

A	Date: 01.06.20 25.06.20	School: Princes Primary School	Team:	Location: Selborne Street, L81YQ
	Review Date: To be reviewed at least fortnightly in first instance	Ref:	Assessor: Colin Hughes	Head Teacher: Colin Hughes

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	<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: Personal Protective Equipment (PPE) Policy</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> <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 have received a Government shielded letter. • Staff who have an extremely vulnerable household member. • Staff who live with a vulnerable person 	M

- BAME

Formal process in place for manager/colleagues to contact the worker if required, as detailed within applicable risk assessment above.

Manager to regularly update and inform staff re government guidance regarding covid-19 controls required. Guidance available on staff SharePoint system:

- 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/>

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 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

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.

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 masks: • Disposable gloves: • Disposable aprons: • Where personal care is to be provided eye protection/surgical face mask: <p>All used PPE should be double bagged and disposed of appropriately.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in stage appropriate ways, that hands should be regularly washed as per Government guidance – staff to provide direct support to children who are unable to wash hands independently.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running.</p> <p>Staff kept informed via email.</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, 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 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School first aid risk assessment to be reviewed, as required</p> <p>All staff asked to wash hands as soon as they arrive in work. Staff support children to wash their hands as soon as they arrive in school.</p> <p>Staff and pupils (who have the capacity to understand) 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>	M

			<p>Children to return with a phased approach – max 21% of children on school site each day. 4 children in each classroom supported by 2 or 3 (dependent on level of support required).</p> <p>Soft furnishings / toys to be removed from classrooms.</p> <p>Classes are split with no classroom holding more than 4 pupils:</p> <ul style="list-style-type: none"> • Pupils will then be kept in their small groups ('bubbles') and should not mix with other groups during the day • Wherever possible, staff supervising a cohort should also remain within this 'bubble' • If staff are required to work in a different bubble at any point; as advised by Liverpool Public Health team, a 48 hour period outside of their usual bubble is adhered to where possible. <p>Classes should be kept together and mixing with other classes minimised, as much as possible.</p> <p>Dining room will remain closed and pupils will eat in the classroom. Children will not queue at the serving hatch – staff will bring food to the classrooms.</p>	
3	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Buses will be allowed to drive to the school drop off point in a staggered way to avoid congestion and reduce numbers coming to school entrance at once.</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 enter the site (unless they have a pre-arranged appointment) once their children have entered the school.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways, toilets and playground areas. Each 'bubble' to be allocated an area of outdoor space for playtimes / outdoor provision.</p>	M
4	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p>	<p>Only sufficient staff to ensure children can be supported safely will be onsite. Staff will be on a rota, where staffing numbers allow. All staff working from home understand that they are on call and can be asked to come to site if needed.</p>	M

		<p>Visitors</p> <p>Contractors</p>	<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. <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing, where possible (with a focus on pupil wellbeing and social development).</p> <p>Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors.</p> <p>Windows to be opened in all occupied areas. Air conditioning units in both Pink and Purple Classes can be used, as these draw air in from outside. The unit in the library is <u>not to be used</u>.</p> <p>Additional room has been allocated for staff to use for breaks and lunch, as well as outdoor seating area in the front carpark.</p>	
5	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>Reference existing school COSHH risk assessments</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</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>Playground equipment and classroom play equipment wiped down and cleansed by class staff 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>	M

			<p>School will be fully cleaned at the start/finish of each school day.</p> <p>Cleaner on site throughout the school day and regularly touched items such as door handles, toilets, taps, telephones 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 areas the person may have been.</p>	
6	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. Staff will be sent home to self-isolate. See guidance https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</p> <p>If staff are unable to maintain social distancing from isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>All symptomatic pupils or staff advised to get tested and request results.</p> <p>Class 'bubble' to be sent home and advised to self isolate in line with guidance. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open</p>	M

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	Pupils attending school do not have the ability to understand 'social distancing' and most require hands-on physical support from staff. Therefore social distancing is unlikely to be possible. However, there will not be any	All staff will be vigilant and the headteacher will work closely with the school nursing team to ensure the school	HT All staff.	Ongoing vigilance.	

	pupil or staff member in school who is showing symptoms of COVID-19.	community remains symptom free. Good hygiene and regular hand washing will be essential ensure school environment continues to be COVID-free. This is the responsibility of all members of staff.			

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:</p> <p>Date:</p> <p><i>Please note an electronic signature will suffice.</i></p>
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