

Risk Assessment

A	Date: 22.03.21	School: St John's Catholic Primary School	Team: SLT and Risk Assessment Coordinator	Location: Kirkdale
	Review Date: After Easter Break 14.04.21	Ref: COVID	Assessor: D. Maudsley and C. O'Connell	Head Teacher: Denise Maudsley

B	Assessment of Risk for: 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	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All staff and parents/cares (and their household) have been asked to take a Lateral Flow Test before returning to school in January 2021. Staff and parents/carers have been asked to inform school of any positive test results or symptoms of Covid and stay at home to isolate in line with current guidance.</p> <p>Staff and families are encouraged to continue to get tested regularly. This will reduce the risk of staff or children returning to school with the virus each week.</p> <p>Staff are to be given home test kits to have weekly LFT tests (once the DfE have provided guidance).</p> <p>Key worker and Vulnerable children bubble numbers will be calculated in line with current guidance. At any point during the pandemic, bubbles may need to close if there are staff shortages due to COVID related issues.</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>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy</p>	Low-med

			<p>Reference School infection control risk assessment</p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per National Guidance</p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers • Stress • Individual Pupil assessments <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable member of staff and/or who have received a Government shielded letter. • Staff who have an extremely vulnerable household member. <p>Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above.</p> <p>Manager to regularly update and inform staff re government guidance regarding covid-9 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 • Department for Education https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school • Health and Safety Executive https://www.hse.gov.uk/ <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 	
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- Government guidance COVID-19: guidance for schools Covid-19
- Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
- Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable
- Government publication COVID-19: cleaning in non-healthcare settings
- Government publication Best Practice: how to hand wash
- Government guidance for food business on Coronavirus (Covid-19)
- Government guidance Covid-19: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

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

Parents, carers and staff are expected to adhere to the government advice/guidelines to help limit the spread of the virus. <https://www.gov.uk/guidance/national-lockdown-stay-at-home?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae>

Follow the advice about:

Support bubbles <https://www.gov.uk/guidance/making-a-support-bubble-with-another-household>

Child care bubbles <https://www.gov.uk/guidance/making-a-childcare-bubble-with-another-household>

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: **Staff to continue to alert office/Site manager when PPE stocks run low**

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

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

- Disposable half face mask
- Disposable gloves
- Disposable aprons
- Where personal care is provided eye protection
- Infrared thermometers one in each class
- 16 wall mounted hand sanitiser dispensers for outside each year

- group/hall/main reception/junior entrance and late door
- Tissues (boxed) for each room
- Disinfectant spray bottle for every room
- Two hand washing station on the main yard.

Face coverings are to be worn in areas such as Kitchens, offices (when away from the desk), corridors and any communal areas. Management are to keep staff updated on face coverings and visors: https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2020/09/4A-COVID_Info_Sheet_Masks_and_Face_Coverings_V1.0.pdf

All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.

All staff informed that hands should be washed regularly as per Government guidance.

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

Signage around school encouraging staff and pupils to maintain good hand hygiene.

School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.

Specific office/TA cupboards or classrooms are used for personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running

Parents and Guardians kept informed via email bulletins etc. regarding changes to start finish times and any new local rules regarding drop of and pick up etc.

Staff kept informed via email, online meetings via zoom, phone calls, or text messages.

PPA is to be taken offsite where possible and discussions during PPA is to be carried out remotely (zoom, phone calls, facetime etc).

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>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure 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 https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm 	
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.</p> <p>Staggered start and finishing time – KS1 and KS2 to use the large double gates by the football pitch. A railing will be placed by the gates to prevent children running to their parents.</p> <p>Reception and nursery to have staggered start and end times and to use the Medlock street entrance.</p> <p>KS1 and KS2 parents may enter the sectioned part of the yard in order for them to maintain 2 metre distance and will be encouraged to not stay around.</p> <p>Signage are laid out on the playground for classes to line up at the start and the end of the school day.</p> <p>Parents are to wear face covering when dropping off and collecting their child. Staff are to give masks to any parents/carers who have forgotten theirs on entry to school site.</p> <p>Staff will also wear a face covering at the beginning and at the end of the day when welcoming or dismissing the children.</p> <p>Staff are to use face coverings in corridors and other communal areas unless exempt.</p> <p>Children will go straight into the school building with the guidance of staff.</p> <p>Parents are requested not to gather at entrance gates or doors, or enter the site (unless it is essential and have a pre-arranged appointment) once their children have entered the school.</p> <p>School first aid risk assessment reviewed, as required. Usual PPE for cuts and grazes.</p>	Low-med

			<p>Masks and goggles if dealing with anyone who has symptoms of COVID-19 or if dealing with vomiting or diarrhoea. Following any contact with a child or first aid treatment, staff will wash/gel their hands and direct the child to do the same</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse pens. (Visitors and staff to use their own when possible).</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Classrooms/entrances to classrooms • Corridors • Staff rooms • Hall • Outside on KS1 yard • Individual hand sanitizer bottles in every classroom • Changing area • First aid room • Hand sanitizer bottle outside toilets. <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distances.</p> <p>Corridors and walkways have tape arrow markings laid out to indicate side to walk on (two way traffic).</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</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. Walk on the left.</p> <p>Whole school assemblies and collective worship are not to take place during the COVID-19 pandemic. These will be undertaken in 'class bubbles' where appropriate.</p> <p>The use of the school staff rooms is minimised and furniture is rearranged/removed to maximise social distancing between colleagues Cleaning materials (antibacterial spray, blue roll, antibacterial wipes and the antibacterial spray are available in the staffroom for staff to wipe down chairs they use and surfaces before and after use). Wipes are</p>	
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available to wipe down items such as taps, kettle handles and water boiler tap. If staff are bringing lunch, if possible to bring in a bag which can be thrown away. Cutlery to be washed in the dishwasher or bring own cutlery. With the new strain of the virus being more easily transmitted, staff advised to bring their own sealable cup and cutlery.

Staff will have staggered lunch and break times to minimized number of staff in the staff room.

All desks are to face the same direction i.e. front of the classroom and tables arranged so staff can 2m social distance from children. Staff are to maintain 2m social distance from children where possible.

Staff are to social distance from other staff members a minimum of 2m at all times whenever possible.

Children are to distance away from each other where possible.

Visitors

Visitors and parents are requested to telephone or email with any queries and meetings should take place over the phone where possible. Parents and visitors are requested not to enter the site (unless they have a pre-arranged appointment) and if their visit is absolutely essential. If visitors and parents need to enter the site they must wear a face mask/covering when entering the school building or in communal areas.

Deliveries

Where possible, deliveries to school will be coordinated so as not to coincide with pupil drop off and pick up times. If a delivery arrives at this time, they will be asked to wait until families have left the site and it is safe for them to enter.

Where we have control over deliver times, they will be coordinated so that only one contractor will be on site at any one time. Where deliveries arrive unexpectedly at the same time, they will be asked to make their delivery one after the other.

Deliveries will be made in limited time to prevent additional unnecessary contact. Only one delivery driver/contractor will come into the main entrance at a time. If they need to come into the building they will be asked to wear a face covering and wash their hands/use hand gel on entry and exit.

			All visitors and contractors coming into the building will be signed in by the admin staff (this will give dates and times they were in the building). Contact details will be taken for tracing purposes.	
3	Covid-19 virus: School reception, offices and photocopier room.	Staff	<p>Staff are 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 will be suspended.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed.</p> <p>Screens are installed to areas were staff are required to have face-to-face interaction with visitors.</p> <p>Office windows will be 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>Desk configurations and allocation are such that staff are not seated facing each other.</p> <p>Workstations are single user use. Sharing of workstations is not to be undertaken.</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</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>Office desks are to be 2m apart and where possible limit the number of staff in the office space at any given time. Where the limiting of office staff is not possible a Perspex screen is to be use as well as a well ventilated room.</p>	Low-med

			<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 photocopiers, printers, guillotines and staplers etc. is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available. Staff are not to congregate around printers/photocopiers.</p> <p>Staff advised to avoid coming to the office. If any staff/visitor needing to speak to the front office staff to speak to them from the hatch and if any staff needs to speak to the back office staff the must speak from the doorway. Only 2 people to work in the front and back office. Staff are to use additional phones across the school to contact parents/carers. Ensure any phones are wiped with antibacterial wipes before and after use. If emergency contact numbers are required staff are to ask office staff/Learning mentor or a member of senior management to pass the class contacts file. Staff are advised to wash hands after use. If a phone call needs to be made by another member of staff, it must be done via the learning mentor's room, SENCO or year 2 small group room if available or as a last resort by 'swapping places' with a member of office staff and thoroughly cleaning between use.</p> <p>In the HT's office and the meeting room– maximum 2 people.</p> <p>.</p>	
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings should be avoided whenever possible.</p> <p>Staff should use other means of remote communication to host meetings where facilities are readily available. Critical information is cascaded to other staff via zoom, phone calls or emails.</p> <p>If an essential meeting has to take place, capacity needs to comply fully with prevailing social distancing measures and should take place in the hall with windows and external doors open to ensure good ventilation. Attendance at meetings is limited to those essential attendees only. Meeting attendees advised not to share pens, equipment or stationary during meetings. Attendees to remove all items following a meeting and wipe down seats and surfaces (including any buttons on IT equipment and remote controls). Meetings to take place promptly and to conclude fully in the meeting.</p>	Med

			<p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p>	
5	Covid-19 virus: Classrooms	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>EYFS provision</p> <ul style="list-style-type: none"> • Nursery -The toilets, tables and equipment are to be wiped down after the morning session and afternoon session. • Both Reception will be classed as one bubble. • Playtimes will be scheduled so Nursery and Reception do not mix in the playground. • Minimize mixing within settings. <p>Primary Schools:</p> <ul style="list-style-type: none"> • Ks1 and ks2 children will be in class group bubbles and should not mix with other classes during the school day. • Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles. <p>Classes should be kept together and mixing with other classes minimised, as much as possible.</p> <p>EYFS and Year 1 will have continuous provision. The teachers table will be distance 2m away from the children.</p> <p>Year 2 and KS2 All tables will be placed in rows so all children will face the same direction e.g. the front of the classroom as per government guidance. Pupils are seated side by side.</p> <p>The teacher desk/space will be 2 metres away from the children's desk.</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school except for SEN intervention groups and outreach support.</p>	med

			<p>Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities/classrooms.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Children will be provided with their own equipment which they use regularly such as pencils, pens etc. and the equipment will kept inside their trays when not in use.</p> <p>Children will be given their own iPad, which will be labelled and wiped down after every use.</p> <p>Windows and doors will be propped open (except fire doors).</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines. No more than 3 children from the same bubble are to be in the toilet area at any given time.</p> <p>Books and/or equipment sent home with children on the Monday and returned on the</p>	
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			<p>Friday so you can be quarantined for 48hrs in the classroom and/or cleaned with antibacterial wipes/solution/spray before going back into general circulation.</p> <p>PE PE sessions will take place in classes. Between each session equipment will be wiped down before the next session.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and contact sports avoided.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p> <p>Nursery will complete PE sessions in their clothes/uniform.</p> <p>Reception will take their shoes and socks off to complete PE Sessions for Autumn term.</p> <p>KS1 and KS2 children will wear their PE kits to school: PE top and school jumper/cardigan and tracksuit bottoms on the days they take part in PE sessions.</p> <p>PPE (gloves and a mask) must be worn if a member of staff needs to assist a child</p>	
6	COVID-19: Dinning Areas	<p>Staff</p> <p>Pupils</p>	<p>Dining room be laid out so that 'bubbles' are separated whilst eating.</p> <p>Lunch times will be staggered to ensure 'bubbles' do not mix.</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible and face coverings will be worn.</p> <p>Dining room to be laid out to maintain social distancing as far as is reasonable practicable with staggered times. Markings on the floor show children where to queue for their lunch at a safe distance. Lunch plates, cutlery, trays and cups washed in the dishwasher to reduce risk of cross contamination. Children eating in the hall sit in designated places for their class bubble</p>	Low-med

			<p><i>Year 2 and 3 children will eat in their classrooms (Refer to Lunch in the classroom risk assessment document).</i></p> <p><i>Reception, year 1, 4, 5 and 6 children will eat in the hall at staggered times and the dining room tables and chairs will be wiped down between sittings.</i></p>	
7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School start times for different classes are staggered to reduce the numbers attending the site at the start and finish of the day.</p> <p>Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once.</p> <p>School start times for different bubbles are staggered to reduce the numbers attending the site at the start and finish of the day.</p> <p>Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once.</p> <p>Parents and guardians 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 and guardians requested not to gather on the school playground and to maintain social distancing at all times.</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.</p> <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 of pupils using toilets will be managed.</p> <p>Staff will have staggered lunch and break times to limit the number of staff in the staff room at any given time.</p>	Low-med

8	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff asked for feedback on risk assessment and working practice and staff are encouraged to highlight any concerns or practices that do not follow risk assessment.</p> <p>Staff to be updated as new guidance is given.</p> <p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain 2m social distancing at all times, where practicable. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. • Staff encouraged to use spill proof flasks so not to ‘crowd’ staffroom and to avoid cross contamination. • Cutlery and plates to be washed in the dishwasher or bring own cutlery <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable. SEN intervention groups will use their intervention room and their own classroom.</p> <p>Any intervention groups will take place in the intervention rooms available. Table, chairs and equipment will be wipe down after each use.</p> <p>Pupils regularly reminded to maintain social distancing.</p> <p>Windows need to be open at all times along with the door being propped open to help circulating clean air.</p> <p>Children’s temperature will be taken when required.</p> <p>Signage are place around the school to ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach and staff will promote this.</p> <p><u>Visitors teaching lessons</u> Visitors providing lessons and activities will have to plan to make best use of school resources whilst maintaining social distancing.</p> <p>If equipment such as: SMART Boards, laptops, whiteboard pens need to be used they</p>	Low-med
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			<p>will be wiped down before the visitor arrives.</p> <p>Hand sanitizers and cleaning equipment to wipe down resources will be available.</p> <p>Children's desks will be 2 metres away from the SMART board so the visitor can maintain social distancing.</p> <p>Classrooms will have windows opens and doors propped open. If a lesson needs space for an activity the hall will be used were possible. Visitors will need to inform the school in advance.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p><u>Visitors 1-1 sessions</u> Visitors offering 1-1 sessions will be placed in a well ventilated room with hand sanitizer</p> <p>After each session the table and chairs will be wiped down before the nest session.</p> <p>Cleaning equipment will be available in the room.</p> <p>Visitors will be encouraged to maintain 2m social distancing.</p>	
9	Breakfast and Afterschool club	Staff After school club Staff Pupils Visitors	Staff instructed in the following working practices: <ul style="list-style-type: none"> • Aim to maintain 2m social distancing at all times, where practicable. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. <p>Children to sit in year group bubbles.</p> <p>Keep sharing of equipment between year group bubbles to a minimum.</p> <p>Encourage outdoor play were possible.</p>	Low-med
10	Transport (Mini Bus usage)	Staff Pupils	<p>Children will be grouped together on transport, where possible this should reflect the bubbles that are adopted within school.</p>	Low-med

			<p>Children and staff are to use hand sanitiser upon boarding and/or disembarking the mini bus.</p> <p>Regular cleaning of the minibus after the children have disembarked.</p> <p>Organised queuing and boarding where possible</p> <p>Distancing within vehicles wherever possible</p> <p>Staff will be required to wear a face covering while in the mini bus and disregard of the face covering before entering the school building. They must wash their hands immediately on arrival and then wash their hands again before heading to their classroom.</p>	
11	Swimming at Lifestyles Everton Park Sport Centre	Staff Pupils	<p>All changing rooms will be wiped down before and after the class bubble has attended.</p> <p>The classes will attend on separate days to ensure thorough cleaning.</p> <p>Children will use hand sanitizer before entering the building and when leaving.</p> <p>Children will enter the building at the side entrance and straight into the changing room.</p> <p>For further information see Everton Park Lifestyles Sport centre Risk Assessment</p>	Low-med
12	Covid-19 virus; Cleaning	Staff Pupils Visitors Contractors	<p>All cleaning staff are experienced and have received appropriate training.</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.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. This is the responsibility of each class bubble/year group in conjunction with the sports coach. If your class/bubble has used equipment, you are responsible for cleaning it and putting it away.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day by two teams of</p>	Low-med

			<p>cleaners, who are restricted to a floor to clean. This will help reduce interactions between themselves and multiple surfaces, classrooms and staff.</p> <p>.</p> <p>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <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 • Stair rails <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been. Following guidance provided (School has a fogging machine to clean more difficult to reach areas). The appropriate protective equipment must be worn when using both items – gloves, goggles, respirator face mask and overalls. Clear instructions are provided.)</p>	
13	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>	<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> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> • If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 10 days from the start of their symptoms. The 10-day period starts from the day they first became ill. If they still have a high 	Low-med

temperature, they should keep self-isolating until temperature returns to normal.

The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.

If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.

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° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
	Staff to be given RA for consultation	Email staff with updated risk assessment for consultation. Ask staff for ongoing feedback.	Risk Assessment Coordinator	Fortnightly	Every time it is reviewed
	Markings	Monitor to see if we need any additional markings or signage	SLT and Site Manager	On going	ongoing
	Hygiene	Staff to use resources to promote good hygiene	All staff, visitors, after school club staff	On going	Daily & ongoing (
	PPE	All staff to monitor PPE stock and report low levels to TC and site manager who will procure stock in a timely fashion.	Finance Officer	On going	Weekly & ongoing
	Updates	Updates Staff to be informed of any updates in guidance as it is received	SLT	On going	Weekly and when required ongoing
	Windows and doors will be propped opened at all times (except fire doors)	Windows and doors to be opened in the hall and classrooms	Site manager	Daily	Daily
	In event of a fire children and staff will need to be kept in their class/year group bubble. After the event the fire emergency doors, registers, handle rails on stairs, toilet doors will all need to be wiped down. The site manager to wear gloves/PPE and Admin staff to wear gloves to when handling the registers and wipe down afterwards. All staff and children will be reminded not to touch their faces and will wash their hands upon entry of the school building.	Wiping door handles, handle rails, registers anything that could have possibly been touched.	Site manager and Admin staff	When it occurs	When it occurs
	Staff to be informed of the new fire procedure	SLT to inform staff of the new procedure	SLT	08.03.21 Staff will be reminded when they arrive in the building on the first day and reminded when necessary.	Termly and when required

4	Isolation	Remind staff: The intervention room opposite the staff room will be the isolation room for any symptomatic children or adults whilst waiting to go home. If needed they will use the gents toilets while waiting. Men will have to then use the First Aid toilet.	COVID-19 team	Reminder will be given 08.03.21	08.03.21 ongoing
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F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;">High Medium Low</p> <p>The overall level is medium to low as this is dependent upon the transmission rate in the local community. Where the R Rate increases above 1 and the transmission rate is increased in the local community, the controls in place offer medium overall risk. (This would link in with locally enforced measures e.g. local lockdown, curfew etc.) Where community levels are low and the R Rate is below 1, the controls in place in school will reduce the risk to low.</p>	<p>Risk assessment signed off by: D. Maudsley</p> <p>Signature: D. Maudsley</p> <p>Date: 22.03.21</p> <p><i>Please note an electronic signature will suffice.</i></p>
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