



Risk Assessment

<p><b>A</b></p>	<p><b>Date:</b> 8.3.21 <b>Date:</b> 25.5.20 Reviewed/amended 10.6.2020; 23.6.2020; 4.7.2020; 11.8.2020, 30/8/20; 16/9/2020; 2/10/2020; 20/10/2020; 14.11.2020; 7.12.2020; 12.1.2021</p>	<p><b>School: Childwall Church of England Primary School</b></p>	<p><b>Team:</b></p>	<p><b>Location: Own School Premises</b>  <b>NB To be read in conjunction with guidance on national lockdown January 2021</b>  <b>School reopening to all pupils – March 2021</b></p>
	<p><b>Review Date:</b> To be reviewed and updated whenever circumstances change</p>	<p><b>Ref:</b></p>	<p><b>Assessor:</b> <b>Initial R.A.read &amp; approved Dave O’Hare LCC H &amp; S 29.5.2020</b></p>	<p><b>Head Teacher: Mrs Wendy Mason</b></p>

<p><b>B</b></p>	<p><b>Assessment of Risk for:</b> Childwall Church of England Primary School Protection from transmission of Covid-19 during pandemic including all school activities</p>
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<p><b>C</b> Ser Nº</p>	<p><b>List Hazards Here</b></p>	<p><b>List Groups of People at Risk</b></p>	<p><b>List Existing Controls</b></p>	<p><b>Risk Level</b></p>
<p>1</p>	<p>Covid-19 virus: General</p>	<p>Staff Pupils Visitors Contractors</p>	<p>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 1<sup>st</sup> June; all relevant updates and information sent out when received; staff continually reminded of protocols via e-mail, notices around school, verbally</i></p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to. <i>All SLT continually monitoring. Three staff have undergone Covid Lead training with Chris Price</i></p> <p>Liverpool City Council COVID-19: <a href="#">Personal Protective Equipment (PPE) Policy</a></p>	<p>Low/ Medium</p>

			<p>Reference School infection control risk assessment, as required: <i>RA 29...SIL H &amp; S...</i></p> <p>Pupils who are symptomatic or who have household members who are symptomatic will not be allowed to attend school. <i>Repeated explanatory messages to parents – via e-mail and posters on noticeboard at school gate and on fencing</i></p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> <li>• New and expectant mothers – <i>working from home post 28 weeks/if in school, adhering to social distancing measures – see extended duty of care R.A.</i></li> <li>• Extended duty of care – <i>see separate risk assessments</i></li> <li>• Stress – <i>reviewing well-being policies; strong teamwork ethos; 3 staff trained as Mental Health First Aiders to support colleagues – Oct 2020; confidential counselling support numbers shared with all staff and details on staffroom noticeboard</i></li> <li>• Individual Pupil assessments – <i>PEEPS adapted; individual plans developed where needed, working in partnership with families</i></li> </ul> <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"> <li>• Vulnerable member of staff who have previously received a Government shielded letter</li> <li>• Staff who are pregnant</li> <li>• All who have relevant conditions as per most recent HR guidance</li> </ul> <p><i>NB All reviewed again in response to national lockdown and partial school closure January 2021; staff with shielding letter continue to shield</i></p> <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 and discussion re working from home tasks; clear expectations regarding working hours, availability to colleagues and work life balance</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"> <li>• Gov.uk <a href="https://www.gov.uk/">https://www.gov.uk/</a></li> <li>• Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> </ul>	
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			<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"> <li>• Disposable half face masks:</li> <li>• Disposable gloves:</li> <li>• Disposable aprons:</li> <li>• Where personal care is to be provided eye protection/surgical face mask:</li> <li>• <i>detail any other specific disposable PPE in use – face visors available if required</i></li> </ul> <p>All used PPE should be double bagged and disposed of appropriately. Store safely and securely for at least 72 hours before disposing of in regular bins. <i>(see guidance sent to all staff)</i></p> <p><i>Staff free to use masks and/or visors wherever they feel safer to do so and always if mixing bubbles or unable to maintain safe distance; staff advised to wear masks when moving around school or in areas where 2m distancing cannot be guaranteed, eg making drinks, in corridors</i></p> <p>All staff informed that hands should be washed regularly as per Government guidance <i>posters displayed prominently throughout school and message constantly reiterated; additional anti-bac stations installed throughout school</i></p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance. <i>posters displayed prominently throughout school and message constantly reiterated; lots of activity planning around hygiene and safety measures; children not to use toilets if anyone from another bubble in there – prominent reminder signs on all toilet doors</i></p> <p>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. – <i>use of Parentmail and weekly newsletter; any new relevant information shared with parents/carers</i></p> <p>Staff kept informed via email, online meetings etc.</p>	
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		<p>Staff Teaching Placement Students Regular visitors eg) SEND support</p>	<p><i>Homework /reading books etc. not sent home in paper form; set on website /Seesaw and home readers allocated on on-line Reading Planets platform. Reading Record set up on Seesaw for communication between home and school. Other homeworks set where possible using on line platforms (See Remote Learning Policy for Full Detail)</i></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. <i>Covid lead staff to facilitate</i></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. <i>Currently using MDS Form Version 5</i></p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> <li>• HSE RIDDOR reporting of COVID-19 – <i>Covid leads aware of when this is a requirement</i></li> </ul> <p><b>Staff Home Testing (LFT)</b> Participating staff should take test twice per week as agreed with school – for most staff, this will be prior to attending school on Mondays and on Thursdays. For part-time staff, days will be adapted accordingly but sufficient tests will be supplied for twice weekly so staff should discuss with headteacher the most appropriate days according to their working contract.</p> <p>Staff should register tests on <a href="#">government portal</a></p> <p>Staff must inform school of test results – positive / negative / void, using the Google Form available for this purpose. If any staff member is struggling to use Google Form, please advise Kristy Owens who will show you how.</p> <p>If staff test positive, they must book confirmatory PCR test and isolate</p> <p>If confirmatory PCR test is positive, staff member must continue isolating for 10 days in line with <a href="#">government guidance</a> School will maintain a record of results as <a href="#">per guidance</a> – <i>and complete LA survey weekly</i></p> <p>Records must be kept in line with school GDPR policy</p>	
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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 over 35 minute duration – beginning and end of day – using alphabet to accommodate family groups</i></p> <p><i>Parents reminded of staggered timings for March full reopening in letter 5.3.2021.</i></p> <ul style="list-style-type: none"> <li><i>• Face coverings worn by all staff on gate/yard at arrival and dismissal times</i></li> <li><i>• Parents/adults requested to wear face coverings when collecting/dropping children at school – see Matt Ashton letter 15.9.2020 – shared on Parentmail</i></li> </ul> <p><i>January 2021 – National Lockdown. Whilst numbers are lower (approximately 50% of pupils on roll attending daily) we maintained full 35 minute staggered arrivals and dismissals to further limit risk of transmission</i></p> <p><i>March full reopening – continued with these timings; communication with parents stressing the need to stick to allotted time or contact us to arrange any required change – ensuring lack of crowding at 8.30am and 3pm</i></p> <p>Children to go straight into their classroom through external doors to avoid mixing on yard</p>	Low/ Medium

			<p>Markings/cones are laid out on the playground for children to socially distance at the end of the school day –</p> <p>Markings painted onto playground to denote areas to line up if fire alarm sounds; all lines to be socially distanced 2m from other lines</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, ideally from own year group bubble 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 Inventory on desktop PC, rather than anybody use screen (updated Oct 2020 – visitors can now use screen but office staff clean it immediately afterwards; cleaning materials and hand sanitiser next to screen for anyone to use themselves before and after use)</i></p> <ul style="list-style-type: none"> <li>• 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>Inventory system still used, , as above</i></li> </ul> <p>Hand sanitiser stations located at:</p> <ul style="list-style-type: none"> <li>• the entrances to the building (<i>and where keypads/buzzers in use e.g. gates</i>)</li> <li>• <i>outside classroom doors</i></li> <li>• <i>corridors</i></li> <li>• <i>At school gate (portable) if staff handling items from children or parents/carers</i></li> </ul> <p><i>All KS2 classrooms and EYFS area also have sinks for hand-washing with infra red taps for optimal temperature</i></p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 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>	
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			<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>Pupils will then be kept in their year group ‘bubbles’) and should not mix with other groups during the day Wherever possible, teaching and support staff working in school should also remain within this ‘bubble’ Staff providing PPA will plan to teach outdoors, where possible and endeavour to maintain 2m social distancing at all times. <i>See staff and pupil allocation – PPA staff now using face protection</i></p> <p><i>PE provision (subject to social distancing guidelines) delivered by specialist staff member</i></p> <p>All classes are to take place in the same setting wherever possible to limit the numbers moving around the school. <i>If classes/groups use another area of school, cleaning staff are advised and clean after use</i></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 timetables; breaks to be staggered and taken in allocated outdoor spaces, supervised by ‘bubble’ staff</i></p> <p>Whole school assemblies and collective worships are not to take place during the Covid-19 pandemic. <i>Daily worship will take place in class – see RW’s timetable</i></p> <p><i>Children requiring medication will have this administered outside medical room in open, ventilated area to avoid children from different bubbles unnecessarily entering medical room;</i> <i>medical room bed, pillows etc. to be cleaned after any use</i></p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. (<i>Staffroom facilities will be split between</i></p>	
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			<i>current staff room and the ark to minimise numbers using – maximum number in staff room – 15; from January 2021 – trainee teachers on placement will use library as additional staffroom facility to allow social distancing)</i>	
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically to colleagues wherever possible to avoid unnecessary passing of paper</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p><i>Any one-off visitors will be issued with ‘inentry’ sticky label rather than lanyard.</i></p> <p><i>Any lanyards issued to those making repeated visits (E.G. supply staff; student teachers) will be kept by individual for duration of use then put through the washing machine before being reissued.</i></p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Unnecessary seating, display stands and magazines/books are removed. Screens are installed to areas where staff are required to have face-to-face interaction with visitors.</p> <p>Staff who are able to work from home, are encouraged to do so when this is possible/preferable.</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>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other (<i>unless Perspex sheet separating or sufficient space</i>).</p>	Low/ Medium

			<p>Workstations are single user use. Sharing of workstations is not to be undertaken. <i>(If someone else's workstation has to be accessed, wipes must be used before and after)</i></p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning materials 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>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><i>Any other staff using school telephone must sanitise it after use.</i></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. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p> <p><i>Staff reminded not to gather at photocopier if from different bubbles. Photocopier must be wiped before/after use and hand sanitiser used</i></p>	
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available. <i>If meetings are required, they will be socially distanced in the school hall or in staff room (adhering to maximum staff room numbers)</i></p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p>	Low/ Medium

			<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> <p><i>January 2021 national lockdown – Meeting room timetabled for Zoom meetings with children at home. Staff to wipe down keyboard/laptop after use; room to be ventilated at all times; laptop permanently set up and connected to big screen to avoid excessive handling; cleaner accessing room several times daily to spray &amp; wipe</i></p>	
5	Covid-19 virus: Classrooms	Staff  Pupils	<p>Primary Schools:</p> <ul style="list-style-type: none"> <li>• Classes are kept in 'year group bubbles' and should not mix with other year groups during the school day.</li> <li>• Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles.</li> <li>• Staff providing PPA will plan to teach outdoors, where possible, and endeavour to maintain 2m social distancing at all times.</li> </ul> <p>Year groups should be kept together and mixing with other year groups minimised, as much as possible.</p> <p>In Key Stage 2 classrooms, desks face the same direction i.e. front of the classroom. Pupils are seated side by side as opposed to opposite each other.</p> <p>In KS1, furniture has been rearranged to avoid children directly facing each other when in groups so far as possible. March 2021, KS1 have resumed table groupings to facilitate full curriculum offer</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. <i>(individual stationery sets have been made up for children; parents/carers have been advised that own stationery should be kept at home)</i></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,</p>	Low/ Medium

			<p>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>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 1<sup>st</sup>.</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 1<sup>st</sup>. Only equipment required for teaching and learning has been reintroduced</i></p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p><i>Classroom windows will be opened, to encourage as much natural ventilation as possible; external doors also opened where weather allows</i></p> <p><i>Air heaters have been replaced with radiators in 5 classrooms to avoid recirculating air (Dec 2020)</i></p>	
6	Covid-19 virus: Dining areas	<p>Staff</p> <p>Pupils</p>	<p>Lunch times will be staggered to ensure ‘bubbles’ do not mix.</p> <p>Dining room be laid out to maintain social distancing as far as is reasonable practicable <i>In Key Stage 2 all pupils who have packed lunch from home will eat in classrooms, or outdoors, if weather permits.</i></p> <p><i>NB Year 3 &amp; 4 dinners eaten in hall, segregated into year group bubbles; Y5 &amp; 6 collect own dinners from dining room, eat in classroom and return empty tray to designated area – staff ensure they maintain distance from KS1 children eating in hall.</i></p> <p><i>All KS1 children eating in hall, with exception of severe allergies. Hall segregated into 2 groupings/ separated by 6 ft high screens to allow 2 year groups to dine simultaneously.</i></p> <p>Dining room tables and chairs are wiped down between year groups</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible and to wear masks</p>	Low/ Medium

7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School start and finish times 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: 8.30-9.05am; end of day 3.00 – 3.35pm</i></p> <p><i>One way system set up – children marked in on on- line register as soon as they arrive in classroom for fire purposes; SLT/designated staff to have all classes’ authorised collection lists to check as required at gate</i></p> <p>Parents/adults are requested to drop their children off alone i.e. not both parents attending at once. <i>Parents informed of this regularly in email; also posted on school website</i></p> <ul style="list-style-type: none"> <li>• <i>Face coverings worn by all staff on gate/yard at arrival and dismissal times</i></li> <li>• <i>Parents/adults requested to wear face coverings when collecting/dropping children at school – see Matt Ashton letter 15.9.2020 – shared on Parentmail</i></li> </ul> <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 office during school day 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; Parents reminded to space and clear area around entrance/exit on Woolton Road as required.</i></p> <p>Classes (year groups) kept together thereby minimising mixing with other classes as much as possible.</p> <p>Break times (including lunch) staggered for year groups 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>toilets cleaned throughout day; signs on outer</i></p>	Low/ Mediu m
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			toilet doors reminding children not to enter toilet area if someone from another bubble is in there.	
8	Covid-19 virus; Working and teaching within the school environment	Staff Pupils Visitors Contractors	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> <li>• Aim to maintain 2m social distancing at all times, where practicable.</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> </ul> <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. <i>Staff should be very mindful of maintaining social distancing from colleagues in other bubbles.</i></p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. (<i>Staffroom facilities are split between current staff room and the ark to minimise numbers using</i>)</p>	Low/ Medium
9	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>Reference existing school COSHH risk assessments: .....<i>see file</i>.....</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p>	Low/ Medium

			<p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. <i>(Depending on equipment used in classrooms, some might be required to be washed in dishwasher/washing machine; this should be built into daily staff routine)</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 end of each school day.</p> <p><i>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned, as will toilet areas</i></p> <p><i>Door openers with sound sensors (for fire regulations) installed on all corridor and hall doors to ensure doors can be kept safely open throughout day to minimise touch areas.</i></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"> <li>• Printers/photocopying machines</li> <li>• Door entry keypads</li> <li>• Door, fridge and cabinet handles</li> <li>• Light switches</li> <li>• Kitchen surfaces</li> </ul> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be thoroughly cleaned along with other areas the person may have been.</p>	
10	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 who become symptomatic will be sent home to self-isolate.</p> <p><i>Small intervention room off hall to be used as first-choice isolation room; staff to observe child through glass panel in door; window to be open for ventilation – ensure shutter is up so windows will open. If child needs to use toilet whilst awaiting collection, should be escorted to male staff toilet in entrance hall – (cleaner to be advised immediately to ensure deep clean before any other use)</i></p>	Low/ Medium

			<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"><li>• 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.</li><li>• 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 temperature, they should keep self-isolating until temperature returns to normal.</li></ul> <p>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: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result. <i>School also know to contact single point of contact at local authority for advice; email and contact numbers displayed in all offices</i></p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance. Any other pupils/staff who may have been in contact with affected person will conduct risk discussion with Covid leads and, if considered necessary, will be required to isolate and work from home.</p>	
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11	Teacher Trainee Placement – in conjunction with Liverpool Hope University	Placement Students	<p>All students must complete an online induction and read all policies requested by school before starting their placement. They will be asked to sign to confirm that they have read and understood each policy. They must read the school COVID risk assessment before starting their placement and then read the updated COVID risk assessment which is updated as required by school. Students will be asked to confirm by email that they have read the updated risk assessment.</p> <p>All placement students will be included in staff twice weekly testing procedures</p> <p>All students must follow university guidance as follows:</p> <ol style="list-style-type: none"> <li>1. Familiarise yourself with and follow all Covid-19 policies and procedures relevant on campus and within your placement setting.</li> <li>2. Follow social distancing guidelines in relation to Covid-19 so that we minimise the risk of person to person transmission. This applies to on campus and placement activities.</li> <li>3. Ensure you keep up to date with any changes to Covid-19 guidance.</li> <li>4. Follow University and placement provider guidance on the wearing of face coverings within your setting.</li> <li>5. Stay at home if you experience any Covid-19 symptoms and contact your setting, PPL lead at University and <a href="mailto:covid@hope.ac.uk">covid@hope.ac.uk</a></li> </ol> <p>If school has reason to believe that any student is not adhering to our COVID risk assessment, they will be asked to leave the school premises and their placement offer will be withdrawn.</p> <p><b>Lunchtime Extra Curricular Clubs</b></p> <p>Teacher placement students will lead extra curricular lunchtime clubs (see LD's list for details). These will all be run within year group specific bubbles to adhere to social distancing. Any equipment used will be cleaned and quarantined as per school risk assessment</p>	
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12	<p>Wrap around provision</p> <ul style="list-style-type: none"> <li>• Chill Kidz</li> <li>• Happy Hedgehogs Sports</li> </ul>	<p>Staff Pupils Happy Hedgehogs Coaches</p>	<p><b>Chill Kidz</b> We are aware that, for working parents/carers, having extended provision available before and after school is an important part of our school offer. Chill Kidz will continue to operate in the hall with children separated into year groups to reduce contacts. The hall is divided into year group specific areas with all equipment /games etc.... used only for children in Chill Kidz from that specific year group. Mornings will operate from 7.45am, as previously, with a light breakfast provided to children arriving before 8.15am - passed to children by staff at their tables. After School, we will be offering one accommodation, 3.30pm - 4.45pm, with one fixed price (as opposed to the 3 options we previously offered). Rationale behind closing earlier:</p> <ul style="list-style-type: none"> <li>• The main reason is that - with the requirement for test and trace purposes, to keep children in year group bubbles - I don't think it's fair to children to remain in school any later since they will be very limited in the amount they can move around – they will really be contained within a zoned area to play / draw / puzzles / watch TV / read etc....</li> <li>• Allows time for both hall and ark to be thoroughly cleaned nightly</li> <li>• Simplifies snack requirement to fruit / nibbles and drink rather than more substantial snack which would be more difficult to prepare /serve / clean up with limitations of keeping children separated</li> <li>• Allows Chill Kidz staff to thoroughly clean all equipment /games / etc.. after children leave</li> </ul> <p><b>Happy Hedgehogs Sports</b> School will continue to facilitate Happy Hedgehogs sports activities (both school funded and parent funded) to enable parents to work, pursue education or attend essential appointments (eg medical) whilst national lockdown is still in place. Happy Hedgehogs operates within the same year group bubbles as children have mixed in during the day. All other safety mechanisms are as per school day risk assessment. It is essential that Happy Hedgehog coaches are aware of the school's full risk assessment and adhere to these.</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

D	<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	2 teachers classed as extremely vulnerable – both wanting to return to school	Extended duty of care risk assessments to be completed for 2 teachers – advice taken from individuals' GPs	WM	1 <sup>st</sup> Sept. 2020	Completed – WM – 1 staff member remains working from home
2	Perspex sheeting to be installed in office: where staff interact with parents/visitors; dividing KO's and LD's desks	SMc to install	SMc	1 <sup>st</sup> Sept. 2020	Completed August 2020
3	Ensure systems in place for issuing visitor passes and lanyards	PC to devise system for storage/ cleaning of any passes/ lanyards when returned to office	PC	2nd Sept. and ongoing	In place
4	Inventory registration service to be extended to use classroom ipads		LO	3 <sup>rd</sup> September 2020	To be completed end Sept. – alternative telephone process used until then
5	Keep updating individual staff risk assessments according to changes in circumstances (individual & tiers)		WM	Ongoing	

6	<p>January 2021 National Lockdown  School open only to children of critical workers and vulnerable children</p>	<p>Parents/carers asked for detail of critical worker status  Correspondence to parents/carers reiterates government message that even critical workers should keep children home if they can  Vulnerable children identified by school and parents invited to take up school place  Numbers monitored and reported to DfE on daily basis  SLT reviewing safety daily according to numbers of pupils and numbers of staff; if necessary priority will be given to vulnerable children and children of parents working in critical health and social care roles</p>	<p>WM  CoG</p>	<p>Ongoing</p>	
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Once additional controls are implemented, what will the overall risk level be:

High

**Medium**

**Low**

Risk assessment signed off by:

Signature: 

Date: 8.3.2021

*Please note an electronic signature will suffice.*

