

Risk Assessment

A	Date: 1 st September 2020	School: Arnot St Mary	Team:	Location: Arnot St, Walton, L4 4ED
	Review Date: 11.09.20 25.09.20	Ref: LCC Full School Opening (COVID-19)	Assessor: Fiona Roper	Head Teacher: Fiona Roper

B	Assessment of Risk for: Protection from transmission of Covid-19 during pandemic including all school activities
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	Covid-19 virus: General	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>All staff to receive a Health and Safety update during INSET on Tuesday 1st September, which informs them of the most up-to-date procedures that are in place.</p> <p>Risk of infection reduced by enhanced cleaning schedules, enhanced hand and respiratory hygiene, social distancing, changes to school timetables to minimise contact of year group 'bubbles', appropriate use of PPE. Regular updates to staff, pupils and parents in light of changes to agreed procedures or further local authority or government advice.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Reference School infection control risk assessment, as required: RA29/18</p>	LOW

			<p>Additional signage at entrances to school informs anyone with Covid symptoms that they are not to enter the site.</p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none">• New and expectant mothers• Extended duty of care• Stress• Individual pupil assessments <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:</p> <ul style="list-style-type: none">• Vulnerable member of staff and/or pupil who has received a Government shielded letter.• Staff who have an extremely vulnerable household member.• Staff who live with a vulnerable person <p>Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above.</p> <p>Manager to regularly update and inform staff re government guidance regarding covid-9 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/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school• Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p>	
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			<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 Covid-19 • Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable • Government publication COVID-19: cleaning in non-healthcare settings • Government publication Best Practice: how to hand wash • Government guidance for food business on Coronavirus (Covid-19) • Government guidance Covid-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) <p>Due to the changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy Supplies of PPE are available in all classrooms, shared spaces, school office and first aid area. Staff to be clear as to how to put on and remove PPE safely. <i>Appendix 1</i> 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 https://www.youtube.com/watch?v=-GncQ_ed-9w <p>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> • Disposable half face mask • Disposable gloves • Disposable aprons • Where personal care is to be provided eye protection/surgical face mask 	
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		<p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> <p>Staff to inform JE if PPE needs replenishing in classrooms. JE to liaise with DC to ensure school has adequate supplies of PPE and re-order as needed.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance. Regular supervised handwashing for all pupils.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene. https://www.youtube.com/watch?v=S9VjeIWLnEq NHS handwashing song for younger children</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets. https://www.youtube.com/watch?v=bdL8LO8WmYs Catch it, bin it, kill it cartoon for younger children. https://www.youtube.com/watch?v=JtbMgDz3GdM Catch it, bin it, kill it video for older children. Relates to flu but premise is the same.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running. Staff to inform FR if this is required.</p> <p>Parents and Guardians kept informed via text messaging service, Twitter, newsletters regarding changes to start finish times and any new local rules regarding drop off and pick up etc.</p> <p>Staff kept informed via email, socially distanced briefings.</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>	
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			<p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> • HSE RIDDOR reporting of COVID-19 	
2	Covid-19 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. Entrance adjacent to Rainbow House Nursery to be used for designated 'bubbles' in addition to entrance on Arnot Street. Parents allowed to enter and walk through car park to reduce number of adults using the public footpath between school and Jack's supermarket to gain access to entry point adjacent to Rainbow House.</p> <p>Staggered drop off and collection times allocated to different year group 'bubbles'.</p> <p><i>Appendix 2.</i></p> <p>Children to be dropped off on arrival at designated entrances. Parents are not allowed on site. Additional staff will ensure youngest children are escorted straight to classrooms.</p> <p>Parents will be allowed on site at the end of the school day so that children can be collected safely. Floor markings will designate where parents are expected to stand to enable social distancing and to allow staff to safely hand child over to the adult collecting them. Additional signage will support parents to identify allocated drop off and collection points.</p> <p>School first aid risk assessment reviewed.</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands before and after use, wipes available to cleanse keypads and touchscreens.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Main entrance to building, front of house reception area and Nursery entry point. • Classrooms • Staffroom 	LOW

			<ul style="list-style-type: none"> • Toilets • Reprographics rooms • Dining room during lunch time <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distance.</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. Staggered playtimes, lunchtimes and allocated stairways will minimise the potential crossover of 'bubbles'. One way system on ground floor will minimise opportunity to pass between playtime changeover.</p> <p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in 'bubbles' where appropriate or alternatively by Zoom or pre-recorded videos.</p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Tables are to be separated. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps, fridge doors, cupboard drawers etc.</p>	
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are 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.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained.,</p> <p>Display stands and magazines are removed.</p> <p>Screens are installed to areas were staff are required to have face-to-face interaction with visitors.</p>	LOW

			<p>Office windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations.</p> <p>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential. Screen positioned between workstations of RK and WW. Workstations are single user use. Sharing of workstations is not to be undertaken.</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk drawers 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.</p>	
4	Covid-19 virus: Meetings	Staff	<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>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p>	LOW

			<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>	
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 <p>Primary Schools:</p> <ul style="list-style-type: none"> Classes are kept in year group 'bubbles' and should not mix with other classes and year groups 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 minimised, as much as possible.</p> <p>All desks face the same direction i.e. front of the classroom – KS1 and KS2 classrooms.</p> <p>Pupils 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. Children have been provided with individual stationery packs in sealable zip packets.</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>	LOW

			<p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>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>	
6	Covid-19 virus: Dining areas	<p>Staff</p> <p>Pupils</p>	<p>Dining room be laid out so that 'bubbles' are separated whilst eating.</p> <p>Lunch times will be staggered to ensure 'bubbles' do not mix.</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible.</p>	LOW
7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School start times for different bubbles are staggered to reduce the numbers attending the site at the start and finish of the day. <i>Appendix 2</i></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. Communication with parents will take place through telephone</p>	LOW

			<p>conversations or by email. Face to face meetings will only take place if absolutely necessary following strict social distancing guidelines.</p> <p>Parents and guardians requested not to gather on the school playground and to maintain social distancing at all times.</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.</p>	
8	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain 2m social distancing at all times, where practicable. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p>	LOW
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: <i>See red COSHH file in school office</i></p>	LOW

			<p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish 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. Children's toilets will be cleaned more frequently. Anti-bacterial wipes will be available in all adult toilets.</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 • IPads • Computer keyboards <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been.</p>	
10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	Staff Pupils	Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group (Symptomatic person to isolate in HT's office. Disabled toilet is designated toilet for the individual) and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate.	LOW

		<p>Visitors</p> <p>Contractors</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 7 days from the start of their symptoms. The 7-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>School Covid Lead will inform SIL Single Point of Contact SPOC@si.liverpool.gov.uk</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p>	
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Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place

D	Controls (Ser N ^o to correspond with Hazard Ser N ^o)	E To be completed by the Manager			
Ser N ^o	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
2	Arnot Street (which is a dead end leading to school gates and car park) will be coned off and manned from 08:30 – 9:00 and 15:00 – 15:30 to prevent parents from car parking outside school. System was in place prior to pandemic to ensure children and adults were safe crossing and moving through Arnot Street. Continuing to prevent parking will help to minimise congestion in Arnot Street and aid social distancing.	FR to inform caretakers that system for coning off Arnot Street during designated times is to be reintroduced from 3.9.20	FR JE am caretaker RC pm caretaker	3.9.20	

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: Head Teacher</p> <p>Signature: <i>J. Roper</i></p> <p>Date: 28.08.20</p> <p><i>Please note an electronic signature will suffice.</i></p>
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Appendix 1

Step-by-step guide to putting on and taking off PPE

Put on items in this order

1. Put apron on and tie at waist.
2. Put face mask on and position the upper straps on the crown of your head, and the lower strap at nape of neck. With both hands, mould the metal strap over the bridge of your nose.
3. Put on eye protection if required.
4. Put on gloves.

Take off items in this order

1. Take off gloves. Grasp the outside of glove with the opposite gloved hand and peel off. Hold the removed glove in the remaining gloved hand. Slide the fingers of the un-gloved hand under the remaining glove at the wrist. Peel the remaining glove off over the first glove and discard.
2. Clean your hands.
3. Unfasten or break apron ties at the neck and let the apron fold down on itself. Break ties at waist and fold apron in on itself. Do not touch the outside. Discard.
4. Take off eye protection, if worn. Use both hands to handle the straps by pulling away from face and discard.
5. Clean your hands

Appendix 2

Timetable for staggered start and finish times to school day

Year group	Start time	Entrance	Finish time	Exit
Nursery 2yrs	8:30 AM	Arnot Street	11:30 AM	Arnot Street
Nursery 3yrs	8:30 AM	Main gate	11:30 AM	Main gate
Nursery 3yrs	12:30 PM	Main gate	3:30 PM	Main gate
Reception	8:40 AM	Main gate	3:00 PM	Main gate
Year 1 (Mrs. Smith)	8:40 AM	Arnot Street (2yr olds access)	3:00 PM	Arnot Street (2yr olds access)
Year 1	8:40	Back yard	3:00 PM	Back yard
Year 2	8:50	Back yard	3:10 PM	Back yard
Year 3	8:40	Main gate	3:10 PM	Main gate
Year 4	8:50	Main gate	3:20 PM	Main gate
Year 5	8:30	Back yard	3:20 PM	Back yard
Year 6	8:30	Back yard	3:20 PM	Back yard