

Appendix A



Liverpool
City Council

Risk Assessment: Full School Opening – 02 09 2020

A	Date: UPDATED: 16 09 2020 ^{19th May 2020}	School: Blessed Sacrament Catholic Primary School Lister Junior School	Team: N/A	Location: The school site ^{N/A}
	Review Date: Weekly (on a Wednesday) – SLT / LMT / Site Team / Business Manager meeting 19th June 2020	Ref: N/A	Assessor: Chris Davey (Headteacher)	Head Teacher: Chris Davey Simon King

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B	Assessment of Risk for: Model Protection from transmission of Covid-19 during pandemic including all school activities
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BC Ser Nº	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. There is adequate supervision, where required, to ensure procedures are correctly adhered to. ** As of 15 09 2020, all staff and parents on site at the start and end of the school day MUST wear a face mask – this is now classed as ESSENTIAL. Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy. All year group bubbles have a box of PPE, replenished as and when required. <u>Reference School infection control risk assessment, as required:</u>	<u>Low-med</u>

			<p>Pupils who are symptomatic will not be allowed to attend school.</p> <p>Pupils who are in quarantine will not be allowed to attend school for 14 days.</p> <p>Pupils with parents other household members exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers • Extended duty of care • Stress • Individual Pupil assessments <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable member of staff who have received a Government shielded letter. • Staff who have an extremely vulnerable household member. <p>Formal process in place for manager/colleagues to contact the worker if required, as detailed within applicable risk assessment above.</p> <p>Manager to regularly update and inform staff re government guidance regarding covid-19 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/organisations/department-for-education • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p>	
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			<ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools and other educational settings • 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 <p>Due to changing advice on Covid-19, managers should ensure they review safe working procedures and protocols weekly, 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> <p>Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) — a guide for care homes</p> <p>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</p> <p><u>PPE made available in line with guidance includes</u> (for every year group bubble):</p> <ul style="list-style-type: none"> • Disposable half face masks..... • Disposable gloves..... • Disposable aprons • Where personal care is to be provided eye protection/surgical face mask: <u>Goggles</u> / visor (as and when required) • Disposable bags so any used PPE is double bagged and disposed of <p>detail any other specific disposable PPE in us</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>Staff to use of e-bugs resources to support children with good hygiene.</p> <p>Parents and Guardians kept informed via email, letter, website, text, app, Instagram and Facebook and Twitter regarding proposals for reopening including start finish times and any new local rules regarding drop of and pick up etc. See school action plan.</p> <p>Staff kept informed via email, face to face meetings.</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, 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>At peak times, vehicleAdditional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible (8.30 – 9am and 3 – 3.30pm)</p> <p>SignageExtra kettle in staff room to create safe-2 tea, coffee and food preparation stations.</p> <p>A one-way system adopted for parents for dropping off and collecting children.</p> <p>Specific gates to drop off and pick up are communicated to and signposted for parents.</p>	Low-med

~~Site staff~~ ~~Member of staff~~ to direct parents round the one way system upon reopening.

Markings are laid out on the playground for classes to line up at the start of the school day – lines laid out to maintain 2m social distancing.

School first aid risk assessment to be reviewed, as required.:

Parents advised not to come into school building (appointment only).

~~Glass screen~~ ~~Perspex shields~~ in place for office staff to shield from foyer.

~~School biometrics and touchscreen entry control systems are disabled during the Covid-19 pandemic.~~

Hand sanitizer stations located at the entrances to the building.

~~Main entrance doors~~ ~~Doors~~ to be kept open where possible.

Year Group ~~Primary Schools; only Nursery, Year 1 and Year 6 pupils to attend initially (from June 1st) in line with Government guidelines.~~

~~All desks face the same direction i.e. front of the class~~

~~Classes are split in half with no classroom holding more than 15 pupils as per government guidelines; Maximum of 30~~ ~~15~~ ~~pupils in each class~~ ~~room space.~~ ~~Capacity of class will vary depending on 2m distancing.~~

- Pupils will then be kept in their class bubbles as much as they can be but can mix with those in their year group bubbles.
- They should not mix with other groups during the day.
- Wherever possible, staff supervising a cohort should also remain within this 'bubble'.
- Playtime to be in separate playground or field spaces at all times so that -be staggered so ~~children can remain in their~~ year group 'bubble'.

Classes WILL be kept together and mixing with other classes is not permitted, as much as possible (EYFS and Year 1 cannot do this due to continuous provision).

			<p>All classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Outdoor learning to take place as much as possible (including work with Jo from Littlefoot – see separate Risk Assessments for Forest School sessions).</p> <p>Timetables have been changed to reduce movement around the school premises and to stagger busy transitional periods between classes at break and lunch time daily.</p> <p>Tape marking applied to dining room to indicate social distancing in the line for school dinners.</p>	
3	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School start times are staggered across the school into 3 ten minute slots at the start and the end of the day, with year groups chosen within each ten minute slot far away from each other (8.30am – 9am and 3pm – 3.30pm). s for different classes are staggered to reduce the numbers attending the site at the start and finish of the day.</p> <p>Parents are requested to drop their children off alone (not both parents attending at once).</p> <p>Parents MUST wear a face mask at all times on the premises.</p> <p>Parents 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 requested not to gather on the school playground and to maintain social distancing at all times.</p> <p>Year Groups willClasses should be kept together. thereby minimising mixing with other year groupsclasses as much as possible.</p> <p>Break times (including lunch) <u>will all be in separate environments to staggered for</u>classes to minimise mixing and dilute numbers using <u>any</u> common areas such as</p>	Low-med

			<p>walkways and toilets. Outdoor zones have been created with specific spots to line up at to ensure no mixing whatsoever happens.</p> <p>Classes will be kept apart within a bubble to minimise the close contact, with the aim of reducing the need to isolate a whole bubble – just the class with the confirmed case.</p> <p><u>Separate designated toilet</u>Where possible the numbers using toilets for each bubble, staff and unwell (isolated) children are identified and <u>will be</u> managed in line with social distancing guidelines.</p>	
4	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"> <u>Aim to maintain the recommended 2m social distancing rule at all times, where practicable</u> <u>(and at lunch time when in the staff room).</u> Limit number of surfaces touched, where possible. Keep hands away from face as much as possible. <u>Regularly perform appropriate hand washing.</u> <u>Staff encouraged to use spill proof flasks so not to 'crowd' staffroom.</u> <u>If staff use any cutlery or crockery, they are responsible for washing, drying and putting away</u> <u>what</u> they have <u>been using</u>. <u>Lessons and activities planned to make best use of school resources</u> <u>(and staff)</u> whilst maintaining social distancing. <u>Children's Classroom</u> activities planned and structured with social distancing in mind; <u>and</u> where possible <u>activities/classes</u> will be held outdoors <u>(with each class or year group</u> <u>using totally separate designated outdoor spaces</u> when outdoors). 	Low-med

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			<ul style="list-style-type: none"> Changing of classrooms for different activities is minimised as far as is reasonably practicable. Staff in each Year Group bubble must remain separate at lunch time (and differing spaces around school have been identified for these times). As above for all teachers PPA time per week, including different laptops. Pupils and staff are constantly reminded to maintain social distancing, to wash hands or sanitise their hands. 	
5	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>School has up to date, Reference existing school COSHH risk assessment assessments.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments.</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>Playground equipment and classroom play equipment wiped down and cleansed at the end of the current or start of the next school day and between activities - where possible.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the end h of each school day.</p> <p>Cleaners on site throughout the school day and Regularly touched items such as door handles, handrails etc. will be specifically wiped down and cleaned daily.</p>	Low-med

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			Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along in line with Government publication COVID-19: cleaning in non-healthcare settings. with areas the person may have been.	
6	Covid-19 virus; Pupils and staff who become symptomatic during the school day / out of hours	Staff Pupils Visitors Contractors	<p>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.</p> <p>If staff are unable to maintain social distancing from isolated pupil, appropriate FULL PPE should be worn.</p> <p>Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Head liaises with Covid Leader (Mrs Jones) and all systems are followed exactly, inclusive of immediate communication by the Head with the SPOC via email and telephone call.</p> <p>PHE are then consulted before a 3-way decision is made about what precise actions to be taken linked to the specifics of that confirmed case.</p> <p>Required form (MDS) completed and submitted to the SPOC at the earliest opportunity.</p>	Low-med

Risk Level: High:

Medium:

Low:

Accident likely with possibility of serious injury or loss

Possibility of accident occurring causing minor injury or loss

Accident unlikely with control measures in place

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
<u>14</u>	Staff to be given <u>Risk Assessment</u> (updated version) <u>A for consultation</u>		Chris Davey Simon King	Ongoing as the RA requires constant revision. <u>1st June</u>	
<u>2</u>	<u>Classrooms to be rearranged to support social distancing.</u>	<u>Rearrange tables and chairs</u> <u>Remove unnecessary or hard to clean items</u>	Chris Davey <u>Site Team</u>	01 09 2020 <u>1st June</u>	
<u>3</u>	<u>Markings</u>	<u>Outside for parents dropping off and picking up children</u> ▲ <u>Playground for lining up</u> <u>Corridors</u> Hall way <u>for direction</u> ▲ <u>Dinning hall for lining up for dinner</u> ▲ <u>Dinning tables for eating lunch</u>	Chris Davey <u>Site Team</u>	01 09 2020 <u>1st June</u>	
<u>4</u>	<u>Hygiene</u>	<u>Staff to use e-bug resources to promote good hygiene</u>	<u>Teachers</u> <u>LSA's</u> <u>Leaders on duty</u>	<u>Ongoing</u>	
<u>5</u>	<u>PPE</u>	<u>PPE to be procured</u>	Chris Davey Liz Jones Simon	01 09 2020	
<u>6</u>	<u>Updates</u>	<u>Staff to be sent updates in guidance as it is received</u>	Chris Davey Chris Woodhouse Simon King	<u>Ongoing</u>	

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<u>7</u>	Communication to staff	<p>Staff briefing to take weekly</p> <p>Staff to be updated via email as new guidance is given</p> <p>Staff briefed on what to do if a child becomes symptomatic</p>	Chris Davey Chris Woodhouse	Ongoing from 01 09 2020	
<u>8</u>	Communication to parents	<p>Parents should be made aware of drop off and pick up procedures</p> <p>Start and finish times</p> <p>Expectations</p>	Chris Davey Chris Woodhouse Liz Jones Simon King	From August 2020 communications and ongoing when required. 4th June	
<u>9</u>	Communication to pupils	<p>Pupils told rules and expectations</p> <p>Pupils encouraged to maintain social distancing whilst in school as much as they possibly can</p>	<p>Staff in each class and year group bubble</p> <p>SLT members</p> <p>Phase Leaders Simon King</p>	From 02 09 2020	
<u>10</u>	Cleaning guidance	Cleaners to be kept up to date on gov guidance on cleaning school	Chris Davey Chris Woodhouse School Business Manager Simon King	02 09 2020 ongoing.	
<u>11</u>	Supervision	<p>Staff to be able to direct parents on one-way system at start of the day.</p> <p>Staff to remind parents to social distance at the end of the school day.</p> <p>Staff to monitor children in their class and year group at all times – to the best of their abilities.</p>	All teaching, learning support, lunchtime welfare, admin staff.	02 09 2020 ongoing.	

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<u>12</u>	Isolation room	Identify an isolation room for any symptomatic children (it is clearly labelled in the Admin Block – the Pop Art Room – as and when required).	<u>Chris Davey</u>	01 09 2020	

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p>High Medium Low</p>	<p>Risk assessment signed off by: <u>Mr C Davey</u></p> <p>Signature: <u>C Davey</u></p> <p>Date: 29 08 <u>2020</u></p>
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