

School reopening as a Hub Risk Assessment

A	Date: 21.05.20	School: St. Finbar's Catholic Primary School	Team: Governors, SLT and SMT	Location: St. Finbar's Catholic Primary School
	Review Date: 01.06.20 and fortnightly thereafter <i>(in line with LCC phased opening plan)</i>	Ref: HRAv2./5/20	Assessor: As above	Head Teacher: J P Conley

B	Assessment of Risk for: Protection from transmission of Covid-19 during pandemic including all school activities
---	-------------------------------------------------------------------------------------------------------------------------

Risk Assessment

C Ser No	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>Adherence to Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy (See LCC document: "Liverpool Educational Establishments' Reopening Support Document v2")</p> <p>School infection control risk procedures will be followed throughout.</p> <p>Pupils and staff 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>	L*

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</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 – all staff but particularly those who identify as being critically vulnerable/ extremely critically vulnerable and BAME • Stress – return to school catch-up with all staff by SLT on first day on rota and during each rota stint. All group meetings to be undertaken in the hall – social distancing • Individual Pupil assessments – as applicable to children <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 members of staff who have received a Government shielded letter. • Staff who have a vulnerable household member • Other staff members who are shielding <p>Formal process in place for manager/colleagues to contact the worker if required, as detailed within applicable risk assessment above – email or telephone SLT. Details already known by staff members</p> <p>Manager to regularly update and inform staff re government guidance regarding covid-19 controls required:</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/ 	L*

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<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 <p>Due to the rapidly changing advice on Covid-19, managers will 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> <ul style="list-style-type: none"> • Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes <p>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable: PPE resource box available in the hub classroom and Reception office, each containing;</p> <ul style="list-style-type: none"> • Disposable half face masks: N95 • Disposable gloves: in S, M and L • Disposable aprons: • Where personal care is to be provided eye protection/surgical face mask: full-face isolation shields available. Each staff member to assemble their own to limit cross contamination <p>PPE, as above, provided by LCC and purchased by school.</p>	L*

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All used PPE should be double bagged and disposed of appropriately. Supply of plastic bags available in the hub classroom and office.</p> <p>All staff informed that hands should be washed regularly as per Government guidance. Hygiene station set up in the hub classroom with soap, disposable paper handtowels and hand sanitiser. Automatic hand sanitisers located throughout the building; mainly at access/ egress points and resource areas.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance. Teachers in the hub classroom to make planned provision for throughout the day using classroom facilities while maintaining social distancing.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running. (Lidded box per person located in the staffroom</p> <p>Parents and Guardians kept informed via email bulletins etc. regarding proposals for reopening including start finish times and any new local rules regarding drop of and pick up etc.</p> <p>School/ Parent/ Child Covid19 Hub agreement shared with stakeholders and signed by each.</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, 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 	L*

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible – central gates onto the playground</p> <p>Markings are laid out on the playground for classes to line up at the start of the school day – lines laid out to maintain 2m social distancing.</p> <p>School first aid risk assessment to be reviewed, as required: 01.06.20</p> <p>School signing-in systems are disabled during the Covid-19 pandemic: Staff members are to make their presence on site known verbally to office staff who will record attendance. Likewise at the end of the day.</p> <p>No planned works for period of school being used as a hub. Should other visitors come to site, the same procedures as for staff will be used.</p> <ul style="list-style-type: none"> • Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments to be reviewed 01.06.20 • Fire evacuation practice to be undertaken first week back <p>Hand sanitizer stations located at the entrances to the building.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 2m social distance.</p> <p>Corridors, walkways and staircases have tape arrow markings laid out to indicate side to walk on (two way traffic)</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>Primary Schools; only key worker children and vulnerable children are returning to school (as a hub) Monday 1st June, following LCC guidelines.</p>	L*

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>The <i>Activities room</i> will be used as the hub classroom for table-based activities, with the <i>Blue Room</i> being used as the hub classroom for floor-based activities (only if needed). Both rooms have a sink and external door leading to EYFS outdoor learning space. Hygiene and PPE packs are available at both sinks. The rooms have been laid out (with marking tape where necessary) so that 2m social distancing (in all directions) can be maintained</p> <p>The initial hub bubble will initially contain 7 children. Should numbers grow, then no more than 15 pupils (as per government guidelines) will be allowed within each bubble; subject to seats being laid out maintaining 2m distance:</p> <ul style="list-style-type: none"> • Pupils will then be kept in their small groups ('bubbles') and will not mix with other groups during the day (if numbers increase) • Wherever possible, staff supervising a cohort should also remain within this 'bubble' <p>Children will eat in the <i>Activities room</i>, <i>Blue room</i> or outside (weather permitting); maintaining 2m social distancing</p> <p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed from both <i>Activities</i> and <i>Blue rooms</i>. All scientific display items are removed from the <i>Activities room</i>.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p>	L*

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
3	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. (9:00 – 9:15) As only 7 children are identified as starting in the hub, a drop-off and pick-up point has been identified and marked. Parents will see this</p> <p>Parents will drop their children off alone i.e. not both parents attending at once. Parents will be met by either SLT and/ or Office staff member who will escort the child to the Activities room. With the permission of the parent, the temperature of the child will be taken on entry to the hub. This will be monitored throughout the day.</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>Signage will be displayed.</p> <p>Parents requested not to gather on the school playground and to maintain social distancing at all times.</p> <p>The hub bubble will be kept together at all times.</p> <p>Break times (including lunch) are to be taken as and when according to the need of the bubble. Teacher/ LSA to determine.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines. While weather is good, children will access KS1 toilets from the EYFS playground (all EYFS resources to be kept away from touch) and through the entrance door. In inclement weather the KS1 toilets will be accessed via the EYFS corridor with the child/ren supervised by an LSA; thereby ensuring that no surfaces are being touched (except holding the handrail walking down the 4 steps)</p>	L*

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
3	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils are requested to bring a packed lunch to minimise the numbers using the dining room (packed lunches can be eaten in a classroom). Packed lunches are available from the school kitchen should they be needed.</p> <p>Each child will be given a plastic bag of stationery for their singular use.</p> <p>During lunchtimes and playtimes children will be able to use the EYFS large fixed equipment, but not general EYFS resources. A resource box of playtime equipment will be available for hub bubble use only</p> <p>Parents and children required to sign a home-school Covid-19 agreement at the start of the school opening as a hub. Head teacher to sign it on behalf of the staff. All staff members, at the start of their rota stint, will also be given a copy.</p> <p>All staff and children required to follow the "Catch it. Kill it. Bin it." Guidance. Staff members will instruct and remind children how to do this safely.</p> <p>Children are not required to wear school uniform but are requested to wear clean and different clothes daily.</p> <p>No provision of breakfast or after-school clubs until September</p>	L*

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
4	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. • Only use identified rooms: <ul style="list-style-type: none"> ➢ staffroom - no more than 3 adults in at a time ➢ Activities/ Blue Rooms - no more than 2 adults and 8 children at one time ➢ Adult toilets in lower corridor - 1 adult at a time ➢ KS1 toilets for children - 1 child at a time ➢ Photocopy room - 1 adult at a time (waiting spot identified by the corridor threshold) ➢ Offices - Office and SLT staff to be the only ones to enter into those offices respectively. All other staff members to stand outside of these offices; thereby maintaining 2m distance. ➢ Site manager's Office – 1 adult at a time ➢ KS1 Phonics Room – Isolation room to be used by 1 person at a time for isolation purposes only if needed ➢ Lower hall – staff briefing. Standing. ➢ EYFS outdoor learning space – all children in bubble and staff members. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing (every 20-30 mins for at least 20 sec. <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing.</p> <p>Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors.</p>	L*

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
4	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Reception office/ Reception area</p> <ul style="list-style-type: none"> - Clear hygiene screen installed to separate both office staff members. No-one to access the office except these two staff members. - Service windows to be kept shut and/or only open to a minimum when dealing with enquiries - One visitor allowed in the reception area at one time. Standing location marked out. Holding places for the next visitor identified on the playground. - Automatic sanitisers located in Reception area - Removal of as many items as possible to keep the are as clear and clean as possible - Window opened to increase ventilation in the space <p>Administrator's Office</p> <ul style="list-style-type: none"> - Office for AO use only - Staff members/ visitors/ children to converse with AO from the door threshold. - HT to converse with AO via the link internal office door; both standing 1m away from the threshold (2m in total) - Window opened to increase ventilation in the space <p>HT office</p> <ul style="list-style-type: none"> - Corridor door to be used for access and egress. - All visitors to stand next to the door/ sit on the brown chairs while conversing with HT. HT to sit at desk and not use central work desk. 2m social distancing - Window opened to increase ventilation in the space <p>DHT office</p> <ul style="list-style-type: none"> - Office for DHT use only - Staff members/ visitors/ children to converse with DHT from far side of the corridor or in the Blue Room if not being used - Window opened to increase ventilation in the space 	L*

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
4	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Site Manager's Office</p> <ul style="list-style-type: none"> - One person permitted into the room at a time - Use of room limited to SM, cleaning staff and office staff members - All controls in place to ensure safe handling of materials and substances - Window opened to increase ventilation in the space <p>Staff room</p> <ul style="list-style-type: none"> - Three staff members in the room at any one time; allowing for safe and socially distanced moment around the room - Clear hygiene screen installed to separate both desktop computers - Staff members are advised to bring in any crockery and cutlery for personal use and to take home daily - Window opened to increase ventilation in the space <p>Adult toilets (male & female, downstairs corridor)</p> <ul style="list-style-type: none"> - One adult permitted at a time - Sufficient hygiene products available to maintain good hygiene - Window opened to increase ventilation in the space <p>Pupils regularly reminded to maintain social distancing.</p> <p>Signage will be displayed.</p> <p>Teachers to risk assess the Activities room and Blue room at the start of their rota and inform SLT of any changes needed before the room is used.</p> <p>Staff members and SLT members will maintain ongoing dialogue both during the day and at other times when necessary.</p>	L*

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
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>Existing school COSHH risk assessments regarding the storage and use of hazardous materials to be followed rigorously</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>All 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 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 start/finish of each school day – three cleaning staff on the rota daily to facilitate this.</p> <p>Regularly touched items such as door handles, handrails etc. will be regularly wiped down, disinfected 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>	L*

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
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>Isolation room: KS1 Phonics Room If a child becomes symptomatic, the child will be placed in this area and supervised by a staff member (while standing at the Site managers Office door) wearing full PPE</p> <p>If a staff member becomes symptomatic they are requested to go home immediately</p> <p>If staff are unable to maintain social distancing from isolated pupil, appropriate PPE should be worn e.g. a full-face covering face mask.</p> <p>Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible, with adults and children removed from the room</p> <p>Cleaning the setting after an individual has shown Covid-19 symptoms will follow the gov.uk guidelines for non-healthcare settings</p> <p>All those who display Covid-19 symptoms are eligible for testing - staff members, pupils and those within their household.</p> <p>No-one who displays Covid-19 symptoms will be allowed to return to school until the outcomes of testing are known and shared with SLT (subject to it being negative), or until the person has recovered from the symptoms having isolated for the appropriate period of time (subject to it being positive).</p>	L*

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					

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>J Conley</i></p> <p>Date: 29.05.20</p> <p><i>Please note an electronic signature will suffice.</i></p>
----------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------

L* - Low risk identified subject to all Government and LCC HSU advice being implemented and adhered to