

Risk Assessment

A	Date: 1.02.2021	School: St Vincent de Paul Catholic Primary School	Team: SLT & Governors	Location: Pitt Street, Liverpool, L1 5BY
	Review Date: 22.02.2021	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 and discussed in full with all staff during the first week of the Autumn term (01.09.2020) and again during the first week of the Spring term (04.01.2021).</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), 2 members of staff in the BAME group (1 teaching assistant and 1 kitchen assistant/cleaner) and 2 staff over the age of 60 (1 teaching assistant and 1 cleaner). Documentation can be found in the 2020 Covid file. These were reviewed again on 13.11.2020 as recommended during LPHA meeting. These will be reviewed again in 6 weeks (January 2021). One member of staff has returned to work again following the second phase of shielding; a further risk assessment is being carried out today (2.12.2020). • Stress – return to school interviews (socially distanced) led by Head Teacher with staff members who returned to school for the first time (this applies to two members of staff). 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 	<p>Low</p>
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			<p>removing personal protective equipment (PPE) – a guide for care homes</p> <ul style="list-style-type: none"> • School's First Aid policy has been amended and gives instructions on how to don and doff PPE safely (see Covid file) <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 and finish times, and any new local rules regarding drop off and pick up etc. Use of Office 365 forms facility to be used to gather parental views</p>	<p>Low</p>
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			<p>and information.</p> <p>Staff kept informed via email, online meetings, 'bubble' meetings (safely socially 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) <p>School are supporting staff in accessing the lateral flow tests as part of the mass testing trial in Liverpool.</p>	
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>	Low

			<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 sanitiser 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 Working risk assessments have been reviewed. • 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 distancing.</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</p>	<p>Low</p>
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			<p>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 whole school collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in 'bubbles' where appropriate.</p> <p>There are four different staff room areas to support the four 'bubbles' in school. Each 'bubble' has an assigned staffing 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 track and trace system (see separate log).</p> <p>The main entrance remains to be set up in line with 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>Low</p> <p>Low</p>

			<p>Cleaning staff will clean and sanitise the desks and PPA workstations (including chair arms) at the beginning of each day. Staff members are required to clean and sanitise PPA workstations at the end of their 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>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 via email. 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</p>	Low

			<p>All desks in each KS1 and KS2 classroom have been spaced out as much as they can and are all facing towards the front of the class. Each child will have their own tray under their desk (Years 1 – 6) where their own resources will be kept safely and not shared (such as pencils/pens and rulers).</p> <p>Pupils will be seated side by side as opposed to opposite each other.</p> <p>Windows and doors will be opened during lesson times where possible to allow for ventilation in the room. Further guidance around ventilation is being followed; aiming for 1 hour of ventilation every 4 hours where possible. We have advised staff to keep doors and windows open before the children arrive and as they are out for break and lunchtimes. Further documentation on ventilation has been received from the LA today; therefore, we will be guided by this and take time to review our current practice on ventilation to see if any further actions could be implemented. With us now experiencing much colder weather, staff will have to ensure rooms are ventilated adequately when the children are not present.</p> <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>Low</p>
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			P.E. kits can be worn for the day that each class has P.E. planned in their timetable. Children wear the kit for the day to avoid changing clothes.	
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> <p>Kitchen staff will set out the tables with cutlery. Staff within 'bubbles' 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'. They 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>	Low
7	Covid-19 virus; School day	Staff Pupils Visitors Contractors	<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</p>	Low

			<p>times. 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 'bubbles'. This has now been extended to trainee teachers also.</p>	
8	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain 2m social distancing at all times, where possible. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. <p>Staff to follow these rules and guidelines to ensure their safety:</p> <ul style="list-style-type: none"> ➤ Staffroom – only to be used by Years 2, 3 and 4 teaching staff and teachers on their PPA time. Staff to be 2 metres apart at all times. Maximum of 6 members at one time. ➤ Research Room – only to be used by the two Assistant Head Teachers. ➤ Ladies' and Gents' toilets – 1 adult at a time ➤ Years 2, 3 and 4 toilets – 1 child at a time ➤ Years 5 and 6 toilets – 1 child at a time ➤ Printers/photocopiers - 1 adult at a time (2 metres apart if waiting) and to be cleaned before and after use ➤ Offices – office and SLT staff to be the only ones to enter into those offices. All 	<p>Low</p> <p>Low</p>

			<p>other staff to socially distance either behind a screen or maintaining 2 metres distance.</p> <ul style="list-style-type: none"> ➤ Reading Recovery Room – 1 adult to work with 1 child at a time ➤ Hall – Breakfast club use, organised and split into four separate areas for each of the four 'bubbles', with a minimum of 2m between each group. Structured and staggered lunchtimes. ➤ EYFS outdoor learning space – all EYs children and staff within this 'bubble' ➤ Isolation space to be used by symptomatic person and first aider <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Teaching staff are assigned to set 'bubbles' so that they do not need to cross over into another 'bubble'. This is apart from three members of staff (one teacher to cover PPA, one HLTA as Nurture Lead and one teaching assistant as intervention lead).</p>	
9	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Cleaning products brought on site in response to the current Covid-19 pandemic had a COSHH risk assessment undertaken prior to use when school reopened in June 2020.</p> <p>Reference existing school COSHH risk assessments.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments.</p> <p>Classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible by teaching staff.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start and/or finish of each school day.</p>	<p>Low</p> <p>Low</p>

			<p>Cleaners on site throughout the school day to give toilets extra clean as well as regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</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"> • Printers/photocopying machines • Door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned immediately along with other areas the person may have been, following the guidance to do so (see First Aid addendum).</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. The parent/guardian will be requested to take the child to get tested straight away (Tel: 119 to request a test), if they are not able to do this a 'home test' kit will be issued by school. School will await the result; if positive, a rapid risk assessment will be undertaken in conjunction with SPOC and Health Protection Team. If negative, child or member of staff can return.</p> <p>Isolation space: Main entrance area (this has a screen separating the administration officers from the symptomatic person and first aider; it has ventilation from the door itself and is easy for the symptomatic person to leave once being collected).</p> <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 (again, see First Aid addendum).</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible by the first aider in charge.</p>	<p>Low</p> <p>Low</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"> • 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. • 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. <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: 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	Ongoing
4	Staff Covid self-testing in place as of w/c 25.01.2021. The vast majority of staff are taking part.	Covid Lead has given all staff members, who want to take part, their testing kits and the guidance to go with them, including the new instruction booklet and the privacy notice as well.	Covid Lead (D.F.)	Ongoing	Ongoing

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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: *Mrs L. Salters*

Date: 1.02.2021

Please note an electronic signature will suffice.

