b>	Signature: 	Date: 9 <sup>th</sup> March 2021  <i>Please note an electronic signature will suffice.</i>

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



Appendix A – Covid 19 PPE Policy

Table 1.0	PPE						Additional items	
Scenario	Disposable plastic apron (single use)	Disposable gloves (single use)	Disposable fluid-repellent coverall/gown	Fluid-resistant (Type IIR) surgical mask	Filtering face piece class 2 or 3 or N95 respirator	Disposable/ eye protection (single use) <sup>1</sup>	Disposal bags (for waste) <sup>2</sup>	Hand Hygiene (hand washing or hand sanitiser)
<b>GENERAL ADVICE (e.g. applies to community settings, care homes, home care, general practice)</b>								
Staff in contact with a person with no COVID-19 symptoms	Use as per normal for role							Yes
Staff helping people with COVID-19 symptoms but NO health or social care contact (maintain >2m social distancing)	No	No	No	No	No	No	Yes	Yes
Staff in contact with one person with COVID-19 symptoms <ul style="list-style-type: none"> <li>• &lt;1 metres</li> <li>• no Aerosol Generating Procedures</li> </ul>	Yes	Yes	No	Yes (single use)	No	Yes (where risk of splashing)	Yes	Yes

Staff in contact with a group of people with COVID-19 symptoms in a cohort area (<2 metres of symptomatic people)	Yes	Yes	No	Yes (sessional use) <sup>3</sup>	No	Yes (where risk of splashing, sessional use) <sup>3</sup>	Yes	Yes
Staff entry to cohort area (only if necessary) no contact with people with COVID-19 symptoms (>2 m social distancing)	No	No	No	Yes (sessional use) <sup>3</sup>	No	No	Yes	Yes
Staff in contact with multiple people with COVID-19 symptoms sequentially in the same room i.e. clinic	Yes	Yes	No	Yes (sessional use) <sup>3</sup>	No	Yes (where risk of splashing, sessional use) <sup>3</sup>	Yes	Yes
<b>CLEANING ADVICE</b>								
Staff cleaning areas where people with COVID-19 symptoms are/have been (except high risk areas, see above)	Yes	Yes	No	Yes	No	Yes (where risk of splashing)	Yes	Yes
Staff cleaning areas where no ill clients are/have been	Yes	Yes	No	No	No	No	Yes	Yes

- **Acknowledgements to Surrey County Council Public Health and PHE South East Health Protection Team for producing similar tables on behalf of Surrey LRF SCG and sharing with partners nationally.**
- **National guidance is currently being awaited and this document will be updated as necessary.**

<sup>1</sup>Risk assess single use, if single use eye protection is not available, it must be washed and dried between clients. Risk assessment should include likelihood of contamination with splashes, droplets or blood or body fluids may occur from a vomit, respiratory secretions (violent cough, sneeze or spit) or a splash from other bodily secretions; and/or from splashes generated from health / social care interventions such as respiratory / oral suction, intubation, and other activities related to resuscitation.