

## Risk Assessment

A	<b>Date:</b> 2 November 2020	<b>School:</b> Holy Name Catholic Primary	<b>Team:</b>	<b>Location:</b> Moss Pits Lane, L <span style="float: right;">G</span>
	<b>Review Date:</b> Daily	<b>Ref:</b>	<b>Assessor:</b> Pauline Sloane	<b>Executive Head Teacher:</b> Anne Radford

B	<b>Assessment of Risk for:</b> Protection from transmission of Covid-19 during pandemic including all school activities
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. Risk assessment and staff guidelines sent to staff and constant dialogue will take place as appropriate to inform them of the risks and protocol to follow as and when the situation changes. Any new or supply staff will be given a copy of the staff guidance and risk assessment.</p> <p>After half term, EHT will continue to work a week about in each school to minimise the risks and leave <u>72</u> hours in between moving from one school to the other.</p> <p>There is adequate supervision, when required to ensure procedures are correctly adhered to.</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy</p> <p>Reference School infection Control Risk Assessment, as required: Health and Safety Policy.</p> <p>Pupils who are symptomatic will not be allowed to attend school. Any child who has a high temperature or is showing symptoms will be put into the reception area until collected. <u>Windows/door opened &amp; staff member supervising child will wear PPE.</u>  <u>Any staff/pupil who tests positive will have to isolate for 10 days. Staff/pupils who have been identified as being in close contact with a positive case will have to self isolate for 14 days.</u></p> <p>Pupils with parents/carers exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance <u>and recommend they get tested.</u></p> <p>SLT have reviewed all of the following relevant risk assessments as necessary.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

			<ul style="list-style-type: none"> <li>• New and expectant mothers – (HF) still on Maternity leave</li> <li>• Extended duty of care</li> <li>• Stress</li> <li>• Individual Pupil assessments – (SENDCo will prepare individual risk assessments as and when required)</li> <li>• Individual staff assessments undertaken</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>• Staff who have an extremely vulnerable household member</li> <li>• Staff who live with a vulnerable person</li> <li>• Staff on the vulnerable or high risk list (AR/LJ/MA)</li> <li>• <a href="#">Individual risk assessment for vulnerable staff/household member etc will be reviewed with EHT on return after half term</a></li> </ul> <p>Member of SLT to keep in touch with above members to check on mental health and wellbeing.</p> <p>SLT 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> <li>• Department for Education <a href="https://www.gov.uk/government/organisations/department-for-education">https://www.gov.uk/government/organisations/department-for-education</a></li> <li>• Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul> <p>Any new guidance received will be forwarded to staff. The following guidance and publications are made available to staff as applicable and whenever updated.</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 and other educational settings</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
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			<p>Safe working practices, procedures and protocols continue to be reviewed daily, until such time when it is deemed unnecessary. SLT will continue to monitor the situation on a daily basis.</p>	L
			<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: Link sent to staff to refer to the following video:</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 is provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:</p>	L
			<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>• Visors</li> <li>• PPE provision will be available in each room and new supplies will be put in the staffroom for staff to take as they run out.</li> <li>• Vulnerable and at risk staff will be provided with full PPE equipment if they require it.</li> </ul>	L
			<p>All used PPE should be double bagged and kept secure for 72 hours then disposed of via normal waste stream.</p>	L
			<p>All staff informed that hands should be washed regularly as per Government guidance.</p>	
			<p>Hand sanitiser, antibacterial wipes/sprays will be housed at each entrance to the school and all rooms used by pupils/staff. Provision of anti-bacterial wipes/sprays, sanitisers and tissues in each room.</p>	L

			<p>Children and staff to wash or sanitize their hands on entry to the school building. Pupils to be regularly reminded, in age appropriate ways that hands should be regularly washed as per Government guidance. In addition, posters will be displayed around school.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running. Personal, sealable storage boxes will be available on request and be kept in that person's bubble.</p> <p>Parents and carers 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. Children met at gate by staff and directed into school (social distancing to be observed)</p> <p>Staff kept informed via email, online meetings etc if they are not in the building on the date and time of the meeting Post-incident de-briefing will be 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 <a href="#">SPOC and</a> the Health and Safety Unit, using the LCC online accident and incident report form.</p> <p>All incidents to be Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> <li>• HSE RIDDOR reporting of COVID-19</li> </ul>	L L L L
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. Parents/carers will be informed by email, Dojo, website of any changes.</p> <p>Markings are laid out on the playground for classes to line up after playtimes - lines laid out to maintain 2m social distancing until the advice changes.</p> <p>School first aid risk assessment to be reviewed, as required.</p> <ul style="list-style-type: none"> <li>• Office staff will make a note of staff who enter and leave the building whilst signing in is not advisable. Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments need to be reviewed.</li> </ul>	L L L

			<p>Hand sanitizer stations located at the entrances to the building and at entrances to all rooms used. Any spares are kept in the staffroom. <a href="#">Teachers and or teaching assistants are dispensing hand sanitizer onto the hands of pupils on the way in to save time. Those pupils who are allergic to the sanitizer, wash their hands on entry.</a></p>	L
			<p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 2m social distance. Posters put up around school and outside.</p>	L
			<p>Corridors, walkways and staircases have tape arrow markings laid out to indicate left hand side to walk on (two way traffic).</p>	L
			<p>Staff and pupils are requested to keep close to the left side of the corridor or walkway to maximise social distancing while others are using the opposite side. Staff will verbally reinforce controls in corridors and walkways. Directional arrows are in place on the walls with lane markings.</p>	L
			<p>All indoor rooms/areas must be well ventilated at all times to reduce the risk of infection. As the weather becomes colder, the heating will be turned up higher and be put on earlier and kept on later if necessary.</p>	L
			<p>In light of Public Health Liverpool guidance, all parents/carers and staff will continue to be advised to wear a face covering at drop off and pick up.</p>	L
			<p>Reception children will enter at infant gate then reception entrance. They will leave via the reception doors. Parents/carers will be asked to leave their children at the bottom of the ramp and wait at the bottom to collect them when they come out with a teacher. Nursery pupils will enter and exit via nursery gate and door.</p>	L
			<p>Whole school assemblies and collective worship are not to take place during Covid-19 pandemic. These will be undertaken in 'bubbles' where appropriate.</p>	L
			<p>The use of the school staff room is minimised to maximise social distancing between colleagues. Wipes and cleaning materials are available in the staff room for staff to clean regular contact points, eg, kettle, taps etc.</p>	L

		<p><u>As there are several sittings for breaks and lunches, Staff asked to clean the chair they have used and the area of the table with anti-bacterial spray/wipes.</u> Chairs not in use labels are placed around the staffroom to ensure social distancing.</p> <p>Soft furnishings, soft toys and toys have all been cleaned or stored away. KH/ID to store such items.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p>	
		<p>Doors will be open from 8.45 am until 9.00 am and different year groups will enter from different points: <u>Nursery – enter and exit via nursery gate and door, Reception – enter and exit via Reception classes door, Class 3 – enter and exit via infant playground door, Class 4 and 5, enter via hall door and exit via infant door, Class 6, 7, 8, 9 – enter and exit via junior door, Class 10 and 11, enter and exit via Year 6 door.</u></p> <p>School will continue to close at 3.00 pm to ensure no teaching time is missed. Parents/carers have been informed where their children will come out and where they should wait and to make sure they keep to social distancing. The two gates on the junior playground will be opened to ease congestion. Siblings of younger pupils will wait outside their younger siblings bubble and go out through their exit to save parents/carers having to go to more than one site.</p> <p>Parents/carers are requested to drop their children off alone, at the appropriate gate. Constant reminders will be sent out and advertised.</p> <p>Parents/carers 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. Reminder on website and Dojo. Parents/carers should telephone or email school with queries/concerns or to arrange an appointment.</p> <p>Classes should be kept together thereby minimising mixing with other classes as much as possible. At times it will be in year group bubbles but a record will be kept so that in the event of a suspected case, we will know who has been in contact with which class/bubble. E.g. Reception classes 1 and 2 as they share communal areas and toilets and classes 10 and 11 as they share communal area and will be set for Maths and English.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

			<p>Morning play time – KS1 playground split into three designated areas for the three classes. KS2 playground split into three designated areas for the three upper junior and lower junior classes.</p> <p>Lunch time - will begin at 11.50 am to ensure infants will have left and the areas cleaned before juniors arrive for their lunch.</p> <p>At break and lunch times, if the weather is fine, upper and lower juniors will take turns between the playground and field, otherwise they will have staggered playtimes and during lunchtimes, there will be a fifteen minute turnaround between class and playground for lower and upper juniors.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines. Adult supervision at all times when appropriate. Signage around school will reinforce this. Toilets are cleaned throughout the day by onsite cleaners.</p> <p>Pupils on hot dinners will eat lunch in the hall and those who bring in packed lunch will eat in their bubble. Packed lunch boxes are allowed and these will be sprayed with disinfectant. Each child is responsible for their own lunch box and water bottle.</p>	
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically as much as possible.</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 by visitors will be suspended.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Seating will be sprayed with disinfectant spray. Seats will only be used when absolutely necessary. Signing in books will be removed, display stands and magazines are removed. Office staff will keep a list of visitors entering and leaving the building <a href="#">and store contact details in case needed for track and trace</a>.</p> <p>Office staff will keep screen closed over or open very slightly when they are required to have face-to-face interaction with visitors. The floor has social distance signage. There is a need for as much natural ventilation as possible</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m as much as possible when they are seated at workstations.</p>	L L L L L

			<p>Desk configurations in the main office are such that staff are not seated facing each other. Workstations are single user use. Sharing of workstations is not to be undertaken.</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 as much as possible.</p> <p>Parents/carers requested to pay monies online but if any money is handed in, it must be in a sealed envelope. Staff should wear plastic gloves before handling and will keep a box/basket for the envelopes to go in.</p> <p>Telephones must not be shared if possible and staff should transfer calls rather than pass handsets to colleagues. If this is not possible, handsets should be disinfected before and after each use.</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>	L L L
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. Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff by text or email.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures. Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings. <i>When staff meetings are necessary, Class 9 should be used. The class will be cleaned and sanitised before and after use.</i></p> <p>Meeting room users advised not to share equipment during meetings ie pens, stationery etc. Attendees to remove all items following the 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>	L L L L



6	Covid-19 virus: Dining areas	Staff Pupils	<p>Dining room be laid out so that 'bubbles' are separated whilst eating. Children on hot dinners, will eat their lunch in the hall, infants at 11.50 am and juniors at 12.15 pm. Packed lunches will be eaten in bubbles.</p> <p>Dining room tables and chairs will be wiped down/sprayed between sittings.</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible.</p> <p>Children are seated at tables in their bubble. Staff will deliver lunch to the tables. <a href="#">Staff serving lunches shall wear face coverings.</a></p>	L  L  L
7	Covid-19 virus; School day	Staff Pupils Visitors Contractors	<p>There is a fifteen minute staggered start time (8.45 am – 9.00 am) for pupils to enter so as to spread out the amount of pupils arriving at the same time. Parents and carers are requested to drop their children off alone e.g., not both parents attending at once.</p> <p>Parents and carers are requested not to gather at entrance gates or doors, or enter the site (unless they have called or emailed to pre-arranged appointment) once their children have entered the school.</p> <p>Parents and carers are requested to social distance on the playground when they come to pick their children up at the end of the day <a href="#">and to stand in the allocated areas.</a></p> <p>Where possible the numbers of pupils using toilets will be managed.</p>	L  L  L  L  L
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>	L    L

			Changing of classrooms for different activities is minimised as far as is reasonably practicable (apart from continuous provision in Reception and setting in Year 6).	L
9	Covid-19 virus; Cleaning	Staff	All cleaning staff are experienced and have received appropriate training from Site Manager.	L
		Pupils	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.	L
		Visitors	Reference existing school COSHH risk assessments: Health and Safety Policy.	L
		Contractors	Cleaners have the choice of wearing appropriate PPE in line with current (and any new) COSHH risk assessments	L
			Playground, PE equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.	L
			<u>Computer suite will be cleaned by onsite cleaner after use before the next class uses it.</u>	L
			Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings - school will be fully cleaned at the start/finish of each school day.	L
Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. Toilets will be cleaned at regular points throughout the day.	L			
Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things): <ul style="list-style-type: none"> <li>• Printers/photocopying machines</li> <li>• Lift buttons and door entry keypads</li> <li>• Door, fridge and cabinet handles</li> <li>• Light switches</li> <li>• Kitchen surfaces</li> </ul>	L			
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.				

10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	Staff	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.	L
		Pupils		
		Visitors	If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn:	L
		Contractors	If 2m distance cannot be maintain – a face mask should be worn If contact is necessary – gloves, an apron and a face mask should be worn Risk of fluids entering the eye, e.g. from coughing, spitting or vomiting – eye protection should also be worn.	L
			Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.	L
		Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:	L	
		<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>		
		If school receive news of a positive test result, EHT and Covid Lead will be informed and the SIL flow chart and 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.	L	
		If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.		

**Risk Level: High:** Accident likely with possibility of serious injury or loss  
**Medium:** Possibility of accident occurring causing minor injury or loss  
**Low:** Accident unlikely with control measures in place

<b>D Controls</b> (Ser N° to correspond with Hazard Ser N°)		<b>E To be completed by the Manager</b>			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Test temperature of children feeling unwell. Constant communication with parents/carers	Purchase thermometers	Finance Officer	Ongoing	
2	Constant stock take and replenishment of supplies.	Order from SIL on a weekly basis by Wednesday at the latest.	Finance Officer	Ongoing – weekly basis	
3	Provide individual storage boxes for staff to keep change of clothes in – to be kept in each bubble.	Purchase storage boxes	Finance Officer	Ongoing	

<b>F</b>	<b>Once additional controls are implemented, what will the overall risk level be:</b>	<b>Risk assessment signed off by:</b>  <b>Signature:</b> <i>Pauline Sloane</i>  <b>Date:</b> <b>2 November 2020</b> <i>Please note an electronic signature will suffice.</i>
	<b>High</b> <b>Medium</b> <b>Low</b>	

