



RISK ASSESSMENT

A	Date: 21/10/20	School: St Oswald's Catholic Primary School	Team: Education	Location: Montague Road Old Swan
	Review Date: 18/11/20	Ref:	Assessor:	Head Teacher: Mary Walsh

B	Assessment of Risk for: 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	All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. Written instructions given to staff and information held centrally in staff shared drive. All line managers are responsible for ensuring staff have appropriate training on safety procedures.	LOW

			<p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy is followed and understood by staff. Advice on use of PPE displayed in both buildings for reference. Personal Protective Equipment (PPE) Policy</p> <p>School SEMP updated</p> <p>Parents asked if pupils are symptomatic, if so they will not be allowed to attend school.</p> <p>Pupils with household members exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance. Families encouraged to share details.</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>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable member of staff who had previously received a Government shielded letter. • Staff who have an extremely vulnerable household member. • Pregnant staff <p>A covid risk age is calculated using the PHL toolkit.</p> <p>Formal process in place for manager/colleagues to contact the worker if required, as detailed within applicable risk assessment above.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>
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			<p>Manager to regularly update and inform staff re government guidance regarding covid-19 controls required, information stored on shared drive and referred via staff briefing:</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/organisations/department-for-education • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools and other educational settings • Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable • 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) <p>Due to the rapidly 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>	<p>LOW</p> <p>LOW</p> <p>LOW</p>
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			<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, given advice re testing.</p> <p>All incidents reported to the Health and Safety Unit, 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 	<p>LOW</p> <p>LOW</p>
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2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Additional school gates and doors will be opened to the school grounds to dilute the numbers coming through them as much as possible. Parents/Carers will be allocated an entry, pick up gate and a selected time for their class bubble of children.</p> <p>Children will have to be staggered times for entrance and exit to avoid unsafe conditions. Children will be allowed into the building on arrival to avoid bottle neck issues.</p> <p>Learning support assistants will stay in classrooms and children will be allowed access via their allocated entrance and sent straight to class, this is to avoid large gatherings of parents waiting for their time of entry.</p> <p>At the end of the school day, classes will be brought to the agreed exit point at the agreed time. Parents will be allowed onto the yards but within an allocated zone, children will be dismissed to their families. School staff will remain distanced from other adults and families.</p> <p>All school staff will wear visors. Parents and visitors are asked to wear face coverings when on school property, they must be worn inside buildings.</p> <p>Parents and carers will not be invited into the school building without an agreed appointment. All queries should be phoned through the school offices whenever possible.</p> <p>Playtime and lunchtime lining up demarcated by appropriate spacing. Staggered playtimes and lunchtimes restrict the number of children in halls and on yards.</p> <p>School's first aid risk assessment to be reviewed, as required:</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands. Touchscreens only used with a fob to avoid contact. All other signing in is manually completed by office staff.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>
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			<ul style="list-style-type: none">• Fire drill planned at particular point to take into account the potential new fire evacuation procedures <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none">• Entrances to the building.• Entrances to class areas• Office spaces• Corridors• Staff rooms• Toilets	
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3.	Covid- 19 virus: School reception and offices	Staff	<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>Some corridors and through routes or walkways have tape arrow markings laid out to indicate social distance. Narrow corridors will have to be respectful walking. Staff verbally reinforce controls of corridors, walkways and stairwells.</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 classes or 'bubbles' where appropriate.</p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Maximum capacity in staff rooms agreed on. This also happens through time table adaptations to playtime and lunchtime. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>
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			<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p>	LOW
			<p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p>	LOW
			<p>All waiting areas are reconfigured to ensure social distancing can be maintained.</p>	LOW
			<p>Screens are to remain closed to areas where staff are required to have face-to-face interaction with visitors. Staff have visors and other PPE when required to touch things. Distancing and good hygiene encouraged after transfer of paper, parcels etc.</p>	LOW
			<p>Office windows will be opened where practical, to encourage as much natural ventilation as possible</p>	LOW
			<p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations.</p>	LOW
			<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.</p>	LOW
			<p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning products are provided for staff to use and replenished as required.</p>	LOW
			<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>	LOW
			<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. Regular phone cleaning is essential.</p>	LOW
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			<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.</p> <p>Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	<p>LOW</p> <p>LOW</p>
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			<p>Class reading books will be quarantined for 48hrs before being shared with others. Children will have drop boxes for books and homework from home, this will be left for 48hrs before being handled by staff.</p> <p>Where possible there should be limited swapping of home-school items.</p> <p>Electronic communication is encouraged.</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>Some lessons will take place in the school halls as long as social distancing can be managed and cleaning after lessons. Hand washing is encouraged when classes move between areas.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>
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6	Covid -19 virus: Dining Areas.	<p>Staff</p> <p>Pupils</p>	<p>Dining room be laid out so that 'bubbles'/classes are separated whilst eating.</p> <p>Lunch times will be staggered to ensure 'bubbles/classes' do not mix.</p> <p>All bubbles/classes enter together and then exit together, children do not leave without those in their bubble or class. .</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room supervisors, cleaners and serving staff to maintain social distancing wherever possible.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>
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7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School start times for different classes are staggered to reduce the numbers attending the site at the start and finish of the day.</p> <p>Parents are requested to drop their children off alone i.e. not both parents attending at once.)</p> <p>Parents 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>Visitors to school will be limited to vital services and they will have to follow school protocol.</p> <p>Break times and lunch times are staggered for year groups to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines. (Med risk) as limited toilet facilities.</p> <p>PE kits should be brought into school on a Monday and taken home for cleaning on a Friday.</p> <p>If it is essential for children to bring a bag to school it must be small. Lunchboxes and water bottles are for personal use and must not be shared, they are to go home daily for cleaning.</p> <p>Children's own resources, ie pencil case can be brought into school if the resources are guaranteed not to be shared by other children. They must be brought into school on a Monday and remain in school until Friday.</p> <p>Parents and children must be aware of expectations of child behaviour whilst in school, children who pose a risk with behaviour will have to have separate risk assessments to ensure safety of self and others. Some children may not be able to safely be in school.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>MED</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>
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			A child – friendly Covid 19 Behaviour Code drawn up and linked to our current Behaviour Policy/systems. A new Covid Home/School agreement written. This is shared with pupils, staff and parents	
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"> • Aim to maintain the recommended 2m social distancing rule at all times, where practicable. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. • Hand sanitiser available at key staff points eg shared printers, photocopier • Staff all have cleaning wipes to help minimise risk. <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>Pupils regularly reminded to maintain social distancing.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>
9	Covid-19 virus; Cleaning	Staff Pupils	All cleaning staff are experienced and have received appropriate training. All cleaning staff updated COSHH training May 26 th 2020	LOW

		Visitors	All risk assessments for COSHH products are held centrally in both buildings admin offices.	LOW
		Contractors	Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments	LOW
			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.	LOW
			Playground equipment, resources and classroom play equipment used for any learning activities must be wiped down and cleansed at the end of the school day and between activities where possible.	LOW
			Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.	LOW
			School will be fully cleaned at the start//middle/finish of each school day. Additional cleaning will take place throughout the day	LOW
			Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.	LOW
			Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things): <ul style="list-style-type: none"> • Printers/photocopying machines • Lift buttons and door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces 	LOW
			Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with areas the person may have been.	
			Any child with a Covid symptom will be sent home to get a test, siblings will also be sent home to isolate until a negative result is received.	

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. Symptomatic staff will be sent home to self-isolate and get tested.</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. A covid cleaning box containing full PPE will be available in each isolation room</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"> • 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. Family members living in the same house must isolate for 14 days. <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'/class will be sent home and advised to isolate in line with guidance.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>
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Date: 21/10/20

Please note an electronic signature will suffice.