****



**Risk Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A  | **Date:** 21.1.21 | **School: St Michael in the Hamlet** | **Team:**  | **Location: St Michael in the Hamlet**Neilson Rd, Liverpool L17 7BA |
|   | **Review Date:**20.1.21  | **Ref:** LCC Reopening School provision Guidance V6 / Full school opening resource v1Joint TU checklist for SeptemberJoint TU checklist for partial opening to February  | **Assessor: L. Moreton (HT) & ASBC Ltd (Tony Shipley)** | **Head Teacher: Laura Moreton** |

|  |  |
| --- | --- |
| B | **Assessment of Risk for:** Protection from transmission of Covid-19 during pandemic including all school activities |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| C | **List Hazards Here** | **List Groups of** **People at Risk** | **List Existing Controls** | **Risk Level** |
| Ser No |
| 1 | Covid-19 virus: General  | StaffPupilsVisitorsContractors  | The school will display a signed copy of the STAYING COVID-19 SECURE IN 2021 confirming Covid risk assessment for the school has been completed (posted in the school H&S file).This risk assessment will be shared with all staff.This risk assessment and updates will be shared with all staff, via email and shared on school website.Handout covering main points also given to all staff on first day back in the building (staff handbook) Updated October/November/January 2021 As of 14.1.21 all staff on site will wear masks in corridors and communal areas, including staffrooms unless eating/drinkingGENERAL INFORMATIONAll staff are competent and instructed with regard to the procedures in place for the protection against infection from the virusManager to regularly update and inform staff re government guidance regarding covid-19 controls required:* Gov.uk <https://www.gov.uk/>
* Public Health England <https://www.gov.uk/government/organisations/public-health-england>
* Department for Education <https://www.gov.uk/government/organisations/department-for-education>
* Health and Safety Executive <https://www.hse.gov.uk/>
* LA Guidance document and updates
* https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#history

Referring to the following guidance and publications, as applicable: * HSE COVID19 latest information and advice
* HSE Working safely during the coronavirus guide
* Government guidance COVID-19: guidance for schools and other educational settings <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
* https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
* https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#history
* Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
* Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
* Government publication COVID-19: cleaning in non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
* Government publication Best Practice: how to hand wash <https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing>

**See the Following relevant to Covid 19 Documents / Guidance *additional to the above*, in the School’s H&S System (SECTION 2 SUB-SECTION; MEDICAL) PLUS RECENT DOCS AS LISTED:**Due to the rapidly changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.Covid Leads EYFS-CJ/VS KS1-VS KS2-CJ All departments -LM**Headteacher will refer to current NHS Advice, web;** [https://111.nhs.uk/covid-19 **or telephone 111**](https://111.nhs.uk/covid-19%20or%20telephone%20111). **The DfE are providing COVID-19 advice Phone: 0800 046 8687 or****Email:** **DfE.coronavirushelpline@education.gov.uk****Headteacher will refer to current PHE (Contact Tel: 0344 225 0562)** **Guidance** <https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services> **and if necessary Occupational Health Department advice (0151 233 3000) regarding exclusion from school premises for a recommended period of time.**Full flow chart of scenarios in LA doc sept 1st v1. Referred to by HTThere is adequate supervision, where required, to ensure procedures are correctly adhered to.**See the Following relevant to Covid 19 Documents / Guidance in the School’s H&S System (SECTION 2 SUB-SECTION; MEDICAL) PLUS RECENT DOCS AS LISTED:*** ***Coronavirus advice for Education Settings poster***
* ***COVID-19 Guidance Cleaning poster***
* ***Draft SEMP appendix 7b COVID-19 document, to be reviewed and modified if required to the School’s requirements)***
* ***Covid-19 WEB Government link for Education Settings***
* ***COVID-19 virus infection and pregnancy (Royal College Of Obstetricians & Gynaecologists)***
* ***Guidance on Infection Control in schools and other Childcare Settings – PHA March 2017***
* ***Spotty Book – PHE 2019***
* ***‘Wipe it Out’ Good Practice in infection Prevention & Control 10.01.2011 (Guidance for Nursing Staff)***
* ***Catch it, Kill it, Bin it – NHS Poster 10.01.2011***
* ***LCC GN16 First Aid July 2017***
* ***LCC GN29 Infection Control & Communicable Diseases July 2017***
* ***LCC Risk Assessment 47 Infection Control & Communicable Diseases within the school’s H&S file*** (for other communicable disease)
* **Legionella – Refer to Water Management Risk Assessment**
* **Note; HPA is closed; refer to the NHS & PHE (Public Health England)**
* Catch it, bin it, kill it posters are displayed around the workplace **(see above)**
* LA September full school opening resources v6

Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy ***See LCC H&S Guidance Note GN18 & LCC PPE Check List***Reference School infection control risk assessment, as required: ***this Covid-19 Risk Assessment, plus Assessment 47 Infection Control & Communicable Diseases, plus guidance documentation GN29***  Pupils who are symptomatic will not be allowed to attend school.Pupils with household members who are exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidanceManagers must also review all of the following applicable individual risk assessments where relevant:* New and expectant mothers
* Extended duty of care
* Stress
* Individual Pupil assessments

Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff **and pupils** meeting the following criteria:* Vulnerable member of staff who has received a Government shielded letter.
* Staff who have an extremely vulnerable household member.
* **Pupil who is extremely vulnerable or a Pupil who lives with an extremely vulnerable household member.**

Formal process in place for manager/colleagues to contact the worker/**pupil** if required, as detailed within applicable risk assessment above.**Notes:*** For pregnant women from 28 weeks’ gestation, or with underlying health conditions such as heart or lung disease at any gestation, a more precautionary approach is advised. Women in this category should be recommended to stay at home. **This is a recommendation for Health Care Workers on ‘the front line’** dealing with Covid-19 patients. See Covid-19 *virus infection and pregnancy (Royal College Of Obstetricians & Gynaecologists).* Currently, there is no evidence to suggest that COVID-19 causes problems with the baby’s development or causes miscarriage. *2.2 Risk to Baby*
* Ensure staff members identified as vulnerable / high risk (pregnant, underlying health conditions etc) have alternative work arrangements made i.e. work from home and do not present themselves at the workplace (see guidance sheet).

Managers must also review all of the following applicable individual risk assessments where relevant:Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:* New and expectant mothers
* Extended duty of care
* Stress\*
* Individual Pupil assessments
* Any other distinguishing group or personal circumstance if requested by the member of staff or where relevant:
* Vulnerable staff who received a Government shielding letter
* Staff who have extremely vulnerable household member as above
* Staff who live with a vulnerable person
* Staff and parents from BAME background \*
* Staff who feel they have a combination of factors
* \* these factors have been built into whole school RA as they are significant in the Princess Park area and our school.
* *Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school.*
* All areas have designated bubble box with PPE. Ensure there is a suitable supply of hand sanitizer and soap available throughout the school – preferably in every classroom, halls & the Reception / Entrance area

Due to the rapidly changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.**Headteacher will refer to current NHS Advice, web;** [https://111.nhs.uk/covid-19 **or telephone 111**](https://111.nhs.uk/covid-19%20or%20telephone%20111). **The DfE are providing COVID-19 advice Phone: 0800 046 8687 or****Email:** **DfE.coronavirushelpline@education.gov.uk****Headteacher will refer to current PHE (Contact Tel: 0344 225 0562)** **Guidance** <https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services> **and if necessary Occupational Health Department advice (0151 233 3000) regarding exclusion from school premises for a recommended period of time.****Note from LCC Reopening School Provision Guidance V5 Sept Opening****The majority of staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.****PPE is only needed in a very small number of cases:*** **children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way**
* **PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms**

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>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: **Latex free gloves****Antibacterial hand wash****Personal antibacterial dispenser (lanyard)** **Alcohol rub****Disposable aprons****& other PPE as recommended by PHE/HSE/DfE eg safety googles or face visors**Staff encouraged to wear a visor in this case rather than a mask. N>B> Advise on this may change- regularly update***see*** Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes<https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes/covid-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:* Disposable half face masks: **as issued by LCC with further ‘top-supply via LCC procurement route or of same standard by independent supplier**
* Disposable gloves: **as above**
* Disposable aprons: **as above**
* Where personal care is to be provided eye protection/surgical face mask: **as above, plus IIR or FFP3 face mask as required for contaminated person or area** **Note; YOU MUST READ THE GUIDANCE ON WEARING FACE MASKS AS IT IS A COMPLEX PROCESS TO ENSURE EFFECTIVENESS** <https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/03/faq-ffp3-24-march-2020.pdf>
* *detail any other specific disposable PPE in use* **none at present**

All used PPE should be double bagged and disposed of appropriately; **double bagged, stored in a secure area designated for contaminated waste, left for 72 hours, then disposed of in your normal waste system.*****Where recommended, use of face coverings in schools****The government is not recommending universal use of face coverings in all schools.* *Primary school children will not need to wear a face covering.**In particular, schools that teach years 7 and above may decide to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors.**In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.**Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom but can be worn by any individual who chooses to do so or when social distancing can’t be maintained. However will be needed in communal areas.*All staff informed that hands should be washed regularly as per Government guidance. Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.Staff may wish to wear gloves when touching frequently touched surfaces , such as,Kettles, microwave, fridge, books, display surfaces- however this does not replace regular handwashing and hand sanitising.N.B. Staff room . Staffrooms will remain open but staff MUST adhere to strict social distancing if using. They MUST handwash/ hand sanitise upon entry and exit. The room will continue to have ventilation. Where possible staffroom should only be used with staff from your own bubble. Signing in/out record in both KS1 and KS2 staffrooms.Excess seating removed. Staff are encouraged to take breaks in their own classroom, or to use other spaces such as their car or a local walk. The situation in the staff room will be closely monitored and the room may be closed to staff if procedures are not adhered to.Note: Taking breaks within your bubble area rather than the staffroom is encouraged. Thermos mugs provided to all staff September 2020.Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running. **Staff will need to request this from HT.**Parents and Guardians kept informed via email bulletins etc. regarding proposals for reopening including start finish times and any new local rules regarding drop off and pick up etc. Staff kept informed via email, online meetings **and socially distant on site meetings** etc.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.All incidents reported to the Health and Safety Unit, using the LCC online accident and incident report form.Reference made to HSE guidance for reporting under RIDDOR:* HSE RIDDOR reporting of COVID-19 **see Section (Ser) No 6**
 | **LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19 |
| 2 | Covid-19 virus; General school environment  | StaffPupilsVisitorsContractors  | Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible.Parents all informed of arrival and dismissal arrangements September 2020 via Parentmail. Updated November 20. Each year group received detailed explanation for arrival and dismissal.All Staff on gates must wear a face covering.**Any deliveries to the school e.g. stationary, cleaning chemicals will be securely stored and left isolated for 72 hours when possible, washing hands after the moving of the delivery. Stored outside site manager room or in foyer space.**School first aid risk assessment to be reviewed, as required: ***refer to WRA1 Workplace Indoor Risk Assessment – First Aid that identifies all First Aiders and locations of First Aid boxes.*****Lifts to be used by authorised persons only wearing rubber gloves to prevent contamination** School biometrics and touchscreen entry control systems are **not** disabled during the Covid-19 pandemic **for staff fob registering entry & exiting site**:* **visitors during the pandemic will generally be discouraged from attending site unless there is no other option, visitor access will be logged in and out using inventory and the screen wiped by office staff**

Hand sanitizer stations located at the entrances to the building, **classrooms & halls****Automatic hand sanitizer stations located in all areas of school, access for all bubbles**Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 2m social distance from others outside their bubble and from pupils if possible.Corridors, walkways and staircases have tape arrow markings laid out to indicate side to walk on (two way traffic). **St Michaels will partially undertake the recommendation, indicating a one way system in the KS1 & KS2 Buildings.**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.**a one-way system for movement will has been implemented** **Note from; *Covid-19-implementing-protective-measures-in-education-and-childcare-settings:******Where settings can keep children and young people in those small groups 2 metres away from other bubbles, they should do so. While in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor, is a low risk.*****Windows and doors will be opened during lesson times to allow for ventilation of the room****Air conditioning units will be run as they are units which use external air circulation. They should be left on for the duration of the lesson, not switched on and off.**Classes/year group bubbles should be kept together and mixing with other classes minimised, as much as possible.See section 5**Start & end of the school day; pupils should go directly to their ‘bubble’ classroom and be collected / leave directly from that classroom. Stagger group arrival and leaving times. Staff should keep a minimum of 2 metres when collecting and releasing students to their parents. Face to face contact should be avoided and communication should take place via the telephone.** **All staff who are parent facing at the start and end of the day will wear facial visors/face coverings.** **Informed 14.9.20, continual reminders** **Schools meals will be taken to the group’s classroom at each individuals desk, minimising the risk of virus spread via touching surfaces. See school rota for this. School lunchtime is extended to manage this process.****Staff (teachers) will sanitise classroom tables after they have finished lunch** All desks face the same direction i.e. front of the classroom.Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are kept to a minimum and remain within the bubble.***ULV/Fogging machines allows the disinfectant to be passed through the unit, which generates an airborne mist of micro-droplets. These droplets diffuse through the treated area and settle out onto surfaces, meaning that the material used will be active both as a space spray and a surface spray.The key to successful use of ULV is the production of an optimum size of spray droplet. It must be small enough to remain airborne without being too small to hit surfaces – research has shown the optimum droplet size to be around 15 microns. These droplets are small enough to be carried on air currents into small cracks and crevices that are hard to reach using conventional cleaning and spraying, yet still heavy enough to settle out within an hour, so that treated areas can be re-entered with the minimum of delay.***All unnecessary items are removed from classrooms and teaching environments as much as possible.**Every child will have their own bag with all stationary needed, plus other resources such as exercise books, pens, etc. Pupils parents have been informed that pupils may not bring in their own stationary, pencil cases, or other personal items such as toys, sports equipment (e.g. footballs), etc.**Bikes/Scooters are not permitted to be stored on the school premises.  | **LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3 | Covid-19 virus; School day  | StaffPupilsVisitorsContractors  | Parents are requested to drop their children off alone i.e. not both parents attending at once and at school gates as per guidance above.Parents are requested not to gather at entrance gates or doors, or enter the site (unless they have a child in EYFS/KS1 or a pre-arranged appointment) once their children have entered the school.Parents are required to wear a face covering in and around school grounds.Parents requested not to enter or gather on the school playground and to maintain social distancing at all times. All adults continually encouraged to wear facial coverings. Classes and year group bubbles will have staggered start and end times and different entrances/ exits, depending on rotaBreak times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets.Where possible the numbers using toilets will be managed in line with social distancing guidelines:* **Hand driers will be isolated and paper hand towels & pedal bins provided**
* **One child uses toilets at a time.**

**Water drink fountains to be isolated and children are welcome to bring their own labelled water bottle.** (when reactivating water fonts, follow legionella management procedures)All keys must be kept separately and cleaned and sanitised before use. They will remain in the office and must be requested. Office staff will sanitise once returned. No key will be put on a lanyard.Seating and display stands are out of use in foyer.Windows will be open where possible to ensure good ventilation.Office door will be locked to avoid traffic through the office space.After school club provision temporarily closed due to current Liverpool Guidance-parents informed 18.9.20Closed from 21.9.20Scheduled to reopen 4.1.21 | **LOW-MED**Under current guidance for COVID-19 |
| 4 | Covid-19 virus; Working and teaching within the school environment | StaffPupilsVisitorsContractors  | Remote meetings should be used where possible. All meetings where possible held on Zoom.Staff are encouraged to communicate electronically where ever possible.Lanyards not to be shared for personal use only. Telephones must not be shared. Where this is not possible telephones should be sanitized thoroughly. Attendance to internal meetings is limited to essential attendees only. All staff gatherings in KS1 or KS2 halls with open doors and social distancing. Any meeting space adheres to 2m distancing for staff and has through ventilation.Equipment should not be shared during meetings (eg pens)Meeting hosts should ensure surfaces/ keyboards etc are wiped down after use using cleaning station material.Meeting timings should be adhered to avoid congregating staff.Teaching staff-PPA can be taken from home if preferred.Teaching staff-Remote learning sessions can be facilitated from home, however quality teaching and learning should be maintained and staff need to be on call for school site duties at no notice. Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing.Music Tuition- see separate risk assessment | **LOW-MED**Under current guidance for COVID-19 |
| 5 | Covid-19 virus; Working and teaching within the school environmentClassroom and dining room | StaffPupilsVisitorsContractors  | Staff instructed in the following working practices:Class or year group bubbles. Different bubbles/ age groups should be kept apart.EYFS Year Group Bubbles KS1 class Group Bubbles from 2.11.20 and KS2 class group bubbles from 21.9.206.1.21 Year Group bubbles one teacher class facing one teacher remote teaching (time allocated to all for remote learning). Numbers attending bubbles will be continually reviewed and bubbles will be split based upon environment, staffing capacity and PHE/LA/Gov guidance. * Wherever possible staff supervising a bubble should aim to maintain the recommended 2m social distancing rule at all times, where practicable.
* **Teachers & TAs should avoid bend down to pupils level when communicating in close quarter if possible. Face to face contact should be avoided if possible. (NB, this is not possible for all pupils/ situations, it is where it can be reasonably done)**
* Limit number of surfaces touched, where possible.
* Keep hands away from face as much as possible.

Regularly perform appropriate hand washingAll desks are facing forward where possible, where room size does not allow this a horseshoe model will be used, with those desks facing others kept 2m+ apart.Pupils will sit side to side.Pupils have their own set of frequently used equipment, in plastic , named wallet.Resources shared between bubbles , eg sports equipment or ICT should be cleaned before being put away, or rotated unused for 48 hours (72 hours for plastics)All unnecessary items removed from classroomsClasses take place in same setting where possibleClassroom activities can be held outdoors where possible.Classroom doors and windows to remain open , as much as weather permitsLunch in bubbles to avoid unnecessary movement.Tables wiped down with antibacterial cleaning materials available in each bubbleAdditional needs:**In certain SEN environments, maintaining 2m social distancing will be near impossible – Central Government’s Policy appears to be that for some pupil groups, not complying with social distancing is scientifically acceptable as children / young persons are at low risk from any serious consequences of covid-19, staff protection measures in this category should be reviewed. The school is to review measures to protect staff & pupils in this group, including:*** **Contact with staff whilst handling a pupil; review EHC plans and risk assess individual pupils in consultation with parents. All pupils with EHC renewed risk assessment upon return.Trial basis may be considered. Guidance: *Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak - actions for educational providers and other partners*** ww.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people

**Note; *If a risk assessment determines that a child or young person’s needs continue to be more safely met at home, local authorities, educational settings and parents should consider whether moving either equipment or services into a child or young person’s home would enable them to be supported there. This may be a more feasible solution for day settings than residential settings, and may include:**** ***physiotherapy equipment***
* ***sensory equipment***
* ***online sessions with different types of therapists***
* ***phone support for parents in delivering interventions***
* ***in-person services, where necessary***

**Below, extracts from; *Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)***<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#is-ppe-required-for-tasks-involving-changing-nappies-or-general-care-for-babies> **Intimate care; nappy changing and similar:** ***How should I care for young children or children with special educational needs who do not understand why they must stay apart or who ignore distancing guidelines?******Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines.***PPE should be worn by all staff attending to pupils intimate care or medical needs.***PPE is only needed in a very small number of cases:**** ***children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way***
* ***PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms***

***Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)***<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors.Changing of classrooms for different activities is minimised as far as is reasonably practicable as above.Pupils regularly reminded to maintain social distancing.**Pupil’s behaviour will be monitored for deliberate coughing or spitting. Such behaviour will be dealt with by the school with the ultimate sanction of the pupil’s exclusion**.Clear guidance on this issued to parents and added to schools behaviour policy. |  |
| 6 | Covid-19 virus; Cleaning | StaffPupilsVisitorsContractors  | All cleaning staff are experienced and have received appropriate training.Reference existing school COSHH risk assessmentsAdditional COSHH added for fogger and hand sanitiserSeparate cleaning RA shared with cleaning staff August , before school return.Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessmentsAny new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use. **if COSHH risk assessment not available and the chemical is required urgently; refer to the manufacturer’s MSDS (material safety data sheet) available from the supplier or on-line from the manufacturer** Playground equipment (rota or bubble based) and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. **EYFS in use/KS1 Rota system/KS2 out of use** Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> **What you need to know** (extract from *cleaning in non-healthcare settings*):* cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. ***The area should be isolated for 72 hours were possible (rooms, not common space e.g. corridor)***
* wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
* using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
* if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
* wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

School will be fully cleaned at the start/finish of each school day:* **Ensure waste bins (preferably a pedal bin in every classroom) are monitored and emptied regularly.**
* **Ensure staff receiving deliveries wear gloves. Deliveries left in foyer**

Additional cleaner throughout the school day other staff completing fill in if needed, and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned morning, lunchtime and end of day) **Gate and main entrance door digital call points will be cleaned regular throughout the working day.**Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned **after the room has been closed off for 72 hours** along with areas the person may have been. Alternative rooms used following any contamination.Cleaning station in each room with spray and cloths for frequently used surfaces/ spot cleaning | **LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19 |
| 7 | Covid -19 virusTransitional times. | Staff pupils | School start times staggeredParents informed to drop pupils off singly, not in pairs and not to enter school gates unless EYFS/KS1 parent/carer or they have a pre arranged appointment. Once children have entered school.Break times are staggeredYard times staggered to keep bubbles separate, children supervised during all movement.Staff room – Staff must use hand sanitiser on entry.Signing in and out when using staffroomssocial distancing must apply. Use of microwave, kettle , fridge etc are staff own discretion. Surfaces frequently cleaned throughout the dayStaff responsible for own cutlery / utensils etc.Staff encouraged to take breaks in classrooms or cars or on a local walk etc.**NB use of the staffroom will be carefully monitored. If policies and procedures are not adhered to , staff room and its facilities will be closed off.** |  |
| 8 | Covid-19 virus; Pupils and staff who become symptomatic during the school day | StaffPupilsVisitorsContractors  | Staff are instructed to inform their manager if they suspect they have contracted a communicable disease (i.e. are symptomatic) to enable the appropriate action to be taken. **Headteacher will refer to current NHS Advice, web;** <https://111.nhs.uk/covid-19> **or telephone 111** **The DfE are providing COVID-19 advice Phone: 0800 046 8687 or email:** **DfE.coronavirushelpline@education.gov.uk****Staff who are suspected as being infected at work will require the employer to complete a RIDDOR report to the HSE.** <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm> * 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.
* Playroom is isolation room.

**See guidance**<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-whilst-at-an-educational-setting>**COVID-19 symptoms:*** High temperature / fever
* New continuous cough
* Breathing difficulties
* Loss of the sense of smell & taste
* The above 4 symptoms are the only one’s listed on the NHS site 18 05 20. Other reported symptoms include:
	+ Sore throat
	+ Headaches
	+ Flu like aches & pains
	+ Fatigue
	+ Abdominal pains / diarrhoea
	+ Severe vomiting
	+ Rash (Kawasaki disease) – signs of toxic shock / over activation of the immune system (likely attaching vital organs)
	+ Persistent chest pain or trouble breathing
	+ New confusion
	+ Blue lips or face
* The NHS also state; ***“trust your instincts”*** with children – if you suspect a problem get in touch with the NHS via telephone on 111, or 999 for more serious issues

If staff are unable to maintain social distancing from isolated pupil, appropriate PPE should be worn e.g. a **IIR or FFP3** surgical face mask. ***See PPE use above Section (ser) No 1***Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible **after the room has been locked down for 72 hours** **Headteacher will refer to current PHE (Contact Tel: 0344 225 0562)** **Guidance** <https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services> **and if necessary Occupational Health Department advice (0151 233 3000) regarding exclusion from school premises for a recommended period of time (for individuals or all of the group / bubble; staff & pupil self isolation).****Positive Result:****You MUST contact the HT as the first point of call if you or a member of your household/close contact have tested positive.****HT will notify all relevant parties.****HT will inform school community.****HT will need to speak with staff member who tested positive in order to obtain relevant information required by LA/DfE.****See Track & Trace system;** Symptomatic pupils and staff are advised to engage with Government track and trace and get tested:* See scenario planning document LA for various scenarios and school flow chart (appendix2)
* The school team understands how to contact PHE 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>. Follow specific advice and guidance. | **LOW-MED**Under current guidance for COVID-19**LOW-MED**Under current guidance for COVID-19 |

**~~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 **Under current guidance for COVID-19**

|  |  |  |
| --- | --- | --- |
| *D* |  **Controls** | **E To be completed by the Manager** |
|  |  (Ser Nº to correspond with Hazard Ser Nº) |  |
| Ser No | **Additional Controls Required** | **Action to be Taken** | **By Whom** | **Target Completion Date** | **Task Completed** **(Signed & Dated)** |
| 1 | Actions required to combat Covid-19  | Monitor Government updates for developing operational advice  | Headteacher | ongoing | L.Moreton |
|  | This Risk Assessment is for the initial return of selected year groups. Once the Schools fully open again / reduction of Lockdown requirements – different criteria will be advised  | Monitor Government updates for developing operational advice  | Headteacher | ongoing | L.Moreton29.5.20 |
|  | Masks in all communal areas needed.  | All staff informed 13.1.21 | Headteacher | Ongoing | L,Moreton13.1.21 |

|  |  |  |
| --- | --- | --- |
| **F** | **Once additional controls are implemented, what will the overall risk level be:****High Medium Low** | **Risk assessment signed off by: Laura Moreton (Headteacher)****Signature: *L.Moreton*****Date: 21.1.21***Please note an electronic signature will suffice.* |
|  |