

## Risk Assessment

<b>A</b>	<b>Date:</b> 24/01/2022	<b>School:</b> Sacred Heart Catholic Primary School and Nursery	<b>Team:</b> Premises / SLT	<b>Location:</b> School
	<b>Review Date:</b> at least fortnightly in first instance	<b>Ref:</b> Full School Opening	<b>Assessor:</b> M.Hanford	<b>Head Teacher:</b> J.McCallum

<b>B</b>	<b>Assessment of Risk for:</b> Protection from transmission of Covid-19 during pandemic including all school activities
----------	---

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. (Ref gov implementing protective measures in education and childcare settings)</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></p> <p>School infection control risk assessment (RA29) reviewed regularly in line with HSE 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> </ul>	LOW

			<p>Manager to regularly update and inform staff re government guidance regarding covid-19 controls required:</p> <ul style="list-style-type: none"> <li>• Gov.uk <a href="https://www.gov.uk/">https://www.gov.uk/</a></li> <li>• Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> <li>• Department for Education <a href="https://www.gov.uk/government/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 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>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><b>Staff to undertake twice weekly home tests, and to take the tests on Sunday and Wednesday by 6.00pm. Staff should inform the Headteacher immediately if a positive case.</b></p> <p>Staff who are identified as close contacts of positive COVID-19 cases, despite variant, will be required to undertake daily LFT tests each day for 7 days.</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>Cleaners PPE – Risk assessment in COSHH file located in Site Managers Office</p> <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> <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>Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running (Storyland).</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>Staff and visitors must wear a face covering in communal areas unless they are exempt from wearing one. Staff are advised to maintain distance from one another and limit the time of contact.</p> <p>Classes must remain within their bubble and not share resources with other years unless there has been a 72-hour period in between.</p> <p>Parents advised to wear a face covering when possible when coming onto the school site.</p> <p>In the event of a possible or actual outbreak (4 connected cases or more) the HT will seek further support/guidance from the LA to minimise risks.  Staff will be advised to remind and supervise children to wash their hand at the start of the day and at the beginning of each playtime and lunchtime.  Classroom doors and windows will be kept open as much as possible for ventilation.</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> <p>Maintenance and deliveries: The office is to contact the site manager of any deliveries to the school e.g. stationary, cleaning products. These will be stored and self-isolated for 72 hours when possible. Staff will wear PPE and wash hands after moving the delivery.</p> <p>Any visitors will be asked to sign in and leave relevant information to support any track and trace. This will be disposed of after 21 days in line with GDPR regulations.  Visitors/contractors will be asked to wear face masks and sanitize their hands before entering the main building.</p> <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> </ul>	LOW
---	--	---	---	-----

			<ul style="list-style-type: none"> <li>• Staff rooms</li> <li>• Toilets</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>Staff, visitors and parents should wear a face covering in crowded corridors, poorly ventilated areas or areas where close contact with others is unavoidable.</p> <p>Staff will be encouraged to have their lunch/break times in other rooms in school to minimise congestion in the staff room.</p> <p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>CO2 monitors have been installed in all classrooms to help with ventilation. Classrooms will still have ventilation and doors/windows will be open as much as possible for ventilation.</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. Seating, display stands and magazines are removed.</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.</p>	LOW

			<p>Workstations are single user use. Sharing of workstations is not to be undertaken. 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>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>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 take place virtually via zoom to ensure staff can maintain social distance. All other meetings will take place virtually where possible.</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>	LOW
5	Covid-19 virus: 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 and supervised when children leave and enter the classroom for different activities.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p>	LOW

			<p>Classroom windows and doors will be opened, as much as possible to encourage as much natural ventilation as possible.</p> <p>School will ensure pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> <li>- When they arrive at school</li> <li>- When they return from breaks</li> <li>- Before and after eating</li> <li>-</li> </ul> <p>Singing, wind and brass playing should not take place in larger groups (more than half of the class) such as choirs and ensembles unless significant space, natural airflow and strict social distancing and mitigation as described below can be maintained. If singing does take place, children should be 2m apart, back to back, and in areas of good ventilation.</p>	
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Dining room tables and chairs will be wiped down between sittings. Contact between children in different classrooms will be limited to playtime and lunchtime. Children will be seated in the same hall but will remain with their own class. In the event of a possible or actual outbreak classes will be separated on the playground and at lunchtime to avoid mixing with other classes.</p> <p>Dining room supervisors and serving staff to maintain social distancing wherever possible.</p> <p>Dining room windows will be opened to allow natural ventilation.</p>	LOW
7	Covid-19 virus; School day	Staff Pupils Visitors	<p>Parents and guardians are allowed to come onto the school playground when collecting their child and asked to maintain social distancing at all times.</p>	LOW

		Contractors	Where possible the numbers of pupils using toilets will be managed. Additional cleaning will be undertaken throughout the day.	
8	Covid-19 virus; Working and teaching within the school environment	Staff Pupils Visitors Contractors	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> <li>• Aim to maintain 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. Remote education through google classroom will be offered to all children unable to attend school due to COVID 19 regulations.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable. PE is to be timetabled and taught to be taught outside whenever possible.</p> <p>Staff can use the staffroom for break and lunchtimes. Staff can alternatively use outdoor spaces or spaces around the school if preferred. Staff should wear masks in communal spaces.</p>	LOW
9	Covid-19 virus; Cleaning	Staff Pupils Visitors Contractors	<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>COSHH risk assessments updated and reviewed regularly and kept in Site Managers Office.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p>	LOW



			<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, throughout and 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 within a scheduled rota.</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>• Door, fridge and cabinet handles</li> <li>• Light switches</li> <li>• Kitchen surfaces</li> </ul> <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>	
10	COVID-19; Ventilation	<p>Staff 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. Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p>	
11	Covid-19 virus; Pupils and staff who become	Staff	<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/follow public health advice.</p>	MED

	symptomatic during the school day	<p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</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 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.</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. Positive cases identified as having the Omicron strain will need to isolate. whether or not they have been vaccinated. If a positive case tests negative on day 6, then 24 hours later test negative on day 7, their isolation period will end.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p> <p>School should contact local authority SPOC team if they have a positive case. 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>	
12	COVID-19; Outbreaks	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to any raised COVID cases locally.</p> <p>In the event of an outbreak, affected classes will operate as a 'bubble' and have separate play time and lunchtimes from other children in their year group and school.</p>	LOW

			<p>A letter will be sent to parents informing them that an outbreak has occurred in a year group and outline the additional measures which are being put into place until the outbreak has ended.</p> <p>Staff and children will be advised to take a lfd test for 7 days following the outbreak, negative test result allow staff to continue to attend work.</p> <p>Trips will be reviewed and updated risk assessment for any class with an outbreak.</p> <p>If a class is due to attend swimming within the LA then advise should be taken from Nicola Horton Physical and Nutritional Health &amp; Well Being Officer before children attend the swimming lesson.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p> <p>Contractors School should 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>	
--	--	--	---	--

**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° to correspond with Hazard Ser N°)	<b>E To be completed by the Manager</b>			
Ser N°	<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>
1	Constant monitoring of Government and LCC advice	Implement Government and LCC advice	JMc/MH	Ongoing	Ongoing
2	Vulnerable staff	Vulnerable staff will continue to have their risk assessments reviewed at least monthly.	MH	Ongoing	Ongoing
3					
4					

<b>F</b>	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> <span style="margin-right: 100px;">High</span> <span style="margin-right: 100px;">Medium</span> <span>Low</span> </p>	<p><b>Risk assessment signed off by:</b></p> <p><b>Signature: J.McCallum</b></p> <p><b>Date: 24.01.2022</b></p> <p><i>Please note an electronic signature will suffice.</i></p>
----------	---	---