

School Risk Assessment – October 2020

A	Date: 01.10.20	School: St. Finbar's Catholic Primary School	Team: Governors, SLT and all staff members	Location: St. Finbar's Catholic Primary School
	Review Date: 15.10.20 and fortnightly thereafter <i>(in line with LCC opening plan)</i>	Ref: RAv3/10/20	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
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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 v6," 30th September 2020)</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>Visitors to school (including parents and carers) who are symptomatic will not be allowed to enter 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*

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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 – Not Known (NK) • Extended duty of care – all staff but particularly those who identify as being critically vulnerable/ extremely critically vulnerable and BAME (KB, NA, JC, LH & SJ) • Stress • Individual Pupil assessments – as applicable to children individually <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 had received a Government shielded letter covering the period up to 01/08/20 (LH & SJ) • Staff who have an extremely/ vulnerable household member • Staff who live with a vulnerable person • BAME (KB & NA) <p>Formal process in place for manager/ colleagues to contact the worker if required, as detailed within applicable risk assessment above – email or telephone calls. Details already known by staff members via the usual communication chain used to communicate with staff members.</p> <p>Senior leaders 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*

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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 • Government guidance Covid-19: Safe working in education, childcare and children's social care settings; including the use of personal protection equipment (PPE) • Government guidance for food business on Coronavirus (Covid-19) <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 all classrooms plus the 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 	L*

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2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Both school gates on South Hill Road opened to the school grounds to dilute the numbers coming through them as much as possible. Members of SLT to be present on the playground to direct parents and children, at the start and end of each day. One-way system in action. All visitors to site (Y7 aged and over) required to wear a face covering in order to gain access to the premises.</p> <p>Children to walk straight into the building at the start of the day; maintaining 2m distance between each bubble. Parents to handover and collect their child at the designated location on the yard.</p> <p>School first aid risk assessment to be reviewed, as required: 15.10.20</p>	L*

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2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</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. At the end of the day, staff members are to inform the HT (in the first instance) or the DHT of their departure off site.</p> <p>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 15.10.20 • Fire evacuation practice to be undertaken third week back (known by all staff members) and in the sixth week (known to HT and SM only) <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> - the entrances to the building - toilets (children and adult) - outside the staffroom - upper corridor <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain appropriate 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>Corridors, walkways and staircases have appropriate signage and tape markings to indicate the flow of traffic and 2m distance measures.</p> <p>Allocation of different access and egress routes to facilitate bubbles navigating the building made. EYFS: EYFS entrance KS1 & Y6: KS1 entrance Y3 -Y5: KS2 entrance</p> <p>Staff and pupils 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>Staff members verbally reinforce control measures in corridors, walkways and stairwells as necessary.</p>	L*

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2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Whole school assemblies and collective worship do not take place during the Covid-19 pandemic. These will be undertaken in 'bubbles' where appropriate.</p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps, drawer handles etc.</p> <p>Classrooms have been laid out with tape to mark out 2m as needed.</p> <p>All desks; where practicable, are front-facing.</p> <p>Children are organised into "bubbles" so as to facilitate <i>track and trace</i>.</p> <ul style="list-style-type: none"> - N and R cohorts are one EYFS bubble (27 children in total) - Y1 and Y2 cohorts are one KS1 bubble (35 children in total) - Each KS2 cohorts are a bubble each; Y3 @ 30 children, Y4 @ 30 children, Y5 @ 19 children and Y6 @ 30 children - Bubbles will not mix with each other. Staggered lunchtimes and playtimes facilitate social distancing. - Wherever possible staff members working with a cohort will also remain in this bubble at playtimes and lunchtimes. <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>As much as possible, manipulative resources will be bubble-based and used by children within that bubble alone. Where resources are needed to be used elsewhere around the school they will be cleaned and quarantined before being used by another bubble. Plastic resources are to be quarantined for 72hrs and all other resources quarantined for 48hrs before use.</p> <p>Teachers will keep shared resources in their stock cupboard for the required period of time before placing it back in the original storage location.</p> <p>Dining room tables and chairs will be wiped down/ steamed between sittings.</p> <p>Hygiene packs are located in every classroom and office. Each pack includes;</p> <ul style="list-style-type: none"> - Paper towels, soap, sanitiser, antibacterial wipes and disinfectant spray. 	L*

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3	Covid-19 virus; School reception and offices	Staff Visitors	<p>Staff instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. The use of lanyards is suspended for visitors. Stickers, colour-coded with our safeguarding policy, are issued instead.</p> <p>All waiting areas are reconfigured to ensure that social distancing can be maintained.</p> <p>Seating, display stands and magazines in the general reception area are organised so as to facilitate social distancing.</p> <p>Screens are installed to areas where staff are required to have face-to-face interaction with visitors.</p> <p>Visitors to Reception are instructed to wait in the designated area and to communicate with staff members from the identified place.</p> <p>Only one visitor or two members of the same household at-a-time is permitted in the Reception area. Standing locations 2m apart for visitors to wait outside Reception are clearly marked with paint. Only after the first visitor has left Reception, and is 2m away, can the next person enter.</p> <p>Staff who are able to work from home, are encouraged to do so.</p> <p>Office windows are 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>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential.</p>	L*

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3	Covid-19 virus; School reception and offices	Staff Visitors	<p>Desk configurations and allocation are such that staff are not seated facing each other.</p> <p>Workstations are single user use. Sharing of workstations and/ or resources is not to be undertaken.</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>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and 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. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available. Staff members are encouraged to send printing to the photocopier direct from the class PC/ laptop.</p>	L*

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4	Covid-19 virus: Meetings	Staff Visiting professionals	<p>All in-person meetings should 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>"Blue Room" meeting room capacity is reduced to comply fully with prevailing social distancing measures. In the event that face-to-face meetings are organised (CIN core group, SLT) no more than 10 people will be permitted in the room. Meetings with more people will be conducted in one of the two halls so as to facilitate 2m social distancing.</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 in all 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>Meetings between parents and staff members are discouraged.</p>	L*

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5	Covid-19 virus: Classrooms	Staff Pupils	<p>Nursery School and EYFS provision</p> <ul style="list-style-type: none"> • Minimise mixing within settings e.g. different rooms for different age groups • N and R cohorts are formed into 1 bubble and will become a self-contained unit. • EYFS parents will drop their children off at the appropriate door and leave their child in the care of the staff members. <p>Primary Schools:</p> <ul style="list-style-type: none"> • Classes are kept in 'bubbles' and should not mix with other classes during the school day. • Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles. <p>Classes should be kept together and mixing with other classes minimized, as much as possible.</p> <p>All desks face the same direction i.e. front of the classroom whenever possible.</p> <p>Pupils, wherever possible, are seated side by side as opposed to opposite each other.</p> <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>Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</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>	L*

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5	Covid-19 virus: Classrooms	Staff Pupils	<p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p>	L*

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6	Covid-19 virus: Dining areas	Staff Pupils	<p>Dining room be laid out so that 'bubbles' are separated whilst eating with 2m distance between each bubble. Two sittings are organised. Class bubbles are each supervised by the assigned LSA. Movement around the dining room is kept to a minimum.</p> <p>Lunch times will be staggered to ensure 'bubbles' do not mix.</p> <p>Dining room tables and chairs will be wiped down/ steamed between sittings.</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible.</p> <p>Children are not to get out of their seats. All adults are to undertake and supervise the removal of food from plates etc.</p>	L*

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7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School end times for different bubbles are staggered to reduce the numbers leaving the site at the end of the day.</p> <p>Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once.</p> <p>Parents and guardians 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>Parents and guardians requested not to gather on the school playground and to maintain social distancing at all times. Designated "holding" areas are identified for different bubbles in the event that their parent/ carer is late in coming to collect them.</p> <p>All children who are left at the end of a day will wait along the lower corridor in bubble or family groups; maintaining 2m distancing. Tape markers on the floor demarcate areas.</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p> <p>Where possible the numbers of pupils using toilets will be managed. Each bubble is allocated a specific toilet for their use alone.</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>No provision of breakfast or after-school clubs until later on in the autumn term. Bagels will be brought to each classroom every morning. (Reviewed in autumn 2)</p>	L*

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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 • It is recommended that staff members bring in and use their own cup/ mug and wash before and after use. When using communal staffroom items, these must be washed before and after each use. <ul style="list-style-type: none"> • Acceptable numbers of staff in identified rooms: <ul style="list-style-type: none"> ➤ Staffroom - no more than 10 adults in at a time ➤ Activities/ Blue Rooms - no more than 2 adults and 8 children at one time or 10 adults ➤ Adult toilets in lower corridor - 1 adult at a time ➤ All toilets for children - 1 child at a time ➤ Photocopy room - 1 adult at a time (waiting spot identified by the corridor threshold) Anti-bacterial wipes are available to wipe buttons/ surfaces before and after use ➤ Offices - Office and SLT staff to be the only ones to enter into those offices respectively. In the event that a member of SLT or the Office Team have been in a bubble, entry will be prohibited. All other staff members to stand outside of these offices; thereby maintaining 2m distance. ➤ Site manager's Office – 1 adult at a time ➤ EYFS outdoor learning space – all children in bubble and staff members <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p>	L*

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8	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>In the event of staff needing to enter any individual office area (HT, DHT and AO) all social distancing measures must be adhered to.</p> <p>Reception office/ Reception area</p> <ul style="list-style-type: none"> - 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 - Staff to wear face coverings as necessary. Staff members to make that personal decision. <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 by all. - 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*

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9	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>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>Reference existing school COSHH risk assessments are located in the SM office.</p> <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 is fully cleaned at the end of each school day.</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>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> • Printers/photocopying machines • Lift buttons and door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces <p>School fogging machine is used on a rota-basis throughout the week. This is done after school once all children and staff members have left the building.</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>	L*

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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 members 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. Isolation room: former Y5/6 cloakroom.</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. • 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' will be sent home and advised to isolate in line with guidance.</p> <p>LCC letter templates will be used to inform relevant parties accordingly.</p>	L*

Risk Level: High:

Medium:

Low:

Accident likely with possibility of serious injury or loss

Possibility of accident occurring causing minor injury or loss

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					
2					
3					
4					
5					

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: Signature: J Conley</p> <p>Date: 01.10.20</p> <p><i>Please note an electronic signature will suffice.</i></p>
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L* - Low risk identified subject to all Government and LCC HSU advice being implemented and adhered to