

Risk Assessment

A	Date: 02.11.2020	School: St Vincent de Paul Catholic Primary School	Team: SLT & Governors	Location: Pitt Street, Liverpool, L1 5BY
	Review Date: 16.11.2020	Ref: Whole School Return Risk Assessment	Assessor: SLT	Head Teacher: Lisa Salters

B	Assessment of Risk for: Protection from transmission of Covid-19 during pandemic including all school activities
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C Ser N°	<u>List Hazards Here</u>	<u>List Groups of People at Risk</u>	<u>List Existing Controls</u>	<u>Risk Level</u>
			<p>The school will display a signed copy of the <u>STAYING COVID-19 SECURE IN 2020</u> confirming Covid risk assessment for the school has been completed (posted in the school Covid file).</p> <p>This risk assessment will be shared with all staff during the first week of school (from 1.09.2020 onwards).</p>	
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>The SLT and Covid team will 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/collections/guidance- 	Low

[for-schools-coronavirus-covid-19#day-to-day-running-of-a-school](#)

- Health and Safety Executive <https://www.hse.gov.uk/>

Referring to the following guidance and publications, as applicable:

- HSE COVID19 latest information and advice
- HSE Working safely during the coronavirus guide
- Government guidance COVID-19: guidance for schools Covid-19 <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- Government publication COVID-19: cleaning in non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- Government publication Best Practice: how to hand wash <https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing>
- Government guidance for food business on Coronavirus (Covid-19)
- Government guidance Covid-19: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

Covid-19 Wider Support:

Due to the changing advice on Covid-19, leaders will ensure they review safe working

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			<p>procedures and protocols daily, until such time when it is deemed unnecessary. Head Teacher along with one of the Assistant Head Teachers who form the Covid team, will refer to current NHS advice https://111.nhs.uk/covid-19 or telephone 111. The DfE are also providing advice via telephone 0800 046 8687 or email DfE.coronavirushelpline@education.gov.uk</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>The following documents and guidance have been referred to:</p> <ul style="list-style-type: none"> • Coronavirus advice for Education Settings poster • Covid-19 guidance cleaning poster • Draft SEMP appendix 7b Covid-19 document (under review) • Covid-19 Government website • Covid-19 virus infection and pregnancy guidance (Royal College of Obstetricians & Gynaecologists) • Guidance on Infection Control in schools and other Childcare Settings – PHA March 2017 • Spotty Book PHE 2019 • 'Wipe it Out' Good Practice in infection Prevention & Control (Guidance for Nursing Staff) • <i>Catch it, Bin it, Kill it</i> posters (NHS) • Legionella (refer to Water Management Risk Assessment Record) <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy</p> <p>School infection control risk assessment is part of this risk assessment plus Assessment 47 Infection Control & Communicable Diseases</p> <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>	Low
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			<p>Leaders have also reviewed all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers - none at present • Extended duty of care - 2 members of staff (1 teacher and 1 teaching assistant, both returning to work after shielding) and 2 members of staff in the BAME group (1 teaching assistant and 1 kitchen assistant/cleaner). Documentation can be found in the 2020 Covid file. <i>This has now taken place.</i> • Stress – return to school interviews (socially distanced) led by Head Teacher with staff members who are returning to school for the first time (this applies to two members of staff). <i>This has now taken place.</i> SLT will communicate with all staff via our staff platform 'SLACK'. Any 'bubble' meetings will be led by SLT members following all social distancing guidance. • Individual pupil assessments <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable member of staff and/or pupil who has received a Government shielded letter. • Staff who have an extremely vulnerable household member. • Staff who live with a vulnerable person • Pupils who are extremely vulnerable or a Pupil who lives with an extremely vulnerable household member. <p>Formal process in place for leaders to contact the person if required, as detailed within applicable risk assessment above.</p> <p><u>PPE</u></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"> • Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes • School's First Aid policy has been amended and gives instructions on how to don and doff PPE safely (see Covid file) 	Low
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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"> • Disposable half face mask (adult) • Disposable half face mask (child) • Disposable gloves • Disposable aprons • Plastic goggles • Visors • Hand wash (pump action) • Hand sanitiser gel (alcohol based) <p>Some PPE provided by LCC and some purchased by school.</p> <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene (recommended posters by Public Health are displayed in corridors, classrooms and in toilet areas).</p> <p>School encourages good respiratory hygiene by promoting ‘catch it, bin it, kill it’. Posters displayed in prominent areas and toilets.</p> <p>Parents and Carers are kept informed via the platform Seesaw and via text message. This includes changes to start finish times and any new local rules regarding drop of and pick up etc. Use of Office 365 forms facility to be used to gather parental views and information.</p> <p>Staff kept informed via email, online meetings, ‘bubble’ meetings (safely socially</p>	Low
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			<p>distanced at all times).</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> • HSE RIDDOR reporting of COVID-19 (guidance in Covid file) 	
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 (see entrance and exit guidance, supervised by the SLT every morning and afternoon). Pupils will move directly to their classrooms, washing their hands upon arrival; staff within their classes and/or 'bubbles' will be ready to greet the children (verbally).</p> <p>There are 4 bubbles with 4 different entrance/exit points all of which have different start and finish times.</p> <p>Children within breakfast club will be taken to their classes by their breakfast club 'bubble' lead so that there is no cross over of staff or children in 'bubbles'.</p> <p>Any deliveries to the school e.g. stationery, cleaning products, etc will be securely stored and left isolated for 48 hours where possible, washing hands after the moving of the delivery.</p> <p>School first aid risk assessment reviewed 27.08.2020 (see Covid file).</p> <ul style="list-style-type: none"> • School access control system has been reviewed and hand sanitizer dispenser has been located at entrance for staff/visitors to cleanse hands before/after use. • Biometrics and/or other access control systems have not been disabled, Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone 	Low

			<p>Working risk assessments have been reviewed.</p> <ul style="list-style-type: none"> • Visitors accessing the site & other staff will be logged in and out manually on a record sheet by the reception staff. Visitors during the pandemic will generally be discouraged from attending site unless there is no option. <p>There is a hand-washing station for each classroom to assist children and staff with hand-washing upon entry and exit of school. Hand-washing will also take place throughout the day at regular intervals and before and after lunchtime. Each trolley is sourced with antibacterial hand wash in a pump-action bottle, hand sanitiser gel, a spray bottle with Covid recommended solution in it to clean surfaces, disposable clothes, hand towels (paper), small first aid kit including a thermometer, disposable aprons, tissues and a disposable rubbish point.</p> <p>Wall hand sanitiser dispensers are located at:</p> <ul style="list-style-type: none"> • Entrances to building • Entrances to classrooms • Corridors • Staff rooms • Toilets • Head Teacher's office • Main office • Hall <p>Signage is 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 and walkways have tape markings laid out to indicate side to walk on (two way traffic). Staff to supervise children in corridors to ensure the safe systems in place are followed correctly.</p> <p>Staff and pupils will be asked to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p> <p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in 'bubbles' where appropriate.</p>	Low
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			<p>There are four different staff room areas to support the four 'bubbles' in school. Each 'bubble' has an assigned staff area with facilities and each 'bubble' has a toilet assigned for their staff to use. Extra cleaning will take place in these areas by cleaners but staff will be asked to clean as they go as well, in line with Covid cleaning guidelines.</p>	
3	Covid-19 virus: School reception and offices	Staff	<p>Staff have been instructed to send information electronically as much as is possible to avoid the use of internal mail services.</p> <p>Visitors will continue to be issued with a visitor sticker and a separate external visitors log with their details will be kept to assist in the test and trace system (see separate log).</p> <p>The main entrance remains to be set up against social distancing guidelines and there is a screen dividing the waiting area and the main office to protect all adults/children. All seating, stands and magazines/newsletters have been removed.</p> <p>The school has no members of staff who need to work from home at present. This will continue to be reviewed by senior leaders.</p> <p>Office windows will be opened where practical, to encourage as much natural ventilation as possible.</p> <p>Where staff are using a shared space for PPA purposes, perspex has been put up to create a screen between the areas. This is the case in the staffroom where there are two computers and in the Research Room where the two Assistant Head Teachers are based. This is essential for these two areas as there is no alternative space.</p> <p>Staff will clean and sanitise their desks and PPA workstations (including chair arms) at the beginning and end of their day/session. Additional cleaning products will be situated near all stations to enable this to happen.</p> <p>A clear desk policy is in place. All work items and belongings are stored away in a cupboard when not in use.</p>	<p>Low</p> <p>Low</p>

			<p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues where possible. Where this is not possible, callers are provided with an alternative number to call back and the main office phone is cleaned after every use.</p> <p>Each 'bubble' has been allocated their own printer/copier to prevent contamination between 'bubbles'; however, the use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleaned after each use. Again, cleaning products will be located near all printers/copiers.</p>	
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings will be avoided whenever and wherever possible. Staff will use other means of remote communication to host meetings where facilities are readily available.</p> <p>Attendance at meetings will be limited to those essential attendees only. Critical information will be cascaded to other staff. This will be the case for safeguarding and child protection meetings.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Wherever possible, meeting rooms will be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users will be 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 will be asked 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>	Low

			<p>Resources shared between 'bubbles', such as sports, art and science equipment, will be cleaned frequently and meticulously and always between use by different 'bubbles', 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>All unnecessary items have been removed from classrooms and teaching environments as much as possible.</p> <p>Classroom activities planned and structured through a full timetable of all different lessons with a heavy focus upon mental health and well-being; where possible and appropriate classes will be held outdoors.</p> <p>Cleaning of hands will be supervised when changing locations for different activities, e.g. moving inside from learning outdoors.</p> <p>Pupils regularly reminded to maintain social distancing where possible (staff will supervise this).</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>P.E. kits can be worn for the day that each class has P.E. planned on their timetable. Children wear the kit for the day to avoid changing clothes.</p>	Low
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Each 'bubble' has been allocated a different dining time in the lunch hall (see separate document).</p> <p>Lunch hall to be laid out so that children within 'bubbles' are as socially distanced as possible whilst eating.</p> <p>Dining room tables and chairs will be wiped down between sittings by kitchen staff and teaching staff supporting their 'bubble'.</p>	Low

			<p>Kitchen staff will set out the tables with cutlery and they will serve the lunches directly to the children so that there is no need for the children to move away from their allocated seat (unless they need to use the bathroom and then it will be supervised by a member of teaching staff).</p> <p>Each 'bubble' will be supported by teaching staff from their own 'bubble' whilst they spend their time eating lunch. Teaching staff will help serve meals and remove plates and cutlery, again, so that children have no need to move around. Teaching staff will also help to clean down tables and surfaces in preparation for the next 'bubble'.</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible.</p>	
7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School start times for different 'bubbles' are staggered to reduce the numbers attending the site at the start and finish of the day.</p> <p>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 required to wear face masks during drop off and collection times if possible. SLT are modelling this at each entrance.</p> <p>Parents and 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. SLT members will supervise this on each gate every morning and home time.</p> <p>Parents and carers will not be allowed to gather on the school playground until it is home time and then they will gather outside their child's classroom, social distancing following 2 metres distance.</p> <p>Break times (including lunch times) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p> <p>Staff have been advised to no longer car share with staff members from outside of their</p>	Low

			<p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p> <p>Staff who are suspected as being infected at work will require the employer to complete a RIDDOR report to the HSE. https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</p> <p>See guidance https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-developssymptoms-of-coronavirus-covid-19-while-at-an-educational-setting</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	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	SLT (Covid Team) to closely monitor all set routines, guidelines and practices to ensure that ALL staff are adhering to the guidance.	Daily monitoring and modelling to ensure utmost safety at all times, protecting staff and children.	SLT	Ongoing	Ongoing
2	Continue to audit PPE and cleaning products	Weekly reviews to ensure we always have enough stock to carry out safe procedures.	SLT	Ongoing	Weekly
3	Actions required to combat Covid-19	Monitor Government updates for developing operational advice.	Head Teacher	Ongoing	

F	Once additional controls are implemented, what will the overall risk level be:	Risk assessment signed off by:
	<p style="text-align: center;"> High Medium Low </p>	<p>Signature: Mrs L. Salters</p> <p>Date: 02.11.2020</p> <p><i>Please note an electronic signature will suffice.</i></p>

