

Risk Assessment

A	Date: 25.6.20 Reviewed/amended 10.6.2020; 23.6.2020; 4.7.2020	School: Childwall Church of England Primary School	Team:	Location: Own School Premises
	Review Date: To be reviewed at least fortnightly in first instance	Ref:	Assessor: Read & approved Dave O'Hare LCC H & S 29.5.2020	Head Teacher: Mrs Wendy Mason

B	Assessment of Risk for: Childwall Church of England Primary School 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	Staff Pupils Visitors Contractors	All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus – <i>all staff sent training documentation prior to opening on 1st June; all relevant updates and information sent out when received</i> There is adequate supervision, where required, to ensure procedures are correctly adhered to. Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy Reference School infection control risk assessment, as required:RA 29...SIL H & S...	Low/ Medium

			<p>Pupils who are symptomatic will not be allowed to attend school.</p> <p>Pupils with household members who are exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance</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 – <i>working from home</i>• Extended duty of care – <i>all working from home</i>• Stress – <i>reviewing well-being policies; strong teamwork ethos</i>• Individual Pupil assessments – <i>PEEPS adapted; bubbles planned according to individual need</i> <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 who have received a Government shielded letter – <i>none on school premises</i>• Staff who have an extremely vulnerable household member. <i>(none expected to return to school, at this time)</i> <p>Formal process in place for manager/colleagues to contact the worker if required, as detailed within applicable risk assessment above; <i>regular well-being contact made</i></p> <p>Manager to regularly update and inform staff re government guidance regarding covid-19 controls required:</p> <ul style="list-style-type: none">• Gov.uk https://www.gov.uk/• Public Health England https://www.gov.uk/government/organisations/public-health-england• Department for Education https://www.gov.uk/government/organisations/department-for-education• Health and Safety Executive https://www.hse.gov.uk/	
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			<p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools and other educational settings • 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 <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 – <i>WM to share with all SLT (and pertinent information shared with all staff)</i></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: <i>(instructions re use sent to all staff prior to school reopening June 1st)</i> <i>L Orme to check supply of PPE and reorder as required (through LCC)</i> <i>Visors acquired and stored for staff use</i></p> <ul style="list-style-type: none"> • Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes <p>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> • Disposable half face masks: • Disposable gloves: • Disposable aprons: • Where personal care is to be provided eye protection/surgical face mask: 	
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- *detail any other specific disposable PPE in use – face visors available if required*

All used PPE should be double bagged and disposed of appropriately. *(see guidance sent to all staff)*

All staff informed that hands should be washed regularly as per Government guidance *posters displayed prominently throughout school and message constantly reiterated; additional anti-bac stations installed throughout school*

Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance. *posters displayed prominently throughout school and message constantly reiterated; lots of activity planning around hygiene and safety measures*

Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running – *staff to speak to WM if this is a requirement*

Parents and Guardians kept informed via email bulletins etc. regarding proposals for reopening including start finish times and any new local rules regarding drop off and pick up etc.

Staff kept informed via email, online meetings 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.

All incidents reported to the Health and Safety Unit, using the LCC online accident and incident report form.

Reference made to HSE guidance for reporting under RIDDOR:

- HSE RIDDOR reporting of COVID-19

2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School gates will be opened to the school grounds for a longer period of time to stagger the numbers coming through them as much as possible (SLT/other staff to remain on gate whenever open to ensure safeguarding)</p> <p><i>Arrival and dismissal times staggered – reviewed 10.6.2020 – working extremely well; has avoided build up of people outside school</i></p> <p>Children to go straight into their ‘bubble’ through external doors to avoid mixing on yard</p> <p>Markings/cones are laid out on the playground for children to line up at the end of the school day – lines laid out to maintain 2m social distancing.</p> <p>Markings painted onto playground to denote areas to line up if fire alarm sounds; all lines to be socially distanced 2m – practice on 1st day and regular subsequent practices as/if more children admitted to school;</p> <p>School first aid risk assessment to be reviewed, as required: <i>children to administer own first aid under supervision; where not possible, due to injury/child’s age, first aider to use PPE and child to wear mask – modelled for younger children to ensure appropriate use and minimise concern</i></p> <p>School biometrics and touchscreen entry control systems are disabled during the Covid-19 pandemic: <i>staff to only use barcode on ID cards, not touchscreen; school admin. to update Invenry on desktop PC, rather than anybody use screen</i></p> <ul style="list-style-type: none"> • If biometrics and/or other access control systems are disabled, Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments are need to be reviewed. <i>Invenry system still used, without touchscreen, as above</i> <p>Hand sanitizer stations located at the entrances to the building (<i>and where keypads/buzzers in use e.g. gates</i>)</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in</p>	Low/ medium
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			<p>line with Government guidance and to maintain 2m social distance.</p> <p>Corridors, walkways have tape arrow markings laid out to indicate side to walk on (two way traffic). <i>The majority of movement should take place around outside of building – all classrooms in use have external doors; taped arrows in corridors</i></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 (see above) <i>Cloakrooms/lockers not in use – children will keep coat and belongings at own table/workstation</i></p> <p>Classrooms have been laid out so that 2m social distancing (in all directions) can be maintained</p> <p>All desks face the same direction i.e. front of the classroom.</p> <p>Classes are split with no classroom holding more than 15 pupils as per government guidelines whilst ensuring seats can be laid out maintaining 2m distance: <i>Classes are predominantly set up for 10-12 pupils; maximum of 15 in larger classrooms</i></p> <ul style="list-style-type: none">• Pupils will then be kept in their small groups ('bubbles') and should not mix with other groups during the day• Wherever possible, staff supervising a cohort should also remain within this 'bubble' <i>See staff and pupil allocation</i> <p>Classes should be kept together and mixing with other classes minimised, as much as possible. Maximum total capacity for school - 150</p> <p><i>PE provision (subject to social distancing guidelines) delivered by specialist staff member (outdoors only)</i></p> <p>All classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes – <i>LD coordinating and sharing</i></p>	
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			<p><i>suggested timetables; breaks to be staggered and taken in allocated outdoor spaces</i></p> <p>Dining room be laid out to maintain 2m social distancing as far as is reasonable practicable. <i>Grab bag lunches to be prepared and delivered to children to be eaten at own table or outdoors, if weather permits</i></p> <p>Tape marking applied to dining room to indicate social distancing in the line for school dinners – <i>see above – may need to review for younger children</i> <i>Dining room not currently in use (summer term)</i></p> <p>Dining room tables and chairs will be wiped down between sittings – <i>as above</i></p> <p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed from classrooms and stored elsewhere. <i>All removed prior to school opening for children of key workers and vulnerable children – June 1st</i></p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible. <i>All removed prior to school opening for children of key workers and vulnerable children – June 1st</i></p>	
3	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 – <i>staggered according to alphabetical order to accommodate different age group families Beginning of day: 8.30-8.55am; end of day 3.00 – 3.35pm</i> <i>One way system set up – children marked in/out register as they walk past designated staff member on yard</i></p> <p>Parents are requested to drop their children off alone i.e. not both parents attending at once. <i>Parents informed of this in email; also posted on school website</i></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 – <i>staggered entry to school yard to collect at end of day; any parents attending school during school day</i></p>	Low/ Medium

			<p><i>must queue outside, 2m apart – only one adult in entrance hall at any given time. Any messages must be given by e-mail or telephone</i></p> <p>Parents requested not to gather on the school playground and to maintain social distancing at all times – <i>see above; SLT on yard to ensure compliance</i></p> <p>Classes should be kept together thereby minimising mixing with other classes as much as possible.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets – <i>timetable to be shared; staff in each bubble to cover own breaks</i></p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines – <i>bubbles have allotted times; toilets cleaned throughout day</i></p> <p>Pupils are requested to bring a packed lunch to minimise the numbers using the dining room (packed lunches can be eaten in a classroom). <i>KS2 children can bring packed lunch (all disposable) or purchase/FSM grab bag lunch – to be delivered to bubbles; KS1 (UFSM) all to be given grab bag lunch. These can be eaten at own table or outside in designated areas</i></p>	
4	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain the recommended 2m social distancing rule 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. 	Low/ Medium

			<p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing – <i>emphasis upon well-being activities and ‘mirroring’ so far as possible the home learning activities of those not in school</i></p> <p>Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors – <i>as above</i></p> <p>Pupils regularly reminded to maintain social distancing. <i>Modelled by staff</i></p> <p><i>Any contractors will be requested, unless an emergency, to undertake works out of school hours – WM to facilitate</i></p>	
5	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Reference existing school COSHH risk assessments: <i>see Blue Compliance file</i></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.</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible – <i>Von and Shaun on site and cleaning throughout school day</i></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 – <i>and throughout school day (Von / Shaun)</i></p> <p>Cleaners on site throughout the school day and regularly touched items such as door handles,</p>	Low/ Medium

			<p>handrails etc. are regularly wiped down and cleaned.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with areas the person may have been – <i>as per training materials</i></p>	
6	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. See guidance – <i>Meeting room to be used as isolation room, whilst awaiting pickup - ensure window open for ventilation; to be deep-cleaned afterwards, according to guidance. If child/adult requires access to toilet whilst awaiting collection, to use male staff toilet which then is to be placed out of use until deep cleaned</i></p> <p><i>Reviewed 10.6.2020 – small room off hall to be used as first choice intervention room – enables parent to collect straight from car park, eliminating need to enter school</i></p> <p>https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</p> <p>If staff are unable to maintain social distancing from isolated pupil, appropriate PPE should be worn e.g. a surgical face mask. <i>Staff member to wait outside room, supervising through glass panel, if possible/appropriate</i></p> <p>Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible.</p>	

Risk Level: High:

Medium:


Low:

Accident likely with possibility of serious injury or loss

Possibility of accident occurring causing minor injury or loss

Accident unlikely with control measures in place

D	Controls (Ser N ^o to correspond with Hazard Ser N ^o)	E To be completed by the Manager			
Ser N ^o	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Trim trail and fixed outdoor play equipment to be cordoned off		S. McNicholas	Friday 29 th May	
2	Water fountains cordoned off Jugs of fresh water available in bubbles to refill children's water bottles	Replenished throughout day	S. McNicholas Staff in bubble	Friday 29 th May Ongoing	
3	One way system set up for dismissal	Hurdles/tables placed out daily Staff outside to coordinate	HT, SLT, LO	Daily	

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>Risk assessment signed off by:</p> <p>Signature: </p> <p>Date: Reviewed 4.7.2020</p> <p><i>Please note an electronic signature will suffice.</i></p>
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