



St Mary & St Paul's CE Primary

Risk Assessment Version 15

Risk Assessment No: Activities

To be reviewed weekly

Area/Activity Assessed	Covid 19 Risk Assessment (Full review 23 rd February 2021) January Lockdown	Date	17 th May 2020 (updated 23 rd February 2021)
Assessment Completed By	Paul Brooksbank	Person(s) Consulted	Head Teacher – Iain Parks Local Authority H & S – Fiona Buckley

Persons Exposed	Employees <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Expectant Mother <input checked="" type="checkbox"/>	Visitors and/or Public <input checked="" type="checkbox"/>	Trespassers <input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity
- (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low risk No Action Required.
9-15 - Medium risk Ensure adequate controls are in use.
16-25 - High Risk Stop operation and implement adequate control measures

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	School reopening after September	4	3	12	<ul style="list-style-type: none"> The school has been enhanced cleaned when opening. All staff are competent and instructed with regards to the procedures in place for the protection against infection from the risk of Covid-19. A regular sequence of cleaning the school and classroom has been undertaken during the time that the school has only been partially opened. A school reopening plan has been created in line with current Government, Public Health and DfE guidelines. 	3	2	6	Yes

				<p>The R rate will be checked on a weekly basis – as at 5/6/20 it had risen to 1.04 and so no decision will be made at the present time to re-open school.</p> <p>12/6/20 Email received from PHE to say that all 5 tests have been met in the Knowsley area.</p> <p>Sept 20 – R rate is increasing again and measures put in place for schools – face coverings to be worn by staff and parents at start and end of day.</p> <p>November 2020. 1 month additional lockdown announced with school to remain open due to cases rapidly increasing. Review of all procedures have taken place in school.</p> <p>January 3rd 2021 New variant of Covid -19 has been identified and as a result cases have increased as transmission spreads more rapidly. It is currently unknown the impact of transmission of original Covid -19 to new covid in school cases.</p> <p>January 4th 2021 – Government announced a new lockdown with schools to close to all but key worker children and those classed on the vulnerable list. See DfE guidelines for list. School Nursery to stay open. 12th January – Knowsley cases 1453 per 100,000.</p> <p>March 8th 2021 – As per government guidelines – school will fully reopen for all pupils. School attendance will be mandatory. As at 24^h February to cases in Knowsley were assessed at 142.5 per 100,000</p> <p>Feb 2021 DfE Guidance states</p>				
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				<p>Prevention You must always:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure face coverings are used in recommended circumstances. 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Consider how to minimise contact across the site and maintain social distancing wherever possible. 7) Keep occupied spaces well ventilated. 					
2	Potential for cross infection in the school environment	4	3	12	<ul style="list-style-type: none"> • All staff and Pupils shall practice social distancing. This includes etc: • ✦ KS1 / KS2 All pupils desks facing the front of the classroom and socially distance where possible. This should be in all classes (including withdrawn / supported groups) ✦ Children shall queue up outside of the classroom at a distance of 1+m apart whenever possible. They are to use the playground space for queuing prior to entry too. Regularly remind pupils to be socially distant. ✦ Lesson plans are reviewed to ensure social distancing can be maintained. Children shall not be moving around the classroom wherever possible ✦ School staff shall maintain distance from pupils as far as reasonably practicable (1m+) when teaching. Areas have been marked off at the front of each classroom. ✦ Break times are staggered. (see rota) 	3	2	6	Yes

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| | | | | <ul style="list-style-type: none"> ✦ Staff and pupils are discouraged from gathering in large groups – break and lunch times ✦ Regular reminders of social distancing for all stakeholders. ✦ Signs and posters located around the building as a reminder ✦ Most of the movement around school is to take place around the outside of the school building. Only time pupils /staff on corridors is for use of the toilets. ✦ Only one child is allowed in the toilets at any one time- only one child allowed out of class- ✦ Only 5 members of staff are permitted in the staffroom at any one time. Staff shall eat lunch in their classrooms. Can be joined by their support staff – socially distanced. ✦ No additional gatherings in school –staff meetings, briefings, will take using Google Meet where possible. ✦ Breakfast Club / After School Club – taken place in two bubble EYFS & KS1 / KS2 – they will be held in separate rooms with separate exits. Two sets of staff will be used to support the children. Children to be allocated a place in the room and mixing across bubbles should not take place. At the end of the session the tables are to be wiped down. ✦ Only two staff_-members are permitted in the school office at any one time ✦ Google chat will be set up so that requests for items / concerns can be shared with SLT via electronic communication rather than people moving around school. Joanne Peers will be available during the day to collect / hand out items requested via G Chat (up to Easter) ✦ Learning mentor to meet with children via GMeet/ family support worker to meet with children outside wherever possible | | | | |
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					<ul style="list-style-type: none"> ✦ Only 1 parent will be allowed in the entrance area at any one time. Parents will not be allowed in the reception area and will need to communicate with the school office via the hatch. Parents must wear a face covering in this area. ✦ Packed lunches to be eaten in the classroom. Hot dinners to be eaten in the classroom with the tables spread out. System for removal of food waste and utensils mentioned elsewhere ✦ Children to be in school by 9.00am Any children who are late will be taken around the outside of the building to their classroom. EYFS / Year 1 to monitor their door and children to be admitted straight into classrooms. Reminders to be sent to parents about the importance of punctuality and the impact on learning, 				
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> • Social Distancing rules are followed as far as reasonably practicable. • Staff shall wear face coverings (not visors) when moving around the school and in communal areas. It is recommended that staff wear visors whilst in the classroom. <p>Extra support.</p> <ul style="list-style-type: none"> • Pupils are encouraged to practice social distancing. • Parents/Carers are asked to reinforce this message at home. • Lesson plans/play activities are reviewed with social distancing in mind. 				

				<ul style="list-style-type: none"> • Parents shall be asked not to congregate outside of the school gates but leave the area immediately • Parents will be asked to ensure that all clothes worn that day are washed. Children to wear clean clothes each day. Uniform will be expected each day. • Staff to wear face coverings when children leave the school • Parents requested to wear face coverings when arriving at school. Only one parent to collect children. Parents to leave asap after collecting the children. <p>Physical Education Wherever possible, PE is to take place outside with each class having their own equipment. This should not then be use for 72 hours following on from the lesson. Should the weather be too bad to take place outside then the lesson can take place in the school hall with the following measures in place</p> <ul style="list-style-type: none"> • Hold the doors open on the way in and out of the hall to minimise multiple hands touching the handle • Mark out a 2m line from which the sports coach is mostly behind – if nearer, they must wear a face covering • Keep equipment to a minimum • Classes to use different equipment • Coach to give consideration to the content – reducing prolonged contact between the children • Some schools have taped boxes on the floor 2m apart however as the children are not 2m apart from each other for the rest of the day, this is not required 				
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				<ul style="list-style-type: none"> • Open the windows • Wash hands before and after • Have some cleaning wipes in the hall if there is a particular piece of equipment (static or portable) that will inevitably be used and therefore must be cleaned in between • Danny Halsall shall communicate this guidance to sports coaches <p>Collective Worship</p> <ul style="list-style-type: none"> • All collective worship will be streamed via Google Classroom. <p>Classrooms</p> <ul style="list-style-type: none"> • Children will enter the room and sit in their allocated seat • Children to wash their hands on entry into school and at regular intervals throughout the day – after break / toileting / before meals • Regular reminders to be given about social distancing, • Each child will have at their desk a pack with stationary, books, reading book and some coloured pencils / felt tips. All equipment will be stored in a plastic zip wallet. • If a child needs a water bottle, they are to bring it in from home (full), drunk during the day and taken home each evening to be washed. They will not be refilled during the day. • Lessons are to be organised in such a way that children can work independently / paired but not group work. • Children shall stay in their places as much as is reasonably practiceable • Any equipment which is used as part of a lesson shall be cleaned at the end of the session / day 				
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				<p>prior to being used by another child / group – avoid if possible. Stored in between times in the cleaning bin</p> <ul style="list-style-type: none"> • Teachers to wash hands before and after touching children’s books. • Reading books shall be wiped clean after use by each child. Have a reading book store for returned books not to be touched for at least 72 hours. • Marked line on floor in classroom as reminder for 2m distance from teacher’s position. • Classrooms to be well ventilated at all times (windows / doors open) – coats can be worn for warmth. Children shall keep coats on the backs of chairs to avoid additional movement around classroom during Spring 1 • Doors and windows should be opened at regular intervals throughout the day and permanently during break and lunchtimes. • Support staff shall not work in communal corridor areas where there is a risk of coming into contact with children from other bubbles . • Any resources which have to be shared between classes (ICT / Art / science) must be cleaned before being passed on. <p>Classroom (EYFS) / Nurture</p> <ul style="list-style-type: none"> • On entry the children will be allocated a place to sit allowing for some distancing wherever possible • Regular reminders given about social distancing • As it is almost impossible to fully distance these pupils – hand hygiene is vitally important. Regular handwashing shall take place throughout the day. • Activities designed so that a limited number of children can participate at any one time. 				
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				<ul style="list-style-type: none"> • Equipment is only to be used for that group and is to be cleaned prior to another group (outside of the class bubble) • Equipment to be used should be chosen as that which can be easily cleaned. • All soft furnishings / soft toys are to be removed from the room • Outdoor equipment (bikes etc) to be wiped down at regular intervals. • Break times to be staggered so that only one bubble is using the EYFS play area at any one time. <p>Physical Education</p> <ul style="list-style-type: none"> • All PE activities to take place outside on a rota. (see previous notes for bad weather) Individual activities for PE only. Any equipment used can only be used by one child and at the end of the lesson shall be cleaned prior to being used by anyone else. • No sports coaches will be used during January lockdown <p>Breaktime</p> <ul style="list-style-type: none"> • Will be on a rota basis with only 1 class going outside at any one time. Separate on the yard and astroturf) • Allocated times shall be strictly adhered to, to ensure that all classes have time outside. • From 8th March the timber trail and tyre area can be used. The gym equipment are still not to be used. • Classes to line up separately away from each other prior to entering the building and the next class coming outside <p>Lunchtimes</p> <ul style="list-style-type: none"> • Packed lunches will be eaten in classrooms. Hot dinners will be delivered to the classrooms 				
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				<p>(children ordering their meals in the morning) by a member of the lunchtime staff.</p> <ul style="list-style-type: none"> • All plates and cutlery will be disposable. • A separate bag and container for waste food and liquids will be available in each classroom and collected at the end of lunchtime and taken straight to outside bin. • Children to be give an anti-bacterial wipe to clean their own desk prior to eating at lunchtime. • Children will have 20 minutes to eat their food and then 20 minutes outside on a rota basis. Staff lunches are ½ hour each (rota basis) <p>Parents</p> <ul style="list-style-type: none"> • Parents will not be allowed within the school building. Any early collection will need to be made from the main hatch in the school office with parents waiting outside the entrance. • Parents to wear face coverings when arriving at or leaving the school. <p>Visitors to school</p> <ul style="list-style-type: none"> • Any visitors who need to meet with pupils (i.e social services) will be required to wash hands on entry to the building. • Visitors to school shall wear face coverings on arrival and when leaving the building. • Only essential visitors will be allowed into school (if a video conferencing meeting cannot be set up). • Any non-essential visitors will not be given access to the school. Visitors to school are to visit outside of children's hours where reasonably practicable. • All visitors shall sign in and out of the building, leaving their name, address and contact phone number for track and trace purposes. 				
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3				<ul style="list-style-type: none"> • They will be taken to the room that they are meeting the child and then the child will be brought in (sitting 2m apart). • At the end of the session the child is to return to class and the visitor will then leave – both washing hands before they leave. • On arrival on site contractors informed of the hygiene and social distancing measures operating in the school which they shall follow. • If contractors do not follow the control measures they are to be asked to leave the premises, with consideration as weather they are to be allowed on site again. • Meeting with the school finance officer are to be held in the school office (2m distanced) No-one else shall enter the room whilst this meeting takes place – a sign will be placed on the door. • Visitors shall wear face coverings around school but once in a classroom, this is not required. (Peripatetic teachers) <p>Supply Teachers If required, supply teachers will have access to a class bubble but will be used solely for one class and not be moved around the school. The usual protocol for supply teachers will be followed. The class teacher should provide work for the supply teacher unless they are off with a diagnosed case of Covid -19</p> <p>Nappy or Pad Changing</p> <ul style="list-style-type: none"> • Parents/carers are requested to ensure their child has a clean new nappy/pad on when they arrive at school. This is to minimise the number of nappy/pad changers throughout the day. • Suitable personal protective equipment is available Disposable gloves 				

Lack of Social Distancing with young people with an EHC plan or children of EYFS age.	4	3	12	<p>Fluid resistant type IIR surgical mask Only if you suspect the child may have coronavirus as you will be within the 2 metres social distancing rule.</p> <ul style="list-style-type: none"> • Once used all PPE is disposed of together with the nappy. • Hands are washed before and after each nappy/pad change. • Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. • Where possible potty training should be implemented at home with children requiring infrequent changes in school • Nappies should be double bagged and placed in the nappy bin, outside of the class door (outside). Then notify staff via Google Chat for them to be removed to external bins. <p>Administering First Aid</p> <ul style="list-style-type: none"> • Pastoral care to be given from a distance. • If possible, small cuts and grazes to be cleaned and dressed by the person injured receiving guidance. • If possible injured person to collect all contaminated materials and securely bag it. • If treating a person the first aider to wear all recommended PPE, apron, gloves, mask, & goggles • If the need occurs to perform rescue breaths in CPR ensure that a face mask/barrier is used. They are kept in the first aid kit. • Clinical waste to be placed in small bag and clinical waste bags and placed outside of the classroom (external door). SLT to be notified so that the bags can be removed. • Any contact to be kept to within 15 minutes as much as possible 	3	3	12	Yes
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					<ul style="list-style-type: none"> Dispose of all used PPE to be double bagged, stored securely for 72 hours before being added to the normal waste stream 				
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
4	Staff/Pupils showing signs of an Infectious Disease (coronavirus COVID-19)	4	2	8	<ul style="list-style-type: none"> Staff are instructed not to attend school if they are displaying Coronavirus symptoms. Parents/Carers are instructed to monitor their child's health and should refrain from sending their child to school if they or anyone in household are displaying Coronavirus symptoms. They should immediately contact the school at the start of the school day to inform staff that their child will be off school <p>Any child who is showing symptoms a. High temperature b. persistent cough c. loss of taste or smell should not attend school and isolate (with the other members of their house hold) and immediately seek to be tested. School should be informed that the child will be off school.</p> <p>If a test does not take place after the first 4 days of symptoms – then the family must isolate for 14 days. The person who has the symptoms must isolate for 10 days.</p> <p>Contact NHS 119 for a test or online.</p> <p>Staff</p>	4	1	4	

				<p>If you develop COVID-19 symptoms, at any point after testing positive and ending your first period of isolation, you and your household should self-isolate.</p> <p>If you develop COVID-19 symptoms and have had a positive test result more than 10 days ago, you should stay at home and seek medical advice.</p> <p>If you have tested positive with a PCR test within the last 90 days you should continue to test using the LFD process. The LFD test should not pick up a positive result unless you are still infectious. If you test positive you must self-isolate for 10 days.</p> <p>If you receive a positive LFD test you must self-isolate immediately.</p> <p>If you are LFD testing at home and test positive you must still confirm your test result with a PCR test result.</p> <p>If you are LFD testing on site, such as in your school, you do not need to gain a confirmatory PCR if you test positive with the LFD test.</p> <p>If you have received the covid vaccine you should continue to test using the LFD process.</p> <p>If you have received the covid vaccine and are clinically extremely vulnerable you must continue to shield until further information is released.</p> <p>Here is the link to the most recent guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>				
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5	Staff/Pupil confirmed of having an Infectious Disease.	4	3	12	<ul style="list-style-type: none"> • Staff and Parents/Carers are asked to notify the school immediately. • Staff who have caught the infection will refrain from attending school and should self-isolate for 10 days. Parents/Carers are asked to keep their child off school and should self-isolate for 10 days. • Staff and Parents are asked to follow the advice of their GP and/or Public Health England. • If the pupil / staff member is tested and the result comes back negative the pupil can return to school. If the pupil is not tested the head teacher shall follow the same guidance regards isolation for the pupil as listed for staff. <p>School is to contact DfE for advice in the event of a confirmed case 0800 046 8687</p> <ul style="list-style-type: none"> • Any person who is confirmed as having Covid – 19 – RIDDOR https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm, <p>PHE and Knowsley Local Authority are to be informed immediately</p>	4	2	8	

6	Staff/Pupils displaying symptoms during school hours	4	3	12	<ul style="list-style-type: none"> The Head Teacher and/or SLT will be notified immediately. PPE pack to be held at front desk to be used by anyone who has to support a child / adult with symptoms Staff or pupils displaying symptoms of Coronavirus will be sent home immediately Where necessary Parents/Carers will be contacted to arrange for their child to be collected. Where possible the child will be isolated away from other staff and pupils in a separate room, outside the school building in the fresh air or where this is not possible 2m away from other people. Staff attending someone with virus symptoms shall wear appropriate PPE, if a 2m distance cannot be maintained Staff and pupils who have been in contact with the ill person will wash their hands thoroughly for 20 seconds. A suspected coronavirus letter will be sent home with each child and parents/cares are asked to monitor the health of their child. 	4	2	8	Yes
7	Stopping the virus from spreading Personal Hygiene	4	3	12	<p>Transmission</p> <ul style="list-style-type: none"> The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes. This virus can be readily isolated from respiratory secretions. There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms. Secondly, indirectly by touching a surface, object or the hand of an infected person that has been 	4	1	4	

				<p>contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes.</p> <p>Handwashing</p> <ul style="list-style-type: none"> • Handwashing is one of the most important ways of controlling the spread of infections, • The recommended method is the use of liquid soap, warm water and paper towels. • Always wash hands after using the toilet, before eating or handling food, and after handling animals. • All children to wash their hands immediately on entry to the school each morning. <p>Coughing and sneezing</p> <ul style="list-style-type: none"> • Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue. • Wash hands after using or disposing of tissues – tissues will be provided for each classroom / office • Spitting should be discouraged. <p>Personal protective equipment (PPE).</p> <ul style="list-style-type: none"> • The correct PPE should be used when handling cleaning chemicals. • PPE is worn as per the cleaning chemicals COSHH risk assessment • All PPE should be disposed of immediately after use – bagged and removed from school building. <p>Nappy or Pad Changing</p> <ul style="list-style-type: none"> • Disposable gloves • Fluid resistant type IIR surgical mask Only if you suspect the child may have coronavirus as you will be within 2 metres social distancing rule 				
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8	<p>Stopping the virus from spreading</p> <p>General Cleaning</p>	4	3	12	<p>Cleaning of the environment,</p> <ul style="list-style-type: none"> • The school is cleaned with normal household disinfectant. • All surfaces that the symptomatic person has come into contact with shall be cleaned and disinfected, including: • Objects which are visibly contaminated with body fluids. • All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. • Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE • Key areas around the school are to be wiped down regularly through the day – inc. door handles, light switches, telephones, grab rails. • Key areas in the classroom – internal door handles , light switches to be wiped down during the day by classroom staff. (Hourly if used regularly) • Toilets will be cleaned at the start and end of the day and an additional clean at the end of lunchtime. Soap will be available in the toilet areas. • Ipads / learn pads to be wiped down after use and returned to the box • School cleaning schedule to be completed on a daily basis. • Additional enhanced cleaning will take place on a Friday afternoon <p>Cleaning of blood and body fluid spillages.</p> <ul style="list-style-type: none"> • All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). 	4	1	4	
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				<ul style="list-style-type: none"> • When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer’s instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. • Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills. <p>Laundry</p> <ul style="list-style-type: none"> • Should be dealt with in a separate dedicated facility. • Soiled linen should be washed separately at the hottest wash the fabric will tolerate. • Wear PPE when handling soiled linen. • Children’s soiled clothing should be bagged to go home, never rinsed by hand. <p>Clinical waste.</p> <ul style="list-style-type: none"> • Always segregate domestic and clinical waste, in accordance with local policy. 				
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in bins. All clinical waste shall be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated area. 				
9	Failure to have an enhanced Clean the school after a member of staff or child is suspected of having coronavirus COVID19	4	3	12	<p>Enhanced Clean.</p> <ul style="list-style-type: none"> The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected. Where possible the area is closed and secure for 72 hours before the commencement of the deep cleaning. Suitable personal protective equipment is available Fluid resistant type IIR surgical mask Disposable gloves and apron Disposable eye protection (where there is a risk of splashing). Once used all PPE is disposed of safely and in line with clinical waste standards (detailed below) Hands are washed before and after cleaning for at least 20 seconds. Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. Pregnant staff or staff with a low immune system (if they are in school) shall take care and use the precautions available when dealing with bodily fluids 	4	1	4	

1 0	Stopping the virus from spreading Enhanced Cleaning	4	3	12	<p>Cleaning of the environment,</p> <ul style="list-style-type: none"> • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. • All surfaces that the symptomatic person has come into contact with shall be cleaned and disinfected, including: • Objects which are visibly contaminated with body fluids • All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: • All cleaners are to wear face coverings at all times when in the school building • Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine • A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants • If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses • Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used shall be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered, for example, 	4	2	8	

				<ul style="list-style-type: none"> Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus, contamination will have decreased substantially, and you can clean as normal with your usual products. 				
				<p>Laundry</p> <ul style="list-style-type: none"> Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above <p>Clinical waste.</p> <ul style="list-style-type: none"> Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): 1. Should be put in a plastic rubbish bag and tied when full. 2. The plastic bag should then be placed in a second bin bag and tied. 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put in with the normal waste 				

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> If the individual tests positive, then store it for at least 72 hours and put in with the normal waste If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment. 				
11	Hand washing around school to minimise contact between groups of pupils	4	3	12	<p>Children generally use toilets areas with limited numbers accessing at any one time.</p> <p>Children shall wash their hands prior to going to the toilet, after going to the toilet and on return to the classroom use hand sanitiser.</p> <p>It will be strictly and one child in the toilet area at any one time.</p>	4	2	8	
12	Mental health of pupils, staff and parents on return to school	4	3	12	<p>It is likely some children, parents and staff will struggle on returning to school and being in larger groups than has been the case for the period of lockdown.</p> <p>Staff</p> <ul style="list-style-type: none"> ➤ To have access to HT and to share concerns ➤ Not to widespread share concerns with other members of staff – spreading worry. ➤ Access to any resources that can be provided by local authority ➤ Staff meetings cancelled – only via google staffroom. 	4	2	8	

				<ul style="list-style-type: none"> ➤ Marking policy has been amended to reduce amount of work to be done / contact with books / time in school building ➤ Behaviour policy has been amended – any concerns over behaviour and risk to children or staff then parents will be contacted immediately. ➤ Intimate care policy is to be amended. <p>Children</p> <ul style="list-style-type: none"> ➤ Learning mentor to have a range of activities for pupils who are struggling / concerned with coming back to school ➤ Learning mentor has resources to support pupils who may have experienced bereavement ➤ Staff to let PB know if children need time with Learning Mentor. Google meet to be set up so that LM can speak with child. ➤ Curriculum to be adapted to allow children to work on activities which will support mental health. Summer 2 PSHE key focus is mental health and well-being. ➤ Collective (but distanced) Worship to focus on support and encouragement <p>Parents</p> <ul style="list-style-type: none"> ➤ Communication / letters / texts to alleviate some of the parents' concerns over pupils coming back to school ➤ Share procedures , practical steps the school will be taking to ensure children are safe while in school ➤ Guidance provided as to start and end of day and the rooms that their child will be in. ➤ Family Support Worker to investigate resources that can be used with parents – separation / bereavement. Paper copies to be used and 				
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					<p>phone discussions – no face to face meetings with parents.</p> <ul style="list-style-type: none"> ➤ Parents to be regularly reminded to follow guidance from school about face coverings, gatherings together, only one parent to collect and being on time for start and end of day 				
12	Staff who are in the shielded, clinically vulnerable or pregnant categories	4	4	16	<ul style="list-style-type: none"> ➤ Staff who are in the shielded group or have received a letter from NHS to advise staying isolated and at home should not attend school (in agreement with the Head teacher) ➤ Pregnant staff shall be given the option to work from home from 28 weeks of the pregnancy. Staff can decide to stay in school if they desire however must be removed from face to face work. ➤ Staff who are extremely clinically vulnerable / clinically vulnerable and pregnant should seek advice from their GP ➤ Staff who are in these categories will be allocated tasks to do from home to support staff who are in school. ➤ An additional RA shall be completed in conjunction with the staff member to ensure that their role is as safe as is reasonably practicable. 	4	1	4	
13	Rooms to be used by each 'bubble'				<p>Some classes have children who require additional support . The Blue Room (y4) and School Library (y3) are allocated to these classes exclusively. Cloak room areas for 1:1 work allocated to Years 1, 5 and 6</p> <p>All bubbles are to stay completely isolated at all times during the day.</p> <p>See Appendix B – for full guidance</p>				

14	Threat of fire during Covid - 19	2	4	8	<p>Fire procedures shared with staff for new rooms that they are in.</p> <p>All classes have an external door that leads to a safety assembly point</p> <p>Fire drills carried out to check on procedures</p> <p>All fire doors are to remain closed – not wedged open at any point.</p>	2	4	8	
15	March return to school	3	4	12	<p>All procedures will be reviewed with all staff prior to the school reopening on March 8th.</p> <p>Staff have received varying direction from unions with regard to the return to school If a member of staff feels that that site is unsafe, then they are to contact the Head teacher / Chair of Governors and put their concerns in writing.</p> <p>All staff have access to lateral flow testing to be done at home or at one of Knowsley testing facilities..</p> <p>Staff will not be expected to work across class bubbles or provide cover for staff who are absent.</p> <p>Children's books should not be taken home for marking.</p> <p>All staff shall be advised by SLT, governors and Union representatives to strictly adhere to the school RA to ensure that the site is as safe as possible for all stakeholders</p>	3	3	9	
16									

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
1	Med	<p>School is advised to create a opening plan in line with current Government, Public Health and DfE, Local Authority and Union guidelines. This Shall include ways in which</p> <ul style="list-style-type: none"> ✦ Social Distancing can be maintained, ✦ How Practical Lessons can be taught safely ✦ The care of pupils on EHC plans or children of EYFS age can be maintained. ✦ How EHC/EYFS lessons or play activities can be taught safely. ✦ Deep Cleaning ✦ Action Plan to deal with suspected Coronavirus cases. 	Head Teacher and SLT	Before school reopens	
1	Med	<p>Staff Training – The school is advised to provide staff training and instruction to all staff before the school is reopened to pupils. This training should be recorded to verify staff attending the training/instruction fully understand.</p> <p>Staff training will include all guidelines on the risk assessment – which shall be strictly adhered to.</p> <p>Staff training on Google classroom, google meet and google chat</p> <p>Regular training , reminders and updates shall be shared with all staff.</p>	Head Teacher and SLT	Before school reopens	
2	Med	<p>Social Distancing – The school is advised to create a set of social distancing rules that all staff and pupils should follow. This includes both inside and guidance for outside the school site.</p>	Head Teacher and SLT	Before school reopens	
3	Med	<p>Social Distancing EHC plan or EYFS – The school is advised to liaise with the pupils teaching support staff and the pupils' parents to ensure all the child's needs are met.</p>	Head Teacher and SLT	Before school reopens	
6	Med	<p>Communication with Parents –</p> <ul style="list-style-type: none"> ➤ The school is advised to create a Suspected Coronavirus Letter which should be sent out to all parents/carers if a member of staff or pupil were to take ill in school and was displaying Coronavirus symptoms. 	Head Teacher and SLT	Before school reopens	

		<ul style="list-style-type: none"> ➤ Parents/cares should be asked to monitor their child's health and to self-isolate if their child was to develop symptoms. ➤ Parents to be advised on access arrangements for mornings/ afternoons and collections during the school day. ➤ Parents to be advised of the distancing rules around the outside of the school grounds at the start and end of the school day. 			
7	Med	<p>Equipment purchased for school</p> <ul style="list-style-type: none"> - PPE equipment when required for cleaning areas after people who is infected has been in contact. - Tissues / wipes to be provided for all classes - Hand sanitiser to be available at all entrances to school and key areas (staffroom / pastoral office). Each toilet area to have hand sanitiser as well as soap. - Waste bins for post lunchtime for each classroom 	Head teacher / office staff	Before school opens	
8	Low	<p>Signage placed up around the school to make clear the guidance provided by staff / SLT.</p> <p>No entry signs , only one person allowed in toilets, 5 persons only in the staffroom / 2m distancing</p>	DHT	Before school opens	

Thanks to Mike Fleming at Compliance Health and Safety for the initial risk assessment template which has been edited by SMSP staff.

Appendix A – Use of hand sanitiser

Health and Safety Advice for Schools Regarding Hand Sanitiser

Alcohol based hand sanitisers (and gels) are flammable and can release vapours which, with the introduction of a spark with sufficient energy, may ignite. To reduce the risk of fire the sanitiser containers should have their lids kept firmly in place when not in use and stored away from sources of heat and ignition.

The location of dispensers, the storage of stock and the disposal of used containers and dispensers and expired stock, therefore need to be considered.

When hand sanitiser is applied it should be allowed to dry on the skin.

Recently, during the COVID-19 outbreak, a person's hands were burnt. The individual had applied the sanitiser to their hands and before it was dry they touched a metal surface. Touching the surface caused a static charge which ignited the vapours on the hands. The person received 1st and 2nd degree burns.

Staff and students should be advised to let their hands dry and the vapours disperse after using alcohol based sanitiser. For those who smoke the risk of ignition is increased if they light the cigarette before their hands are completely dry.

The How to Handrub posters state clearly: "once dry, your hands are safe". A copy of the poster can be found here:

https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf

COSHH assessment

The Control of Substances Hazardous to Health (COSHH) Regulations place a legal duty on employers who use substances which might cause harm to health of their employees to control the risks.

This means that employers must ensure that a suitable COSHH assessment, which focusses on the hazards and risks, is completed for hand sanitisers, and appropriate control measures are introduced. The safety data sheet that accompanies the hand sanitiser must be considered when completing the assessment.

The information provided below is generic. It is based on information contained in a number of safety data sheets for several hand sanitisers that are currently on the market.

Safe use

Sanitiser spills should be cleaned up to prevent slipping and reduce the likelihood of fire. Large spills should be covered in an appropriate absorbent material such as sand.

Alcohol based sanitiser can cause serious eye irritation. If the solution gets into the eyes, the eyes should be rinsed thoroughly with clean water for several minutes. If contact lenses are being worn they should be removed if possible. Rinsing should continue, and if eye irritation continues, medical advice should be sought.

The risk of inhalation, due to the small containers being used, is minimal, however exposure to alcohol fumes could cause drowsiness and dizziness and a person suffering from inhalation should be removed to fresh air and made comfortable. If the person is unconscious and their breathing is okay, the person should be placed in the recovery position and transferred to hospital as soon as possible.

If there is a perceived risk that young children may drink the hand sanitiser, the solution should be locked in wall dispensers. Ingestion of the sanitiser may cause nausea, headache, dizziness and intoxication. Vomiting should not be induced and if the person is conscious the mouth should be rinsed with water and a half litre of water should be given to drink immediately.

If items of clothing becomes heavily contaminated with the solution, the clothing should be removed promptly to reduce the risk of ignition.

Storage

Flash point is the lowest temperature at which a liquid can give off vapour to form an ignitable mixture in air near the surface of the liquid. The lower the flash point, the easier it is to ignite the material

- The flash points of ethanol and isopropyl alcohol are 17.5°C and 19°C, respectively, which means they could ignite, if they come into contact with an ignition source, at room temperature. Care should be taken to ensure the original containers and dispensers of hand sanitiser are stored in a cool, well ventilated place, in a location where the containers cannot be damaged, ensuring the lids and tops are tightly fitting and secure.
- The storage area should be free of naked flames and there should be no smoking permitted in these areas.
- Care should also be taken when carrying personal containers and dispensers to avoid accidental spills onto clothing, into pockets, bags or vehicles.
- The quantity of sanitiser kept in classrooms and corridors should be kept as low as is reasonably practicable and limited for day-to-day purposes.
- Care should be taken when disposing of any used containers that have not been rinsed with water. Used containers will contain gel residues and flammable vapours, rinsing with water will reduce the risk of fire and the containers may then be recycled or disposed of in general waste.

Appendix B – Guidance for full opening of schools – March 2021

System of controls

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process (at teachers' discretion)

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Appendix C – Guidance from NHS over the symptoms for Covid -19 and when to apply for a test.

Main symptoms

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

What to do if you have symptoms

If you have any of the main symptoms of coronavirus:

1. Get a test to check if you have coronavirus as soon as possible.

2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test. Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

Appendix D

Guidance notes received 1.10.20

GUIDANCE NOTE FOR HEADTEACHERS RE SCHOOL BASED STAFF –

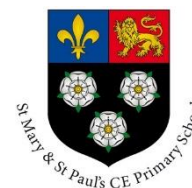
TEST AND TRACE

30th September 2020

If an employee has been contacted by the NHS test and trace service and advised they need to self-isolate, they are asked to forward a copy of the text / email received from the service to their Headteacher / School Business Manager.

When self-isolating, this is not classed as sick leave and therefore it should not be recorded on MyView, but Schools are asked to keep their own in school records (e.g. names, date and duration of the self-isolation period.)

Employees who self-isolate but feel able to work from home due to the lack of symptoms, can do so if their job allows them to and they have the agreement of their Headteacher / Line Manager. Similarly, if an employee has mild symptoms but they are following Government advice and are self-isolating at home, they too can choose to work from home if their job allows them to and following a discussion with their Headteacher / Line Manager.

APPENDIX E – School routines**Classroom Routines (Spring Term)****Reminders:**

- School Uniform is to be worn
- Pick up and drop off is to be staggered.
- Access to the building for children will be via external class doors onto the playground.
- Please remember to stay socially distant (At least 2metres apart)
-

Class Bubble	Start of day Time	Start of day Entrance	End of Day Time	End of Day Collection point	Friday Finish Time
Reception (Reception)	8.50	KS1 Door	3.00	KS1 Door Near Main Reception	2.30
Nursery (Nursery)	8.45	Nursery Door	3.05	Nursery Door	2.35
Year 1	9.00	KS1 Door	3.05	Playground	2.30

(In year 1 Classroom)				Access Via Large gate on field	
Year 2 (In year 2 Classroom)	9.00	Junior Path	3.10	Playground Access Via Large gate on field	2.35
Year 3 (In Year 3 Classroom)	8.55	Junior Path	3.05	Playground Access Via Large gate on field	2.40
Year 4 (In Year 4 Classroom)	8.50	Junior Path	3.15	Playground Access Via Large gate on field	2.45
Year 5 (In Year 5 Classroom)	8.45	Junior Path	3.10	Playground Access Via Large gate on field	2.40
Year 6 (In Year 6 Classroom)	8.40	Junior Path	3.05	Playground Access Via Large gate on field	2.45
Nurture (Nurture)	9.00	Via Car Park at After School Club exit	3.00	Via Car Park at After School Club exit	2.30

Class Bubble	Break	Lunch	Lunch Play	Afternoon Break
Nursery	10.20 Reception Play	11.50	12.10-12.30 Reception Play	2.00 Reception Play
Reception	10.35 Reception Play	12.10	12.30-12.50 Reception Play	2.10 Reception Play
Year 1 (In year 1 Classroom)	10.50 Playground	12.00	12.20-12.40 Astro Turf	2.00
Year 2 (In year 2 Classroom)	10.50 Astro Turf	12.00	12.20-12.40 Playground	2.15
Year 3 (In Year 3 Classroom)	10.35 Playground	12.20	12.40 – 1.00 Astro Turf	
Year 4 (In Year 4 Classroom)	10.35 Astro Turf	12.20	12.40 – 1.00 Playground	
Year 5 (In Year 5 Classroom)	11.05 Playground	12.40	1.00-1.20 Astro Turf	
Year 6 (In year 6)	11.05 Astro Turf	12.40	1.00-1.20 Playground	
Nurture (Nurture)	10.50 Nurture Play	12.00	12.20-12.40 Nurture Play	2.15 Nurture Play