

Risk Assessment

A	Date: 3.11.2021	School: St. Vincent de Paul Catholic Primary School	Team: SLT & Governors	Location: Pitt Street, Liverpool, L1 5BY.
	Review Date: 17.11.2021 (at least fortnightly in first instance)	Ref: Whole School Risk Assessment	Assessor: SLT	Head Teacher: Mrs Lisa Salters

B	Assessment of Risk for: Protection from transmission of COVID-19 – Schools
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	COVID-19: 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.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>School infection control risk assessment completed.</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"> • New and expectant mothers • Extended duty of care • Stress • Individual pupil assessments <p>Managers will regularly update and inform staff re government guidance regarding COVID-19 controls required:</p> <ul style="list-style-type: none"> • Gov.uk www.gov.uk/government/collections/guidance-for-schools-coronavirus- 	LOW

[covid-19](#)

- Gov.uk Public Health England
<https://www.gov.uk/government/organisations/public-health-england>
- 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
- Government publication COVID-19: cleaning in non-healthcare settings
- Government publication Best Practice: how to hand wash
- 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)

Due to the changing advice on COVID-19, managers ensure that they review safe working procedures and protocols regularly, until such time when it is unnecessary.

From LCC guidance, a message was sent out to parents/carers at the beginning of the second half term in autumn to advise that face masks/covering were to be worn when dropping off and picking up children, unless medically exempt. Senior leaders are wearing their masks again on the school gates to promote this. This came into effect from Monday 1st November 2021.

Reintroduction of face masks/coverings for staff and visitors when moving from one place to another in school, unless medically exempt. This came into effect from Monday 8th November 2021.

Staff to continue to undertake twice weekly home tests whenever they are due on site until advised otherwise.

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:

- Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes

PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:

			<ul style="list-style-type: none"> • Disposable half face mask • Disposable gloves • Disposable aprons • Where personal care is to be provided, eye protection/surgical face mask <p>All used PPE will be double bagged and disposed of appropriately (stored 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 remains in place.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters remain displayed in prominent areas and toilets.</p> <p>Staff kept informed via email, use of SLACK (school messaging app) and online virtual meetings will continue.</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 	
2	COVID-19; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>School first aid risk assessment reviewed, as required: 31.08.2021.</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitiser located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p>	LOW

		Contractors	<p>Hand sanitiser stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Classrooms/entrances to classrooms • Corridors • Staff rooms • Toilets • Head Teacher's office • Main office • Hall <p>Face masks no longer need to be worn as a legal requirement, however, as a school staff are advised to wear a face mask in crowded corridors, poorly ventilated areas or areas where close contact with others is unavoidable. This will be revised at the end of September 2021.</p> <p>Signage remains in various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Corridors and walkways continue to have markings laid out to indicate side to walk on (two-way traffic).</p> <p>Staff will verbally reinforce controls in corridors and walkways where necessary.</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 in staffing areas have refillable bottles.</p>	
3	COVID-19: School reception and offices	<p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are requested to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes or keys are kept stored separately from other items and cleaned and sanitised before reissue.</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</p>	LOW

			<p>end of the day. Additional hand washing trolleys continue to be in place in each classroom with extra cleaning equipment for staff to use and are replenished as required.</p> <p>Telephones are 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 or wiped down thoroughly with anti-bacterial wipes.</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. Cleaning materials are available.</p> <p>Reintroduction of strict measures within the main school office to further protect a member of staff who has returned to work. This means that nobody other than office staff should be in the main office. Staff and visitors should enter the main entrance area and speak to the staff through the window into the office. If it is absolutely necessary to enter the main office to use the telephone, then the administration officer will step out of the office while the other adult steps in to use the telephone. This must be cleaned after use with antibacterial wipes located next to the phone.</p>	
4	COVID-19: Meetings	<p>Staff</p> <p>Pupils</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"> • Attendees encouraged to take LFT test on the morning of the meeting prior to attending. • If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. <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</p>	LOW

			<p>attendees congregating in adjoining areas prior to and following meetings. 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"> • Parent group meetings to be held in as large a space as possible to allow for adequate distancing between attendees. • If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. • School encourages the use of outdoor space for parent groups where appropriate. • Indoor parent groups numbers are restricted appropriate to room size etc. <p>Attendees encouraged to take LFT test on the morning of the parent group prior to attending.</p>	
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 will be aired thoroughly when empty e.g. opening windows fully.</p>	LOW
6	COVID-19: Dining areas	Staff Pupils	<p>Dining room tables and chairs will be wiped down between sittings by kitchen staff and teaching staff.</p> <p>Dining room doors will be opened to allow natural ventilation.</p> <p>Children will remain seated; food will be served to them at their tables and dishes will be cleaned away for them by the staff in the hall.</p>	LOW
7	COVID-19; Cleaning	Staff Pupils	<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</p>	LOW

		<p>Visitors</p> <p>Contractors</p>	<p>pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaners have appropriate PPE in line with COSHH risk assessments</p> <p>Classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</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/finish 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.</p> <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>	
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 (not fire doors) to encourage as much natural ventilation as possible.</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:</p>	LOW

			<ul style="list-style-type: none"> • Assistant Head Teachers' Office • Bursar's Office • Prayer Room <p>Controls taken to reduce risk:</p> <ul style="list-style-type: none"> • Limit numbers entering and working within • Reduce time spent in area • Door kept open whilst within and left open when leaving to air room (unless fire door) • Small windows opened at all times 	
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. If a member of staff, they will be sent home to self-isolate/follow public health advice.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE will be used if close contact is necessary.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with will 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 will complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School will contact local authority SPOC team if they have a positive case. They will liaise with the local health protection team where necessary and advise if any additional</p>	LOW

			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.	
10	COVID-19; Outbreaks	Staff Pupils Visitors Contractors	<p>School 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 will complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School will 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>	LOW

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

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> High Medium Low </p>	<p>Risk assessment signed off by:</p> <p>Signature: <i>Mrs L. Salters</i></p> <p>Date: <i>3.11.2021</i></p> <p><i>Please note an electronic signature will suffice.</i></p>
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