



Risk Assessment

A	Date: 04.01.21	School: Princes Primary	Team:	Location: Selborne Street, L8 1YQ
	Review Date: at least fortnightly in first instance	Ref:	Assessor: San McNulty	Head Teacher: Col Hughes

B	Assessment of Risk for: Protection from transmission of Covid-19 during pandemic including all school activities
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C Ser N°	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
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 	

Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:

- Vulnerable member of staff and/or pupil who has received a Government shielded letter.
- Staff who have an extremely vulnerable household member.
- Staff who live with a vulnerable person

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

Manager to regularly update and inform staff re government guidance regarding covid-9 controls required:

- 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/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school>
- 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 Covid-19
- 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)

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.

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:

- Disposable half face mask
- Disposable gloves
- Disposable aprons
- Where personal care is to be provided eye protection/surgical face mask
- *detail any other specific disposable PPE in use*

All used PPE should be double bagged and disposed of appropriately.

All staff informed that hands should be washed regularly throughout the school day, as per Government guidance.

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.

Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running

Parents or Carers kept informed via School Dojo, letter etc. regarding changes to start and finish times and any new local rules regarding drop of and pick up etc.

Staff kept informed via email.

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.

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>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 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 after use, wipes available to cleanse keypads and touchscreens.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> Entrances to building Classrooms Staff rooms Toilets/changing facilities <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> <p>All staff/pupils will be grouped into bubbles as follows:-</p> <p>Bubble 1 – Purple/Pink Bubble 2 – Silver/Orange Bubble 3 - Gold/Aqua Bubble 4 – Lilac/Lime Bubble 5 – Amber/Teal Bubble 6 – Smithdown Bubble 7 – Matthew Arnold. The MA site will operate as one 'bubble' in the first instance until class groupings have been clearly established. Once this is the case 2 'bubbles' will be created to minimise contact.</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 the use of Zoom to facilitate communication assemblies etc.</p> <p>A number of additional rooms have been identified for staff lunch breaks.</p> <ul style="list-style-type: none"> • Amber/Teal bubble to use Resource Room • Lilac/Lime bubble to use the Library • Purple/Pink bubble to use Sports Block Rest Room • Gold/Aqua bubble to use Staff Room • Silver/Orange bubble to use the Conference Room <p>Mid-morning comfort breaks should only be used if absolutely necessary to minimise contact as much as possible.</p> <p>Additional cleaning will take place following rest/lunch breaks</p>	
3	Covid-19 virus: School reception and offices	Staff	<p>Staff will be instructed to send information electronically where possible to avoid overcrowding in the office area.</p> <p>The use of visitor passes will be suspended. All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed.</p> <p>A screen is in place in Reception for face-to-face interaction with visitors.</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>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift.</p>	

			<p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, telephones to be cleaned after use.</p> <p>The use of copiers, printers and shredders is for essential school use only. They will be cleaned on a regular basis.</p>	
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings will be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Wherever possible, meeting rooms 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. Staff have a collective responsibility to remain these are fully stocked.</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> <p>Where possible, staff meetings will employ the use of Zoom, where staff will remain in bubbles.</p>	

5	Covid-19 virus: Classrooms	Staff Pupils	<p>Classes are kept in 'bubbles' and should not mix with any other classes, including the class within their bubble, during the school day.</p> <p>Wherever possible, staff teaching and supervising a 'bubble' should maintain social distancing as much as is practical. If there is contact between classes within their bubbles SLT should be informed immediately. Contact between bubble classes should only be in exceptional circumstances.</p> <p>Bubbles should be kept together and mixing with other classes minimised, as much as possible.</p> <p>Where staff are required to work in different bubbles there will be a period of 48 hours either side of the move.</p> <p>For very frequently used equipment, classroom staff to ensure regular cleaning takes place.</p> <p>Resources shared between bubbles such as sports equipment/bikes, to be cleaned meticulously after use by classroom staff. It is generally encouraged that most equipment is not to be shared between bubbles.</p> <p>Shared outside play equipment (back field) will be cleaned by staff between use by different bubbles over the lunchtime/playtime periods. It is to be noted that once cleaned the disinfectant remains effective for a 24 hour period.</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>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p>	
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6	Covid-19 virus: Dining areas	Staff Pupils	<p>The Dining Room will remain closed and pupils will eat in the classroom. Children will not queue at the serving hatch – midday staff will bring food to the classrooms. Midday staff to unload the lunches in class straight away and return the trolley so another class can use it.</p> <p>Lunch times will be staggered to ensure ‘bubbles’ do not mix and outdoor spaces are available for each ‘bubble’</p> <p>Main site:- ‘Bubble’ lunchtimes will be as follows:-</p> <ul style="list-style-type: none"> • Purple/Pink - 11.30am, back field available from 12.00pm-12.30pm • Silver/Orange – 12.00pm, back field available from 12.30pm-1.00pm • Gold/Aqua – 12.30pm, back field available from 1.00pm – 1.30pm • All other classes – lunch at 12.00pm, outdoor play from 12.00pm – 1.00pm <p>Smithdown site – see Smithdown risk assessment</p> <p>Matthew Arnold site – will be staggered with half hour intervals, beginning at 11.30am</p> <p>Staff breaks will be temporarily reduced to 30 minutes to ensure ‘bubbles’ can be maintained.</p>	
7	Covid-19 virus; School day	Staff Pupils Visitors Contractors	<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>Main site Class start/finish times are as follows:-</p> <ul style="list-style-type: none"> • 8.30am / 2.30pm – Purple/Pink • 8.45am / 2.45pm – Silver/Orange and Lime/Lilac • 9.00am / 3.00pm – Gold/Aqua and Amber/Teal <p>Smithdown site will remain the same.</p> <p>Matthew Arnold site is 9.15am – 3.15pm</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>	
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"> • Aim to maintain 2m social distancing 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 whilst maintaining social distancing where possible.</p> <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 <u>is not to be used</u>.</p>	
9	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>All LA 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>	


		Contractors	<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 end of each school day.</p> <p>Additional cleaners will be on the Main site and Matthew Arnold site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Cleaning products will continue to be available for use by staff to wipe down frequently used contact surfaces.</p> <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 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.</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"> • 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. 	

			<ul style="list-style-type: none"> 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. <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' or class will be sent home and advised to isolate in line with guidance. This will be dependant on close contact identified.</p>	
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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 Controls (Ser N ^o to correspond with Hazard Ser N ^o)		E To be completed by the Manager			
Ser N ^o	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 pupil or staff member in school who is showing symptoms of COVID-19.	<p>All staff will be vigilant and the headteacher will work closely with the school nursing team to ensure the school community remains symptom free.</p> <p>Good hygiene and regular hand washing will be essential ensure school environment continues to be COVID-free. This is the</p>	HT All staff.	Ongoing vigilance.	

		responsibility of all members of staff.			
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F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> High ————— Medium ————— <u>Low</u> </p>	<p>Risk assessment signed off by:</p> <p>Signature: </p> <p>Date: 4th January 2021</p> <p><i>Please note an electronic signature will suffice.</i></p>
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