

## Risk Assessment

<b>A</b>	<b>Date:</b> 27 <sup>th</sup> August 2020	<b>School:</b> Sacred Heart Catholic Primary School & Nursery	<b>Team:</b> All staff	<b>Location:</b> Sacred Heart Catholic Primary School & Nursery
	<b>Review Date:</b> at least fortnightly in first instance	<b>Ref:</b> 1/9/20 Version 1	<b>Assessor:</b> Mrs Lesley Roach	<b>Head Teacher:</b> Mrs Lesley Roach

<b>B</b>	<b>Assessment of Risk for:</b> <i>Model</i> 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
Ser N°				
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>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Liverpool City Council COVID-19: <a href="#">Personal Protective Equipment (PPE) Policy</a> (see full school opening resource)</p> <p>Reference School infection control risk assessment, as required.</p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance.</p>	

			<p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> <li>• New and expectant mothers</li> <li>• Extended duty of care</li> <li>• Stress</li> <li>• Individual pupil assessments</li> <li>•</li> </ul> <p>Return to school meeting with all staff by SLT on first day back during Inset day. All group meetings to be undertaken with staff at least 1m socially distanced.</p> <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"> <li>• Vulnerable member of staff and/or pupil who has received a Government shielded letter.</li> <li>• Staff who have an extremely vulnerable household member.</li> <li>• Staff who live with a vulnerable person</li> </ul> <p>Manager to regularly update and inform staff re government guidance regarding covid-9 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/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school</a></li> <li>• Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul> <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> <li>• HSE COVID19 latest information and advice</li> <li>• HSE Working safely during the coronavirus guide</li> <li>• Government guidance COVID-19: guidance for schools Covid-19</li> <li>• Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</li> </ul>	
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			<ul style="list-style-type: none"> <li>• Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable</li> <li>• Government publication COVID-19: cleaning in non-healthcare settings</li> <li>• Government publication Best Practice: how to hand wash</li> <li>• Government guidance for food business on Coronavirus (Covid-19)</li> <li>• Government guidance Covid-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</li> </ul> <p>Formal process in place for manager/colleagues to contact the worker if required, as detailed within applicable risk assessment above – email or telephone SLT. Details already known by staff members.</p> <p>Due to the changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> <li>• Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes</li> </ul> <p>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> <li>• Disposable half face mask</li> <li>• Disposable gloves</li> <li>• Disposable aprons</li> <li>• Where personal care is to be provided eye protection/surgical face mask</li> </ul> <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>	
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			<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.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>All staff informed that hands should be washed regularly as per Government guidance. Hygiene station set up in the classroom with soap, disposable paper handtowels and hand sanitiser. Hand sanitisers located throughout the building; mainly at access/exit points and resource areas.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running</p> <p>Staff kept informed via email, online meetings etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</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"> <li>• HSE RIDDOR reporting of COVID-19</li> </ul>	
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.</p> <p>Markings are laid out on the playground for classes were appropriate. Markings are laid out for children/parents' entry/exit day – lines laid out to maintain 2m social distancing. – Arrows showing one-way system were applicable.</p>	

			<p>School first aid risk assessment reviewed, as required: 1/9/2020. Identified all First Aiders and locations of First Aid boxes, medical rooms in each building.</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <ul style="list-style-type: none"> <li>• If biometrics and/or other access control systems are active, Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments all reviewed.</li> </ul> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> <li>• Entrances to building</li> <li>• Classrooms/entrances to classrooms</li> <li>• Corridors</li> <li>• Staff rooms</li> <li>• Toilets</li> <li>• Changing areas</li> </ul> <p>Signage 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, walkways and staircases have tape markings laid out to indicate side to walk on (two-way traffic).</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Staff and pupils are requested 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 and using Zoom/online when necessary.</p>	
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			<p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>Movement around the school is kept to a minimum for all staff</p> <p>Queuing 2 metres (6ft) apart, signage displayed/marked, parent no-entry markers, one-way system marked. Staggered drop-off and collection times for each bubble in place. Bubbles are kept together thereby minimising mixing with other classes as much as possible staggered lunch and break times- to dilute numbers using common areas such as corridors, stairs and toilets.</p> <p>Schools meals will be served in the PE Hall and Dinner Hall and staggered through lunch time. Individual water bottles are used for each child from home, sent in daily.</p> <p>Soft furnishings are only used in class reading areas in KS1 &amp; 2 and the Home Corner in EYFS. No soft furnishings will be shared between classes/ bubbles .Soft toys and toys that are hard to clean (such as those with intricate parts) are removed from classroom areas.</p> <p>Toys used with younger children are changed daily and cleaned after use and used by one class only.</p> <p>Equipment i.e. iPad, etc. should be cleaned throughout the school day, one per child if possible - cleaners have specific zones/times to clean equipment/areas.</p>	
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained.</p> <p>Seating.</p>	

			<p>Staff who are able to work from home, are encouraged to do so.</p> <p>Office windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations.</p> <p>Desk configurations and allocation 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>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>The Site Manager will disinfect all rooms at least twice per week using a Fogger machine.</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.</p> <p>Telephones must not be shared and 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.</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>	
4	Covid-19 virus: Meetings	Staff		

			<p>Staff meetings will be held with only essential staff attending and at least 1 m socially distanced.</p> <p>Critical information is cascaded to other staff.</p> <p>Wherever possible, Parents meeting room should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p>	
5	Covid-19 virus: Classrooms	Staff  Pupils	<p>Nursery School and EYFS provision</p> <ul style="list-style-type: none"> <li>Minimise mixing within settings e.g. different rooms for different age groups. Nursery &amp; Reception classes to be kept separate as two bubbles and will not mix with each other. Separate, temporary outdoor provision has been arranged.</li> </ul> <p>Primary Schools:</p> <ul style="list-style-type: none"> <li>Classes are kept in 'bubbles' and should not mix with other classes during the school day.</li> <li>Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles.</li> </ul> <p>Classes should be kept together and mixing with other classes minimised, as much as possible.</p> <p>During lunchtimes and playtimes each bubble has a designated play area and children will not mix with other children outside of their bubble.. A resource box of playtime</p>	



			equipment will be available for each bubble use only.	
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			<p>All desks face the same direction i.e. front of the classroom (where age appropriate).</p> <p>Pupils are seated side by side as opposed to opposite each other.</p> <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>Resources shared between bubbles, such as sports, art and science equipment, should 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 are removed from classrooms and teaching environments as much as possible.</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Reception office/ Reception area</p> <ul style="list-style-type: none"> <li>• Service windows to be kept shut and/or only open to a minimum when dealing with enquiries</li> <li>• One visitor allowed in the reception area at one time.</li> <li>• Standing location marked out.</li> <li>• Access to school through main gate/buzzer- and office staff to direct to correct area.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• Hand sanitisers located in Reception area</li> <li>• Removal of as many items as possible to keep the are as clear and clean as possible</li> <li>• Office staff to sign in visitors and visitors to complete contact information/proforma.</li> <li>• Window opened to increase ventilation in the space</li> </ul> <p>School Business Manager's Office</p> <ul style="list-style-type: none"> <li>• Office for SBM use only</li> <li>• Staff members/ visitors/ children to converse with SBM from the door threshold.</li> <li>• HT to converse with SBM via the door; both standing 1m away from the threshold (2m in total)</li> <li>• Window opened to increase ventilation in the space</li> </ul> <p>HT office</p> <ul style="list-style-type: none"> <li>• Corridor door to be used for access and exit.</li> <li>• All visitors to stand next to the door/ sit on the chairs while conversing with HT</li> <li>• HT to sit at desk 2m social distancing</li> <li>• Window opened to increase ventilation in the space.</li> </ul> <p>AHT office</p> <ul style="list-style-type: none"> <li>• Office for DHT use only</li> <li>• Staff members/ visitors/ children to converse with staff member with 1M= socially distancing.</li> <li>• Window opened to increase ventilation in the space</li> </ul> <p>Site Manager's Room</p> <ul style="list-style-type: none"> <li>• One person permitted into the room at a time</li> <li>• Use of room limited to SM, cleaning staff and office staff members</li> <li>• All controls in place to ensure safe handling of materials and substances - Window opened to increase ventilation in the space.</li> </ul> <p>Staff room</p> <ul style="list-style-type: none"> <li>• Five staff members in the staff room; allowing for safe and socially distanced moment around the room</li> </ul>	
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			<ul style="list-style-type: none"> <li>• Staff members are advised to bring in any crockery and cutlery for personal use and to take home daily</li> <li>• Window opened to increase ventilation in the space</li> </ul> <p>Adult toilets</p> <ul style="list-style-type: none"> <li>• One adult permitted at a time</li> <li>• Sufficient hygiene products available to maintain good hygiene</li> <li>• Window opened to increase ventilation in the space</li> </ul> <p>Classrooms</p> <ul style="list-style-type: none"> <li>• Window opened to increase ventilation in the space</li> <li>• Hand washing station in each room</li> <li>• Doors open if appropriate</li> <li>• Pupils regularly reminded to maintain social distancing.</li> <li>• Signage will be displayed.</li> </ul> <p>Staff members and SLT members will maintain ongoing dialogue both during the day and at other times when necessary.</p>	
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Dining Hall &amp; PE Hall will be laid out so that 'bubbles' are separated whilst eating.</p> <p>Lunch times will be staggered to ensure 'bubbles' do not mix.</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible.</p>	
7	Covid-19 virus; School day	Staff	<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>Pupils</p> <p>Visitors</p> <p>Contractors</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 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.</p> <p>Parents and carers requested not to gather on the school playground and to maintain social distancing at all times.</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p> <p>Where possible the numbers of pupils using toilets will be managed.</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"> <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> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p>	

			<p>Breakfast club will re-start for limited numbers of working parents and must be booked on weekly basis so school can organise cover, to minimise staffing and contact. This will be split into classes and risk assessed fortnightly.</p> <p>Kids Club will re-start for a maximum of 15 children and staff will maintain 2m social distancing from children.</p>	
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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>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Reference existing school COSHH risk assessments: All complete and shared with cleaning staff, SBM and SM.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</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. In addition to this Site Manager will disinfect all rooms using a Fogger machine at least twice weekly.</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>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> <li>• Printers/photocopying machines</li> <li>• Lift buttons and door entry keypads</li> <li>• Door, fridge and cabinet handles</li> <li>• Light switches</li> <li>• Kitchen surfaces</li> </ul>	
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			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 Visitors Contractors	<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. Staff will be sent home to self-isolate.</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.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <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 7 days from the start of their symptoms. The 7-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> <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: <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.</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p>	

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



D	<b>Controls</b> (Ser N <sup>o</sup> to correspond with Hazard Ser N <sup>o</sup> )	<b>E To be completed by the Manager</b>			
Ser N <sup>o</sup>	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>
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<b>F</b>	<p><b>Once additional controls are implemented, what will the overall risk level be:</b></p> <p style="text-align: center;"> <b>High</b>                      <b>Medium</b>                      <b>Low</b> </p>	<p><b>Risk assessment signed off by:</b></p> <p><b>Signature: Mrs Gill Murphy</b></p> <p><b>Date: 19<sup>th</sup> August 2020</b></p> <p><i>Please note an electronic signature will suffice.</i></p>
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