

Risk Assessment

A	Date: 30.09.21	School: St John's Catholic Primary School	Team: SLT and Risk Assessment Coordinator	Location: Kirkdale
	Review Date: on going	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
Ser N°				
1	Covid-19 virus: General	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All staff are encouraged to be part of the Lateral Flow frequent testing programme. We ask that parents/cares (and their household) to test frequently (at least weekly). 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. Staff and families are encouraged to get tested regularly to help to control this risk.</p> <p>If staff, children or parents/carers are contacted by Test and Trace as a close contact, they will be asked to get a PCR test to confirm whether they are positive. This will reduce the risk of staff or children attending school with the virus.</p> <p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>SLT monitor routines, particularly corridors and toilets. No more than 5 children in the toilet area at a time, unless accompanied by an adult.</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy.</p> <p>Pupils and staff who are symptomatic will be requested to isolate as per National Guidance.</p>	Low-med

			<p>Managers must also review all of the following applicable individual risk assessments where relevant: Individual Risk Assessments reviewed and discussed with individual staff.</p> <ul style="list-style-type: none"> • New and expectant mothers • Extended duty of care including mental health, medical etc. • Stress • Individual Pupil assessments <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/government/collections/guidance-for-schools-coronavirus-covid-19 • Public Health England https://www.gov.uk/government/organisations/public-health-england • 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 • Government guidance COVID-19: guidance for schools Covid-19 • 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) <p>Due to the changing advice on Covid-19, managers should ensure they review safe working procedures and protocols as relevant guidance and recommendations become available, until such time when it is deemed unnecessary.</p> <p>Staff to undertake twice weekly home tests whenever they are due on site until the end of September when advice will be renewed.</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: staff to continue to alert office/Site manager when PPE stocks run low.</p>	
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- Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes (this advice applies to anyone who wants to know how to do this correctly)

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
- A hand washing station on the main yard.

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. A central storage bin for this, closed for quarantine is situated outside the main office. All PPE e.g. face coverings, gloves etc. must be disposed of in this way after use.

Any disposable face covering that becomes damp during the day must be disposed of as above.

Any washable face coverings should be washed daily. If they become damp during the day they must be removed and placed in a sealed plastic bag and taken home to be washed. Staff are advised to have a spare face covering with them at all times.

Hands must be washed/sanitised before and after putting on face coverings. Staff are advised not to touch the front of their masks/face coverings and if they do, to wash/sanitise their hands immediately.

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. (Age appropriate posters in all children's toilet areas, with pictures and symbols to remind children what to do).

			<p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>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</p> <p>Parents and Guardians kept informed via email bulletins, text messages, and the website and twitter etc. regarding changes to start finish times and any new local rules regarding drop of and pick up etc.</p> <p>Staff kept informed via email, online meetings via zoom, phone calls, or text messages.</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 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 <p>Staff supplied with extended duty of care Risk Assessments as required. All staff also provided with appendices outlining specific job roles and recommendations for PPE and safe working practices.</p>	
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>KS1 and KS2 (Years 3, 4 and 5) to use the large double gates by the football pitch on Sessions Road. Reception and nursery to use the Medlock street entrance. Year 6 to use the entrance by the main office on Fountains Road. 10 minute window for drop off and collection of children. Gates will open at 8:40am and 3:10pm.</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>	Low-med

			<p>Signage are laid out on the playground for classes to line up at the start and the end of the school day. KS2 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. 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 the main 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.</p> <p>Face masks no longer need to be worn, however staff are advised to wear face coverings in crowded corridors, poorly ventilated areas or areas where close contact with others is unavoidable.</p> <p>Doors to be kept open where possible, to minimise the need for using door handles (except fire doors these need to be remained closed). Door guards set to open (they will</p>	
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			<p>automatically release as the fire alarm sounds).</p> <p>Staff are to remind the children when walking down the corridors they are to keep to the left at all times. Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Whole school assemblies and collective worship will take place in well ventilated hall for a short time period.</p> <p>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 available to wipe down items such as taps, kettle handles and water boiler tap.</p> <p>Staff will have staggered lunch and break times to minimized number of staff in the staff room.</p> <p>Timetables revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.</p> <p>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).</p>	
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>Only one parent/carer and their children to be in the main entrance at any given time.</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 1m + when they are seated at workstations. Desk configurations and allocation are such that</p>	Low-med

			<p>staff are not seated facing each other and 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. Antibacterial spray and wipes are available, hand sanitiser is also available in the offices.</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>A Perspex screen is available to be use if required and office staff are advised to keep the room well ventilated.</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 or staff will sanitise the handset before use.</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>Any staff/visitor needing to speak to office staff to speak to them from the office door or hatch. Only the 4 people working in the office to be in the main office at any time. Staff advised to avoid coming to the office. Ensure any phones are wiped with antibacterial wipes before and after use. If emergency contact numbers are required ask office staff to pass the class contacts file or email the information. Staff 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 uses.</p> <p>In the HT's office and the meeting room– maximum 4 people – socially distanced.</p>	
4	Covid-19 virus: Meetings	Staff	<p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings. Whole school meetings (e.g. INSET Days) to be held</p>	Med

			<p>in as large a space as possible to allow for adequate distancing of attendees:</p> <ul style="list-style-type: none"> • If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationary etc. Attendees to remove all items following a meeting. 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 to conclude fully in the meeting room to avoid congregating in adjoining areas prior to and following meetings. Meeting room to be aired thoroughly on completion of the meeting e.g. opening windows fully. If adequate distancing between attendees cannot be achieved, the wearing of face coverings is encouraged.</p> <p><i>Parent/carer group meetings:</i></p> <ul style="list-style-type: none"> • Parent/carer group meetings to be held in as large a space as possible to allow for adequate distancing between attendees. • If adequate distancing between attendees cannot be achieved, the wearing of face coverings is encouraged. • School encourages the use of outdoor space for parent/carer groups where appropriate. • Indoor parent/carer group numbers are restricted appropriate to room size. 	
5	Covid-19 virus: Classrooms	Staff Pupils Visitors	<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. <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. Where equipment and resources are shared within class, these are kept to the same group where possible or cleaned between uses.</p>	med

			<p>Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different classes, 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 classes.</p> <p>Rotation of staff between classes will be managed as much as possible to limit movement e.g. music tuition, PPA cover. Classes are to take place in the same setting wherever possible to limit the numbers moving around the school except for SEN intervention groups/ Phonics groups and outreach support.</p> <p>Cleaning of hands is encouraged when changing classrooms/areas for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible. Windows and doors will be propped open (except fire doors). When on playground or out of class, leave classroom doors open to allow circulating air to be replaced.</p> <p>Children will wear their school PE Kits to school on their relevant PE Days, to prevent the need for undressing at school. Tracksuit pants and tops are permitted in cold weather.</p> <p>Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.</p> <p><u>PE</u> 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>	
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			<p>Reception, 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>Lunch times will continued to be staggered.</p> <p>Dining room tables and chairs will be cleaned with antibacterial solution between sittings and at the end of lunchtime.</p> <p>Dining room supervisors, cleaners and serving staff are encouraged to wear face coverings in the hall at lunchtime.</p> <p>Children are to eat in their year groups where practically possible.</p> <p>Lunch plates, cutlery, trays and cups washed in the dishwasher to reduce risk of cross contamination. Children eating in the hall will sit in designated places for their class bubble.</p>	Low-med
8	Breakfast and Afterschool clubs	<p>Staff</p> <p>After school club Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • 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
9	Transport (Mini Bus usage)	<p>Staff</p> <p>Pupils</p>	<p>Children will be grouped together on transport, where possible this should reflect the bubbles that are adopted within school.</p> <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>	Low-med

			<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>	
10	Swimming at Lifestyles Everton Park Sport Centre	Staff Pupils	<p>All changing rooms will be wiped down before and after the year group has attended.</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
11	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 cleaners, who are restricted to a floor to clean. This will help reduce interactions between themselves and multiple surfaces, classrooms and staff.</p> <p>Throughout the school day, regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p>	Low-med

			<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>Antibacterial wipes and spray will be used throughout the day by all staff</p> <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> <p>Antibacterial spray, blue roll and gloves are available in the toilets for staff to use before and after using the toilet.</p>	
12	COVID-19: Ventilation	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room. Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window. Fans should not be used in poorly ventilated areas.</p> <p>Staff are to use the CO2 monitor re Government roll out: potentially poorly ventilated areas identified, including all areas where people work/teach and have large groups within, that have no mechanical or natural ventilation.</p> <p>Steps taken to improve ventilation or reduce occupancy/use of the area:</p>	Low/ Med

			<p>Staff advised to reduce time spent in each of these areas to a minimum and keep doors and windows open where possible.</p> <p>Classrooms should only be used by one class at a time. Classes to use outdoor areas whenever possible. Door kept open whilst within and left open when leaving to air room (unless fire door)</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/or staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents/carers (pupils) will be called to come and collect them. If a member of staff becomes symptomatic they will be sent home to self-isolate/follow public health advice.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</p> <p>Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice.</p> <p>Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance for households with possible coronavirus infection. A PCR test will be required to check the LFT test result.</p> <p>If a PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school, as long as they are not symptomatic.</p> <p>School should complete the online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact the local authority SPOC team if they have a positive case. They will liaise with the local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.</p>	Low-med

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	02.09.21	
	Hygiene	Staff to use resources to promote good hygiene	All staff, visitors, after school club staff	On going	
	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/ Site manager with all staff	On going	
	Updates	Updates Staff to be informed of any updates in guidance as it is received	SLT	On going	
	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 and staff	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	

	Communication to staff/students/visitors	Share with all visitors and students on induction. All updates to RA and guidance shared with staff through Groupcall	SLT	1 st September onwards	
	Communication to Parents/carers	Share and review drop off and pick up procedures, start and finish times, expectations of parents/carers.	SLT	1 st September onwards	
	Communication to Pupils	Pupils told the rules and expectations –update with all pupils from 2 nd September 2021 and ongoing.	SLT and staff	2 nd September onwards	

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 reflect the transmission rate in the community. This is particularly amongst the younger generation. Increased rate of vaccination does mitigate against this risk, but many of the younger generation are yet to receive the vaccine. We will continue to endeavour to drive this risk level down to Low, however, in reality with all children returning to school, increased movement across the community, return from holidays abroad and removal of many of the controls in general society, this may well change to high.</p>	<p>Risk assessment signed off by: D. Maudsley</p> <p>Signature: D. Maudsley</p> <p>Date: 30.09.21</p> <p><i>Please note an electronic signature will suffice.</i></p>
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