



### Risk Assessment

<b>A</b>	<b>Date:</b> Revised for school reopening under changed guidance 31.8.21 Reviewed with additional measures – 20.9.21	<b>School: Childwall Church of England Primary School</b>	<b>Team:</b>	<b>Location: Own School Premises</b>
	<b>Review Date:</b> To be reviewed and updated whenever circumstances change	<b>Ref:</b>	<b>Assessor:</b> Initial R.A.read & approved Dave O'Hare LCC H & S 29.5.2020 September 21 RA based on LCC model policy with school-specific detail	<b>Head Teacher: Mrs Wendy Mason</b>

<b>B</b>	<b>Assessment of Risk for:</b> Childwall Church of England Primary School Protection from transmission of Covid-19 during pandemic including all school activities
----------	---

<b>C</b>	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
<b>Ser N°</b>				
1	Covid-19: 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 1<sup>st</sup> June 20; all relevant updates and information sent out when received; staff continually reminded of protocols via e-mail, notices around school, verbally</i>  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>  Liverpool City Council COVID-19: <a href="#">Personal Protective Equipment (PPE) Policy</a>	Low/ Medium

			<p>Reference School infection control risk assessment, as required: <i>RA 29...SIL H &amp; S...</i></p> <p>Pupils and staff who are symptomatic 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"><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</i></li><li>• Individual Pupil assessments – <i>PEEPS adapted; individual plans developed where needed, working in partnership with families</i></li></ul> <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="http://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></li><li>• Gov.uk 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><li>• Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li></ul> <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"><li>• HSE COVID19 latest information and advice</li><li>• HSE Working safely during the coronavirus guide</li><li>• Government guidance COVID-19: guidance for schools COVID-19</li><li>• Government publication COVID-19: cleaning in non-healthcare settings</li><li>• Government publication Best Practice: how to hand wash</li><li>• Government guidance for food business on Coronavirus (COVID-19)</li><li>• Government guidance COVID-19: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</li></ul> <p>Due to the changing advice on COVID-19, managers should ensure they review safe working procedures and protocols regularly, until such time when it is 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 reviewed.</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:</p> <ul style="list-style-type: none"> <li>• Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes</li> </ul> <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>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 year group in there – prominent reminder signs on all toilet doors</i></p> <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>Staff kept informed via email, online meetings etc.</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>
--	--	--	---

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.  
*Currently using MDS Online Form*

Reference made to HSE guidance for reporting under RIDDOR:

- HSE RIDDOR reporting of COVID-19 – *Covid leads aware of when this is a requirement*

20<sup>th</sup> September 2021 – Additional contingency measures introduced for 2 week period following an outbreak of cases, particularly in one year group:

- *Separate break and lunch areas reintroduced for all year group bubbles*
- *Separate dining facilities, as per summer 2021 RA*
- *Enhanced cleaning of specific areas in school throughout the school day – Year 1 classrooms and resource area*
- *Return to virtual assemblies in classrooms*
- *Visitors to school minimised*
- *Outbreak letter shared with parents/carers and all school community*
- *Spot checks to ensure areas ventilated throughout the school day*

***Liverpool Hope University Trainee Teachers*** - 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 every 2 weeks by school. Students will be asked to confirm by email that they have read the updated risk assessment.

All students must follow university guidance as follows:

1. Familiarise yourself with and follow all Covid-19 policies and procedures relevant on campus and within your placement setting.

2. Follow all 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.

3. Ensure you keep up to date with any changes to Covid-19 guidance.

4. Follow University and placement provider guidance on the wearing of face coverings within your setting.

Stay at home if you experience any Covid-19 symptoms and contact your setting, PPL lead at University and [covid@hope.ac.uk](mailto:covid@hope.ac.uk)

			<p><i>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.</i></p>	
--	--	--	---	--

2	Covid-19; 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 continue to be staggered – Sept. 21 – changed to a 20 minute ‘stagger’ (previously 35 minutes) – avoids build up of people outside school; congestion on playground and parking congestion</i></p> <p><i>Parents informed of staggered timings for September in letter of 27.8.21</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 – however, not compulsory as per current national restrictions and therefore not responsibility of school to enforce</i></li> </ul> <p>Children to go straight into their classroom through external doors to avoid mixing on yard and yard becoming too congested.</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 keypads and touchscreens.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> <li>• Entrances to building</li> <li>• Classrooms/entrances to classrooms</li> <li>• Corridors</li> <li>• Staff rooms</li> <li>• Toilets</li> </ul> <p><i>All KS2 classrooms also have sinks for hand-washing with infra red taps for optimal temperature</i></p> <p>Face masks no longer need to be worn, however school may advise staff and/or pupils to wear a face mask in crowded corridors, poorly ventilated areas or areas where close contact with others is unavoidable. Staff are very welcome to wear face coverings at other times if they feel more secure doing so.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Corridors, walkways and staircases have markings laid out to indicate side to walk on (two way traffic).</p>	Low/ Medium
---	--------------------------------------	---	--	----------------

			<p>Staff verbally reinforce controls in corridors where necessary. <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>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>Water fountains remain not in use and jugs of water are available for refilling water bottles etc.</p> <p>Markings painted onto playground to denote areas to line up if fire alarm sounds; all lines to be socially distanced 2m</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 to use PPE and child to wear mask – modelled for younger children to ensure appropriate use and minimise concern</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 year group staff</i></p> <p>Whole school assemblies and collective worship are still not to take place during the Covid-19 pandemic. <i>Daily worship will take place, with some mixing of year groups but not yet whole school– see RW's timetable</i></p>	
--	--	--	---	--

3	Covid-19: School reception and offices	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are requested to send information electronically to colleagues 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 'inventory' 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>Windows will be opened where practical, to encourage as much natural ventilation as possible</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>Telephones not to be shared. 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. <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>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>	Low/ Medium
---	--	---	--	----------------



4	Covid-19: Meetings	<p>Staff</p> <p>Pupils</p> <p>Parents/Carers</p> <p>Visitors</p> <p>Contractors</p>	<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.</p> <p>Whole school meetings (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees:</p> <ul style="list-style-type: none"> <li>• Attendees encouraged to take LFT test on the morning of the meeting prior to attending.</li> <li>• If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged.</li> </ul> <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> <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>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p> <p>Parent group meetings:</p> <ul style="list-style-type: none"> <li>• Parent group meetings to be held in as large a space as possible to allow for adequate distancing between attendees.</li> <li>• If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged.</li> <li>• School encourages the use of outdoor space for parent groups where appropriate.</li> <li>• Indoor parent groups numbers are restricted appropriate to room size etc.</li> </ul> <p>Attendees encouraged to take LFT test on the morning of the parent group prior to attending.</p>	Low/ Medium
---	--------------------	---	--	----------------

5	Covid-19: Classrooms	Staff  Pupils	<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>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p>	Low/ Medium
6	COVID-19: Dining areas	Staff  Pupils	<p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room windows will be opened to allow natural ventilation.</p>	

7	Covid-19; 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>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: .....see file.....</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. <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>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</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 deep cleaned along with other areas the person may have been.</p>	Low/ Medium
---	--------------------	---	--	----------------

8	COVID-19; Ventilation	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are encouraged to open windows and doors to encourage as much natural ventilation as possible; any fire doors opened during the school day have been fitted with automatic closures in the event of fire alarm sounding.</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.</p> <p>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.</p> <p>Fans should not be used in poorly ventilated areas.</p> <p>Prior to the receipt of 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: <i>internal storage cupboards/rooms.</i></p> <ul style="list-style-type: none"> <li>• <i>Limit numbers entering and working within</i></li> <li>• <i>Reduce time spent in area</i></li> <li>• <i>Door kept open whilst within and left open when leaving to air room</i></li> </ul> <p><i>NB When CO2 monitors are in place, emphasis will still be upon maximising ventilation rather than relying upon monitor to identify problem.</i></p>	
---	-----------------------	---	--	--

9	Covid-19; 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.</p> <p>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. 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> <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 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 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 household with possible coronavirus infection. A PCR test will be required to check the LFT test result.</p> <p>If 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 online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p> <p>School should contact local authority SPOC team if they have a positive case. They will liaise 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/ Medium
---	---	---	---	----------------

10	COVID-19; Outbreaks	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Schools has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to raised COVID cases locally.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p> <p>School should contact local authority SPOC team if they have outbreak concerns. They will liaise 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>	
----	---------------------	---	--	--

**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>

<b>F</b>		
----------	--	--


Once additional controls are implemented, what will the overall risk level be:

High

Medium

Low

Risk assessment signed off by:

Signature: 

Date: 31.8.2021

*Please note an electronic signature will suffice.*