

			<p>A limited number of staff will ‘cross bubbles’ e.g. to deliver PPA or support children but staff will follow school protocol and maintain 2 metres distance whenever possible particularly from other adults.</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy</p> <p>School infection control risk assessment updated as required.</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 until a negative test result.</p> <p>This guidance is being updated regularly.</p> <p>From Monday 14th December advice was:</p> <p>‘Self-isolation is essential to reducing the spread of COVID as it breaks the chains of transmission. After reviewing the evidence, we are now confident that we can reduce the number of days that contacts self-isolate from 14 days to 10 days.’</p> <p>People who test positive should continue to self-isolate for 10 days from onset of symptoms or 10 days from point of taking a positive test if asymptomatic.</p> <p>Governors & School HST (Health & Safety Team) have reviewed the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers (Pregnant staff post 28 weeks may now continue to work on school following risk assessment). • Stress • Individual pupil assessments carried out by SENDCo <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant and if staff wish for staff and pupils meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable or extremely vulnerable member of staff and/or pupil. • Staff who have an extremely vulnerable household member. 	<p>L</p> <p>M/L</p> <p>L</p> <p>L</p>
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			<p>Extended duty of care Risk Assessments reviewed on a regular basis. Covid age assessment tool offered to all staff. Staff who already have an extended duty of care risk assessment – requested to fill them out.</p> <p>Reminders to all staff about following protocol. Liverpool in Tier 3 category from 31/12/20</p> <p>Gatherings for work purposes are only allowed when they are reasonably necessary and social distancing can be maintained.</p> <p>Meals to socialise with work colleagues are not permitted. Continue to observe good hand and respiratory hygiene and maintain social distancing in line with section 5 'prevention'.</p> <p>All staff can continue to attend school in all three local restriction tiers including staff previously 'shieldind'. (This may change if Liverpool were to move into Tier 4 at any point).</p> <p>Staff to inform member of SLT if they require any support for their mental health & well - being (Confidential).</p> <p>Process in place for SLT to contact the person if required, as detailed within applicable risk assessment above.</p> <p>HST 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>L</p> <p>L</p> <p>M/L</p> <p>L</p> <p>L</p>
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			<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 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, HST 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 (For staff dealing with a child with suspected Covid 19). <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 • PPE located in two isolation areas (EYFS/KS1 Counselling room outside Nursery. KS2 ‘vacant’ year 4 classroom next to Mr Allen’s). • Kitchen staff may wear PPE if they wish to whilst in contact with children. 	<p>L</p> <p>L</p> <p>L</p>
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			<p>All used PPE should be double bagged and disposed of appropriately after a suspected case of the virus and stored safely and securely for at least 72hrs before disposing via the normal waste system.</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.</p> <p>Pupils will have break times with their class / year group and will not mix with any other year group bubble.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>Parents and Carers kept informed via email bulletins etc. regarding changes to start finish times and any new local rules regarding drop of and pick up etc.</p> <p>Parents asked / reminded to wear face masks on the yard/in communal areas when dropping off & picking up children.</p> <p>Reminder only one parent/carer to pick up / drop off (and that adult to be wearing a face mask unless medically exempt).</p> <p>Reminder to parents via newsletter that cuddly toys and items should not be brought from home unless agreed by SLT to minimise a risk of transition. Any children who are anxious to be provided with something that belongs to school and is washed regularly.</p> <p>Reminder parents gathering to talk after drop off – asked to move away from the school building & Playgrounds.</p>	
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			<p>Staff kept informed via email, online meetings etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> • HSE RIDDOR reporting of COVID-19 	
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible.</p> <p>Toilets allocated to particular classes even within the same toilet block. Age appropriate signage /teacher photograph on outside of the door to show pupils which cubicle they should use.</p> <p>Markings / posters are laid out on the playground for classes to line up at the start of the school day.</p> <p>School first aid risk assessment reviewed regularly.</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <ul style="list-style-type: none"> • Fire Risk Assessment, Fire Evacuation Procedures to be reviewed in bubbles. Risk of fire/harm overrides a temporary breach in bubbles. <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Classrooms/entrances to classrooms • Corridors 	<p>L</p> <p>L</p> <p>L</p>

			<ul style="list-style-type: none"> • Staff rooms • Toilets • Changing areas 	L
			<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>	L
			<p>Corridors, walkways and staircases have tape markings laid out to indicate side to walk on two-way traffic.</p>	
			<p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p>	L
			<p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p>	L
			<p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. Year group assemblies may be undertaken in 'bubbles' where appropriate.</p>	
			<p>All Key stage assemblies will take place via zoom or google classroom.</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 etc.</p>	
			<p>From 2nd December Tier 2 government protocol & safety measures will be in place and school will continue to be open unless a year group bubble is required to self isolate or further government advice is received.</p>	

			Guidance around groups no larger than 6 meeting (although this is not statutory in a school) we will adhere to this rule to support the health & safety of staff at Monksdown if a safe 2 metre distance is not possible. Exceptions are a minority of staff who work between bubbles (office staff, kitchen staff, SLT, PPA cover) who should aim to keep a 2metre distance at all times.	
3	Covid-19 virus: School reception, offices & staffrooms.	Staff	<p>There are four staffrooms and each staffroom will have a maximum capacity on the door. Please do not go above this number for any reason as you will be putting yourself & colleagues at risk.</p> <p>Staffroom 1 Nursery office/staffroom (EYFS staff) Staffroom 2 The Hive rooms 1&2 (KS1 staff) Staffroom 3 School staffroom (Lower KS2 staff) Staffroom 4 Breakfast club room (Upper KS2 staff for morning break but main staffroom for lunchtime)</p> <p>As break times are in year groups staff are able to use the allocated staffrooms.</p> <p>Lunchtime (staffroom) arrangements for staff:</p> <p>Nursery – Nursery Office Reception – Nursery Office</p> <p>Year 1 12.30 – 1.00pm (The Hive) Year 2 12.00 – 12.30pm (The Hive)</p> <p>Year 3 12.00 – 12,30pm (Staffroom) Year 4 12.30 – 1.00pm (Staffroom) Year 5/6 1.00 – 1.30pm (Staffroom – less staff please socially distance between year groups)</p> <p>This rota may change due to Children’s rota’s moving – when they eat in the classroom or dining hall. (Leadership team to update staff of any changes).</p>	<p>L</p> <p>L</p> <p>L</p> <p>M</p> <p>L</p> <p>L</p>

			<p>Please use the staffrooms at these times and do not gather together anywhere else in school to protect you and your colleagues.</p> <p>Colleagues may wish to remain in their classrooms to keep safe and avoid mixing. Colleagues who mix in the staffroom (from the same year group) MUST ensure at least a 2 metre distance.</p> <p>Staff are instructed to send information electronically when possible to avoid face to face contact.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. All waiting areas are reconfigured to ensure social distancing can be maintained.</p> <p>Staff to only go to the main school office if it is absolutely necessary (otherwise please use classroom telephones or e-mail to contact).</p> <p>Ventilation</p> <p>In addition to government guidance below, please find attached additional information to support ventilation from CIBSE.</p> <p><i>When the setting is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</i></p> <p><i>This can be achieved by a variety of measures including:</i></p> <ul style="list-style-type: none"> • <i>natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened</i> 	L
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			<p><i>more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</i></p> <ul style="list-style-type: none"> <i>natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</i> <p>Desk configurations and allocation are such that children are not seated facing each other whenever possible and if this doesn't interrupt learning.</p> <p>Workstations are single user use.</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 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, the handset should be wiped after use.</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.</p> <p>A photocopier is in place for EYFS/KS1 staff in the space between HT office and Nursey. KS2 staff to continue to use reprographics room. Please ensure you adhere to maximum capacity on the door. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	
4	Covid-19 virus: Meetings	Staff	Full staff in-person meetings should only be held if a safe 2 metre distance can be adhered to.	L

			<p>Staff can use other means of remote communication to host meetings where facilities are readily available.</p> <p>PPA will resume in school. (January 2021)</p> <p>Curriculum / subject leader meetings to take place in a 'neutral' place such as 'The Hive room 3 to keep integrity of the classroom/year group bubbles. Staff to ensure strict 2 metre distancing. The Hive will be cleaned regularly. There is also a bucket of materials and hand sanitiser should any staff wish to use it.</p> <p>Staff room capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Please ensure that staff stay in their designated areas for breaks.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>For Mentors / SENCo – children not to share equipment e.g pens unless sanitised. 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).</p> <p>Additional cleaning materials are provided in all rooms (labelled buckets) for use by staff and replenished as required. (Please ask Peter /Adam – or phone Joanne/Jennifer in the office when you are running low)</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
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			Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.	
5	Covid-19 virus: Classrooms	Staff Pupils	<p>Nursery School and EYFS provision</p> <p>EYFS – To have designated outdoor learning time to avoid mixing of bubbles.</p> <p>Primary Schools:</p> <ul style="list-style-type: none"> • Year groups are kept in ‘bubbles’ should a class bubble ‘burst’ and should not mix with other year groups during the school day. • Wherever possible, staff teaching and supervising a ‘bubble’ should maintain social distancing from pupils and should not mix with other bubbles. <p>Any pupils educated off site for any time during school hours will follow the risk assessment & protocols from other setting. School will liaise with parents/setting to ensure health & safety precautions are being taken.</p> <p><i>Consider infection control – Face masks</i> <i>If a child arrives with a face mask they should store it in a re-sealable bag (not just put it in their coat pocket without a bag) until home time.</i> <i>Do not touch the outside of the facemask / face covering</i> <i>If it is a disposable mask ask the child to put it in the bin.</i> <i>Wash hands.</i></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 (see individual risk assessments) should be cleaned frequently and meticulously and</p>	L L L L L L

			<p>always between use by different bubbles, or 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>Reading books, spellings etc will be given out on a Monday and requested to return each Friday. Some year groups may give more than one book.</p> <p>See individual risk assessment for updated P.E. guidance.</p> <p>Please see the room capacity displayed on doors and adhere to these.</p> <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>	L L L
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Rota ensures that ‘bubbles’ are separated whilst eating. Lunchtime staff to remain with their allocated class and not with other staff/children from that year group (unless they are at least 2 metres apart).</p> <p>Lunch times will be staggered to ensure ‘bubbles’ do not mix. Children will distance from other classes in the dining hall and remain with their class at all times.</p>	L L L L

			<p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room supervisors, cleaners and serving staff to maintain social distancing wherever possible.</p> <p>LSA's to ONLY work with allocated class.</p>	
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 (see appendix)</p> <p>Extended duty of care risk assessments adhered to. Some adults relocated in school to work with older pupils who are able to socially distance better. Adults who request may wear a visor if they feel unsafe/more vulnerable in school.</p> <p>Individual risk assessments for vulnerable children or adults carried out and regularly updated. These can be requested at any time.</p> <p>Parents and Carers are requested to drop their children off alone e.g., not both parents attending at once.</p> <p>Parents & Carers are requested to wear face masks when dropping off and picking up children.</p> <p>Staff will wear face masks when on the yard or talking to parents/carers at their classroom door.</p> <p>Parents and Carers 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 Carers requested not to gather on the school playground and to maintain social distancing at all times.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</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. Please do not send a full class to the toilet at the same time.</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 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 throughout the day. <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> <p>ICT suite will be used by 1 bubble for a full morning or afternoon on a rota basis and will be cleaned over lunchtime.</p>	<p>L</p> <p>L</p> <p>L</p>
9	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</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>See COSHH risk assessments for further information.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments.</p>	<p>L</p> <p>L</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>Break time equipment to be used for each year group. Boxes of equipment clearly labelled for year groups.</p> <p>Staff will ensure that children put ‘their’ equipment back in their year group/class box before other children come onto the yard.</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 finish of each school day. There will be additional cleaning during the school day.</p> <p>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>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 L L L L L
10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors	Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate if they have symptoms.	M/L

D	Controls (Ser N ^o to correspond with Hazard Ser N ^o)	E Completed by the HST			
Ser N ^o	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Contact with a positive case.	Isolation period of 10 days (not 14) from 14.12.20	Contacts with a positive case.	10 days from onset of symptoms or last contact with positive case.	From December 14 th 2020.
2	Extended duty of care adhered to. Vulnerable groups have support for mental health & well-being. Covid Age risk assessment offered to staff Offered again in October due to Liverpool being 'Tier 3'. Offered again in October along with the COVID age risk assessment. Offered again in November as part of Government 'lockdown' measures. Offered in December following move into Tier 2. Offered in January 2021 move to Tier 3.	Individual risk assessments carried out for staff / children who require one. Staff who wish to fill in covid age risk assessment and e-mail it to J.Price Covid lead. J.Price to fill in with staff if they request.	J.P & G.S J.P & staff. All staff with an extended duty of care risk assessment.	4/9/20 & upon request.	Reviewed regularly. (At least half termly) January 2021
3	Staff member contact with a positive case.				
4	Support for mental health & well-being of school staff.	Referral (online form) to Liverpool based Samaritans (Targeted group of school staff). Self-referral requesting a call back.	JP to provide staff with details. Confidential support.	From January 2021.	

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Once additional controls are implemented, what will the overall risk level be:

High

Medium

Low

Risk assessment signed off by:

Signature: *J. Price, G. Stewart, A. Rowson & M. Reynolds.*

Date: *4/1/21*

