

Risk Assessment: March 2021

A	Date: Friday 18 th March 2021	School: Monksdown Primary	Team: Health & Safety	Location: Liverpool
	Review Date: April 2021	Ref: Version (16)	Assessor: Christopher Thompson (H&S SIL)	Head Teacher: Jacquie Price

B	Assessment of Risk for: <i>Model</i> Protection from transmission of Covid-19 during pandemic <i>including all school activities</i>
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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	Staff Pupils Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Lunchtime staff (LSA's) are 'attached to a class and will supervise eating lunch and 'playing out' with the same class (or year group bubble) where possible.</p> <p>Any staff that are asked to work in a different year group that is not their usual 'bubble' may wear a mask if they feel they cannot socially distance.</p> <p>The children in the same class will bubble this will be reviewed after two weeks. Staff will aim to have class bubbles when possible. A member of staff must have permission from a member of SLT to 'break' a bubble they have been allocated.</p> <p>Areas of the playgrounds will be split into zones with adults and classes remaining with their allocated class.</p> <p>Most staff and children are in the same class bubble throughout the day</p>	L L M/L L L

			<p>Any after school clubs will be for one bubble of children (preferably from the same class bubble if opened up to other children they must be from the same year group bubble. Any after school clubs should either be outdoors or in a well ventilated room. Clubs must consider exits/pick up points to avoid congestion or large groups of parents waiting to pick children up. All clubs to have a maximum of 15 pupils.</p> <p>Exceptions to this are: Breakfast club – Risk assessed with parents’ agreement – Children in year group bubble. Reduced number, maximum of 15 in each ‘bubble’. Phonics in KS1 – Children taught in phases due to recovery curriculum. Staff to socially distance.</p> <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. Any staff who do not feel able to keep a 2 metre distance should wear a facemask.</p> <p>Some PPA staff will no longer cross bubbles due to updated extended duty of care risk assessments.</p> <p>Visors purchased for any member of staff who wishes to wear them.</p> <p>Liverpool City Council COVID-19: <u>Personal Protective Equipment (PPE) Policy</u></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. Department for Education : School Coronavirus Operational Guidance February 2021</p>	<p>L</p> <p>M/L</p> <p>L</p> <p>L</p>
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			<p>‘If you follow the system of controls, you will effectively reduce risks in your setting and create an inherently safer environment. These additional measures will be reviewed in partnership with health experts to decide whether evidence suggests that these measures can be eased ahead of the summer term’.</p> <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. In specific circumstances: 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9) Promote and engage in asymptomatic testing, where available. <p>Response to any infection You must always:</p> <ol style="list-style-type: none"> 10) Promote and engage with the NHS Test and Trace process. 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. 12) Contain any outbreak by following local health protection team advice. 	<p>L</p> <p>L</p> <p>M/L</p> <p>L</p> <p>L</p>
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			<p>'If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> • must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.' <p>(Department for Education operational Guidance February 2021)</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>If a member of staff or pupil has a positive Lateral flow test they along with their bubble will be asked to isolate for 10 days. If the positive case then has a PCR test which is negative – the bubble may then return to school.</p> <p>Contacts will be based on a 2 day rule (not 48 hours) therefore if a member of staff were to test positive on a Sunday contacts from the previous Friday would need to isolate.</p> <p>If a pupil is awaiting collection:</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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			<ul style="list-style-type: none"> • they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required • a window should be opened for fresh air ventilation if it is safe to do so • if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people • if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else • personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) <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. • 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 and request an extended duty of care risk assessment. <p>Extended duty of care Risk Assessments reviewed on a regular basis. Staff to work with their line manager to take responsibility for their own safety. If they have suggestions or ways to prevent risk to speak to their line manager to include/consider in their risk assessment.</p>	
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			<p>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>Gatherings for work purposes are only allowed when they are reasonably necessary and social distancing can be maintained.</p> <p>Cleaning staff to come to school on time for their shift and not beforehand – to keep them safe and stop any possible mixing with staff or children. Staff to move out of a room if a cleaner wants to go in to clean.</p> <p>Continue to observe good hand and respiratory hygiene and maintain social distancing in line with section 5 'prevention'.</p> <p>All staff can to attend school as part of their normal contracted ours except those members of staff who are clinically extremely vulnerable and have demonstrated that they have had a letter to say they have been asked to continue to shield until March 31st 2021.</p> <p>Staff to inform member of SLT if they require any support for their mental health & well - being (Confidential).</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>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 	
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			<ul style="list-style-type: none"> • 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 isolation area (Counselling room outside Nursery) • Kitchen staff may wear PPE if they wish to whilst in contact with children. <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>	
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			<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>'You should consider how to communicate any changes to parents. Remind them about the process that has been agreed for drop off and collection, including not to:</p> <ul style="list-style-type: none"> • gather at the gates • come onto the site without an appointment'. <p>(DofE Operational Guidance Feb. 2021)</p> <p>Reminder only one parent/carer to pick up / drop off (and that adult to be wearing a face mask unless medically exempt). SLT to stand at gates with spare masks for parents who have forgotten them.</p>	
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			<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> <p>Staff kept informed via email, online meetings etc. Any in-person meetings held should be socially distanced.</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. Staggered start & finish times are in place.</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>	<p>L</p> <p>L</p> <p>L</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 • Staff rooms • Toilets • Changing areas <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>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> <p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p> <p>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. Virtual assemblies can take place.</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>L</p> <p>L</p> <p>L</p> <p>L</p>
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			From 8 th March government protocol & safety measures are in place 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.	
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 (Nursery staff) Staffroom 2 The Hive rooms 1&2 (EYFS & KS1 staff) Whilst building work is going on in March. This may need to be timetabled if the Hive becomes too busy. Staffroom 3 School staffroom (Lower KS2 staff) Staffroom 4 Breakfast club room (Upper KS2 staff)</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 – The Hive (or The Hive room 2 if cannot socially distance)</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)</p> <p>Year 5 12.30 – 1.00pm (Breakfast club room) Year 6 1.00 – 1.30pm (Breakfast club room)</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. Please do not be offended if a member of SLT asks you why you are not in your bubble – it is for everyone’s health & safety.</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>	L
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			<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 more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</i> • <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 outside KS1 hall. .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	Any 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 to be taken in school. Teachers in the same year group to plan together in a space where they can socially distance e.g. staffroom, breakfast club room or The Hive room 3 if not in use.</p> <p>Curriculum / subject leader meetings to take place either virtually or 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>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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			<p>Additional cleaning materials are provided in all rooms please use them to keep the children's work areas as clean as possible. (labelled buckets) for use by staff and replenished as required. (Please ask Peter /Adam – or phone Jo/Jen in the office when you are running low)</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>	L
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 School:</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>Additional cleaning materials are provided in all classrooms please use them to keep the children's work areas as clean as possible. (labelled buckets) for use by staff and replenished as required (Please ask Peter /Adam – or phone Jo/Jen in the office when you are running low)</p> <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> It is not government policy or school policy for children (primary aged) to wear face masks in school.</p>	L L L L L

			<p><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. Do not touch the outside of the facemask / face covering If it is a disposable mask ask the child to put it in the bin. 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 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>L</p> <p>L</p> <p>L</p> <p>L</p>
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			<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>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> <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>	<p>L</p> <p>L</p> <p>L</p> <p>L</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>Staff who are clinically extremely vulnerable and are shielding – to follow government advice and continue to work from home and shield until 31st March. Updated guidance for staff to return to school from 1st April if they are not able to work from home therefore school staff to return after the two week Easter break on Monday 12th April 2021. Staff to ask for a meeting if they wish to update their extended duty of care risk assessment in place for return to school.</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>L</p> <p>L</p> <p>L</p> <p>L</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>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>	L L L
8	Covid-19 virus; Working and teaching within the school environment	Staff Pupils	<p>School staff to receive support for their mental Health & Well-being should they need it.</p> <p>Information given about Liverpool Samaritans who are working with school staff as a client base.</p> <p>Information given about how to access Qwell (see attached)</p> <p>Staff mental health champions – Jill Dugdale, Jo Dakin & pastoral team.</p>	L

		<p>Visitors</p> <p>Contractors</p>	<p>School staff to carry out a lateral flow test x2 per week. Sunday before 4pm when working the next day and Wednesday before 6pm if working the next day. Staff then record their results on the google form which goes to the Headteacher & Deputy.</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>Any extra -curricular clubs will adhere to class bubbles and have a maximum of 15 pupils (to be reviewed every four weeks).</p> <p>Visitors may be asked to take a lateral flow test and wait for results before they have a meeting or work with a group of children. Governors will take a lateral flow test the day before they come in to school.</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>Classroom equipment should be 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>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</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 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

		<p>Visitors</p> <p>Contractors</p>	<p>Isolation room: Counselling room (outside Nursery)</p> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> • If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 10 days from the start of their symptoms. The 10-day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal. <p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: https://www.gov.uk/guidance/contacts-phe-health-protection-teams. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p> <p>If necessary, a 'bubble' will be sent home and advised to isolate in line with guidance.</p>	<p>M/L</p> <p>M/L</p> <p>L</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° to correspond with Hazard Ser N°)	E Completed by the HST			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	SEND Pupils' needs changing due to Lockdown.	Update extended duty of care risk assessment. Share with parent & if appropriate child.	.KM (SENCo)	March 8 th 2021	April 2021
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. Offered on return to school (or before) 8 th March 2021. Offered 18 th March 2021.	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) April 2021
3	New guidelines around sport. P.E risk assessment updated and shared with staff.	Update risk assessment. Share with staff. Policy on clubs/extra-curricular activities. Shared with staff and parents as required.	L.C / R.F	March 8 th 2021	Easter
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. Access to QWELL free confidential access to online emotional well-being service.	JP to provide staff with details. Jill Dugdale – Mental health champion. Confidential support.	Shared with staff January 2021. February 2021. Qwell access 365 days a year. 12-10pm Monday to Friday & 6-10pm Saturday & Sunday.	Ongoing

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;">High Medium Low</p>	<p>Risk assessment signed off by:</p> <p>Signature: <i>J. Price, G. Stewart, A. Rowson & M. Reynolds.</i></p> <p>Date: 18/3/21</p>
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