

Risk Assessment

A	Date: 14.12.21	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 – Schools
----------	---

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	COVID-19: General	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<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>Reference School infection control risk assessment, as required.</p> <p>Pupils and staff who are symptomatic will be requested to isolate as per national guidance.</p> <p>Managers will 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>Manager will regularly update and inform staff re government guidance regarding COVID-19 controls required:</p> <ul style="list-style-type: none"> • Gov.uk www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 	

- Gov.uk Public Health England
<https://www.gov.uk/government/organisations/public-health-england>
- 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 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 will review safe working procedures and protocols regularly, until such time when it is unnecessary.

Staff to undertake twice weekly home tests whenever they are due on site.

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

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

All staff informed that hands should be washed regularly as per Government guidance.

Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.

			<p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <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.</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"> • HSE RIDDOR reporting of COVID-19 	
2	COVID-19; 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 sanitiser stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Classrooms • Staff rooms • Toilets • Changing areas <p>Face masks must be worn in all communal areas, although this does not include outdoors.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</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>Even though we no longer need ‘bubbles’, staff will be asked to keep to their groupings as much as possible to minimise contact:</p> <ul style="list-style-type: none"> • Purple/Pink • Silver/Orange • Gold/Aqua • Lilac/Lime • Amber/Teal • Smithdown • Matthew Arnold • St Anne’s <p>Initially, school assemblies and collective worship will not take place, but this will be reviewed weekly.</p> <p>A number of additional rooms have previously been identified for breaks and this will continue as follows:</p> <ul style="list-style-type: none"> • Amber/Teal to use the Resource Room • Lilac/Lime to use the Conference Room • Purple to use the Sports Block Rest Room • Pink to use their Conservatory • Gold/Aqua and Silver/Orange to use the Staff Room <p>Smithdown Site:</p> <ul style="list-style-type: none"> • Navy/Ruby to use space within Navy Class <p>Matthew Arnold Site:</p> <ul style="list-style-type: none"> • Use of the staff room will be staggered. Staff will be split into 3 groups for lunch breaks. 	
3	COVID-19: School reception and offices	Pupils Visitors	Staff are requested to send information electronically to avoid the use of internal mail services.	

		Contractors	<p>The use of visitors passes will be suspended. All waiting areas are configured to ensure social distancing can be maintained. Seating has been removed.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible.</p> <p>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>Telephones not to be shared. 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.</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: Meetings	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Whole school meetings (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees:</p> <ul style="list-style-type: none"> • Attendees encouraged to take LFT test on the morning of the meeting prior to attending. • If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. <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</p>	

			<p>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> <p>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p> <p>Parent group meetings:</p> <ul style="list-style-type: none"> • Parent group meetings to be held in as large a space as possible to allow for adequate distancing between attendees. • If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. • School encourages the use of outdoor space for parent groups where appropriate. • Indoor parent groups numbers are restricted appropriate to room size etc. <p>Attendees encouraged to take LFT test on the morning of the parent group prior to attending.</p>	
5	COVID-19: 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>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p>	
6	COVID-19: Dining areas	Staff Pupils	<p>The Dining Room only be used for a select number of pupils, the rest will eat in their classrooms. Children will not queue at the serving hatch. Midday staff to upload lunches straight away and return the trolley so another class can use it.</p> <p>Lunchtimes will remain staggered.</p>	

7	COVID-19; 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>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>Cleaners have appropriate PPE in line with COSHH risk assessments</p> <p>Class staff are instructed to wipe down and clean all play equipment 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>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails 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 cleaned as much as possible, along with other areas the person may have been.</p>	
8	COVID-19; Ventilation	<p>Staff</p> <p>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.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window.</p> <p>Fans should not be used in poorly ventilated areas.</p> <p>Government provided CO2 monitors will used on a rota basis in classrooms to monitor omissions.</p>	

9	COVID-19; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents will be called to come and collect them. Staff will be sent home to self-isolate/follow public health advice and take a PCR test.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary. Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic staff will be sent home to self-isolate and will be required to carry out a PCR test.</p> <p>Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance. A PCR test will be required to check the LFT test result.</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.</p> <p>Tracing close contacts and isolation</p> <p>Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</p> <p>Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status 	
---	---	---	--	--

			<ul style="list-style-type: none"> • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p> <p>Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p>	
10	COVID-19; Outbreaks	Staff Pupils Visitors Contractors	<p>Schools has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to raised COVID cases locally.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>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	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 pupil or staff member in school who is showing symptoms of COVID-19.	All staff will be vigilant and the headteacher will work closely with school nursing team to ensure the school community remains symptom free. Good hygiene and regular hand washing will be essential to ensure school environment continue to be COVID-19 free. This is responsibility of all members of staff.	Headteacher All staff	Ongoing vigilance	

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: <i>Col Hughes</i></p> <p>Date: 14.12.21</p> <p><i>Please note an electronic signature will suffice.</i></p>
----------	--	--