



## SCHOOL RISK ASSESSMENT FOR COVID-19 PANDEMIC

Completed by: Colin Hughes Date: 01/06/2020 18.06.20 25.06.20

Review Date: Ongoing

Hazard	To Whom
Spread of Covid-19 through school and wider school community	<ul style="list-style-type: none"> <li>• Pupils / Pupils from vulnerable groups.</li> <li>• Staff / Staff from vulnerable groups.</li> <li>• Visitors</li> <li>• Wider School Community</li> </ul>
Existing Precautions	Additional Precautions
<p><b>School Environment</b></p> <ul style="list-style-type: none"> <li>• All areas of the school cleaned to a high standard daily.</li> <li>• Cleaning materials in good supply and monitored weekly.</li> <li>• Visitors to school are known in advance.</li> <li>• Building not used by community groups.</li> </ul>	<p><b>School Environment</b></p> <ul style="list-style-type: none"> <li>• Disposable cloths / paper roll will be used for all cleaning activities.</li> <li>• Classrooms not being used by children (due to absence) to be closed to reduce demand on routine cleaning and use time for detailed works.</li> <li>• Staff will clean communal play equipment (e.g. bicycles, trampolines, balls, slides) after each use.</li> <li>• Adults in building limited to essential personnel only.</li> <li>• Pupils in the building limited to Princes pupils only.</li> <li>• All review / MDT / CIN / HR meetings suspended.</li> <li>• Cleaning of commonly touched surfaces (door handles, keypads, toilets, taps etc) throughout the day by designated member of staff.</li> <li>• Windows to be opened in all occupied spaces.</li> <li>• Air conditioning unit in the library not to be used</li> </ul>
<p><b>Handwashing</b></p> <ul style="list-style-type: none"> <li>• Hand sanitiser available at school entrance</li> <li>• Soap dispenser and disposable hand towels within toilets / changing rooms are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply.</li> <li>• Handwashing techniques taught to pupils (where appropriate). It may be necessary to supervise some pupils to ensure correct hand washing procedures. Visual supports in place in all bathrooms to support pupils, where appropriate.</li> <li>• All staff should wash hands thoroughly once gloves and apron are disposed of following any personal or intimate care routines.</li> </ul>	<p><b>Handwashing</b></p> <ul style="list-style-type: none"> <li>• All pupils (where possible) to wash their hands when they arrive at school, before snack, after playtime, before lunch, after playground time and before going home.</li> <li>• Staff to support <u>all</u> pupils to wash their hands throughout the day</li> </ul>
Social Distancing	Social Distancing



<ul style="list-style-type: none"> <li>• Most up-to-date information from government available on SharePoint for all staff. Staff directed to stay up to date with this guidance</li> <li>• All staff should apply and monitor social distancing rules (where possible).</li> <li>• <b>A maximum 21% of children on school site each day. 4 children in each classroom supported by 2 or 3 (dependent on level of support required). 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.</b></li> <li>• Educational visits into the community have been suspended.</li> <li>• Whole school activities such as assemblies have been suspended.</li> <li>• Staff are advised to remove their work clothes when they get home and shower thoroughly. Clothes should be washed straight away.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff breaks staggered to reduce number of staff in staffroom. Additional areas available for staff</li> <li>• Number of chairs in staffroom reduced and spread out.</li> <li>• Staff encouraged to take breaks in outdoor seated areas.</li> <li>• Pupils will not queue up at the hatch for lunch. Staff will take dinner to classes, where pupils will eat.</li> <li>• Playtimes will be staggered to reduce the number of children and adults outside on the playgrounds. A rota is in place for time and venue. If weather does not allow for outdoor play, pupils will remain in their own classrooms for break time.</li> <li>• Pupils admitted one at a time on arrival. At the end of the day, pupils to be brought to the door, when indicated to do so by a member of staff.</li> </ul>
<p><b>Underlying Medical Conditions</b></p> <ul style="list-style-type: none"> <li>• A letter has been sent home to all parents advising that the safest place for children is at home.</li> <li>• Parents and staff have been advised to seek ongoing guidance from their GP about the level of risk from COVID-19 and how the risk should be managed.</li> <li>• Admin staff will ensure that all emergency contact details are up-to-date and shared with teachers.</li> </ul>	<p><b>Underlying Medical Conditions</b></p> <ul style="list-style-type: none"> <li>• Staff members who fall into the most vulnerable group (shielding), or are parents of a child in this group, will be supported to work from home.</li> </ul>

Hazard	To Whom
<p>Suspected or confirmed case in school.</p> <p>Symptoms of Covid-19 are <b>a high temperature or a new, continuous cough.</b></p>	<ul style="list-style-type: none"> <li>- Pupils / Pupils from vulnerable groups.</li> <li>- Staff / Staff from vulnerable groups.</li> <li>- Visitors</li> <li>- Wider School Community</li> </ul>
Existing Precautions	Additional Precautions



<ul style="list-style-type: none"> <li>• All staff will be alert to the symptoms of COVID-19 and seek advice and guidance from school nursing team and SLT if they have concerns about a pupil or a colleague.</li> <li>• Where appropriate, pupil to remain isolated and supervised by a staff member from a distance until parent arrives to collect.</li> <li>• Adult should wear disposable apron and gloves. Windows should be opened.</li> <li>• If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>• Once child has been collected and left the site, the classroom should be cleaned.</li> <li>• Waste from the clean-up will be double bagged and disposed of immediately.</li> <li>• PPE available to all staff</li> </ul>	<p>Pupil / staff temperatures taken on arrival and early afternoon All 'bubbles' have access to their own thermometers</p>
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Hazard	To Whom
<p>Suspected or confirmed case in staff member or pupils or staff with a family connected to the school.</p>	<ul style="list-style-type: none"> <li>- Pupils / Pupils from vulnerable groups.</li> <li>- Staff / Staff from vulnerable groups.</li> <li>- Visitors</li> <li>- Wider School Community</li> </ul>
Existing Precautions	Additional Precautions
<ul style="list-style-type: none"> <li>• <b>Scenarios:</b> <b>Scenario 1</b> A child who normally attends school and is part of a bubble turns up at school with a new cough</li> </ul> <p>Tell parents that the child isn't able to attend school today. Advise parents that child should get a test and to isolate in line with the stay at home guidance.</p> <p>If the test is negative the child can return to school.</p>	<ul style="list-style-type: none"> <li>• It is recommended that regular contact is made to school via the class teacher or headteacher.</li> </ul>



If the test is positive at this point, other pupils and staff from the bubble should be sent home and to isolate for 14 days. If anyone from this bubble develops symptoms, they should get a test or call the testing centre telephone 119

Nb. Siblings of children in the bubble do not need to isolate unless they are part of the same bubble or members of their household a symptomatic.

### **Scenario 2**

A child develops a temperature during the school day.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

Upon collection, advise parents that child should get a test and to isolate in line with the stay at home guidance.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive

If the test is negative the child can return to school.

If the test is positive at this point, other pupils and staff from the bubble should be sent home and to isolate for 14 days. If anyone from this bubble develops symptoms, they should get a test

Nb. Siblings of children in the bubble do not need to isolate unless



they are part of the same bubble or members of their household are symptomatic.

**Scenario 3**

A Y7 student tests positive for Covid-19, the student hasn't returned to school yet. The younger siblings are attending primary school. All members of the household should self-isolate in line with stay at home guidance. The children in the bubble of the younger siblings can continue to come to school. If any of the children in the bubble develop symptoms, they should be advised to self-isolate and to get a test.

If the test is negative the child can return to school.

If the test is positive at this point, other pupils and staff from the bubble should be sent home and to isolate for 14 days. If anyone from this bubble develops symptoms, they should get a test

Nb. Siblings of children in the bubble do not need to isolate unless they are part of the same bubble or members of their household are symptomatic.

**Scenario 4**

The father of a teacher has been confirmed with coronavirus. The teacher does not live with his father but has been in close contact with him over the past 24 hours. The teacher does not display any symptoms

The teacher may be contacted as part of the test and trace system and advised to self-isolate for 14 days. If they are, they should follow the guidance they are given.

There is no need for any children or staff to be sent home unless they develop symptoms.

**Scenario 5**

A member of staff is informed that their child has been sent home from school due to a confirmed case of Covid-19 in their school bubble.

The child should stay at home in line with stay at home guidance for



<p>14 days. The teacher can come into work, unless the child or any other member of the household develops Covid-19 symptoms. At this point the member of staff should self-isolate for 14 days</p> <p><b>Scenario 6</b> Two siblings attend the same school, but they are in two separate bubbles. The bubble of one of the siblings is sent home because the teacher in charge of the bubble has tested positive for Covid-19.</p> <p>The child who has been sent home should self-isolate in line with stay at home guidance. The child from the other bubble can continue to attend school unless they or anyone else in their house develop symptoms. If this does happen, they should access a test and to isolate in line with the stay at home guidance.</p> <p>If the test is negative the child can return to school.</p> <p>If the test is positive at this point, other pupils and staff from the bubble should be sent home and to isolate for 14 days. If anyone from this bubble develops symptoms, they should get a test</p> <ul style="list-style-type: none"> <li>• Consult PHA website for most up to date guidance.</li> <li>• Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, grab rails.</li> </ul>	
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**SCHOOL RISK ASSESSMENT DURING COVID-19**

Completed by: Colin Hughes

Date: 24/04/2020

Review Date: Ongoing

Hazard	To Whom
<ul style="list-style-type: none"> <li>• Shortage of staff: Teacher / Classroom Assistants / School Leaders <b>Resulting in non-delivery of essential services</b></li> </ul>	Pupils
Existing Precautions	Additional Precautions



<ul style="list-style-type: none"> <li>• Staffing must meet the medical needs of the student for specific individuals to attend.</li> <li>• Staffing must meet the student’s staffing ratios in order to reduce risk to an appropriate level.</li> <li>• DSL or deputy DSL to be on site at all times.</li> <li>• Paediatric First Aider or equivalent to be on site at all times.</li> <li>• Consideration given to partial closure (some class groups)</li> </ul>	<ul style="list-style-type: none"> <li>• Headteacher to complete daily risk assessment to ensure school / classes can open safely.</li> <li>• Alert central strategic group of the need for any support.</li> <li>• If self-isolating, but fit for work, teaching / support staff (if they have access to IT) able to do some work tasks from home.</li> </ul>
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Hazard	To Whom
Shortage of support service staff such as: Catering / Caretaker / Cleaners / Admin Staff Resulting in non-delivery of essential services	<ul style="list-style-type: none"> <li>- Pupils</li> <li>- Staff</li> </ul>
Existing Precautions	Additional Precautions
<ul style="list-style-type: none"> <li>• SLT able to open and close building and leave site secure.</li> <li>• Capacity within cleaning team to cover for absent colleagues.</li> <li>• Capacity within catering team to cover for absent colleagues and capacity within Food For Thought to provide mobile chef / catering assistants if needed.</li> </ul>	<ul style="list-style-type: none"> <li>• If self-isolating, but fit for work, admin staff able to do some work tasks from home.</li> </ul>

Hazard	To Whom
Pupils away from school for an indefinite period of time: <ul style="list-style-type: none"> <li>• Causing stress for families trying to manage needs of child (esp lack of community facilities and short breaks) – potential family breakdown.</li> <li>• Increased risk of safeguarding concerns including domestic violence.</li> </ul>	<ul style="list-style-type: none"> <li>- Pupils</li> <li>- Parents</li> </ul>
Existing Precautions	Additional Precautions



<ul style="list-style-type: none"><li>• DSLs have access to Safeguarding email account – up-to-date information from SIL &amp; Operation Encompass.</li><li>• Parents are able to call school during school hours for advice, support or guidance.</li></ul>	<ul style="list-style-type: none"><li>• Class teachers and SLT to make regular phone calls to parents and carers – all calls logged on central system.</li><li>• Staff to signpost parents to appropriate services if necessary</li><li>• DSL (or deputy DSLs) will complete MARF and refer to social care if any child in at risk.</li><li>• Regular home visits to pupils identified in weekly supervision meetings.</li></ul>
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