



## Risk Assessment

A	<b>Date:</b> 01/12/2020	<b>School:</b> St Patrick RC Primary School	<b>Team:</b> SLT	<b>Location:</b> Whole School
	<b>Review Date:</b> 17/12/2020 or before if necessary	<b>Ref:</b>	<b>Assessor:</b> JL, HJ, PMc	<b>Head Teacher:</b> J.Lewis

B	<b>Assessment of Risk for:</b> Protection from transmission of Covid-19 during pandemic including all school activities
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	Covid-19 virus: General	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. Guidance reviewed, discussed and sent out regularly</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy</p> <p>See School infection control risk assessment</p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> <li>• New and expectant mothers</li> </ul>	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>

			<ul style="list-style-type: none"> <li>• Extended duty of care</li> <li>• Stress</li> <li>• Individual Pupil assessments</li> </ul> <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"> <li>• Vulnerable members of staff who have received a Government shielded letter.</li> <li>• Staff who have an extremely vulnerable household member.</li> <li>• BAME staff</li> </ul> <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"> <li>• Gov.uk <a href="https://www.gov.uk/">https://www.gov.uk/</a></li> <li>• Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> <li>• Department for Education <a href="https://www.gov.uk/government/organisations/department-for-education">https://www.gov.uk/government/organisations/department-for-education</a></li> <li>• Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul> <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> <li>• HSE COVID19 latest information and advice</li> <li>• HSE Working safely during the coronavirus guide</li> <li>• Government guidance COVID-19: guidance for schools and other educational settings</li> <li>• Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</li> <li>• Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable</li> <li>• Government publication COVID-19: cleaning in non-healthcare settings</li> </ul>	<p>M</p> <p>L</p> <p>L</p> <p>L</p>
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			<ul style="list-style-type: none"> <li>Government publication Best Practice: how to hand wash</li> </ul> <p>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.</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"> <li>Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes</li> </ul> <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"> <li>Disposable half face masks:</li> <li>Disposable gloves:</li> <li>Disposable aprons:</li> <li>Where personal care is to be provided eye protection/surgical face mask: Thrive room, Infant Library, EYFS office</li> <li>Eye protective goggles</li> </ul> <p>All used PPE should be double bagged and disposed of appropriately.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>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>Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running. Meeting room can be used if needed.</p>	<p>M</p> <p>L</p> <p>M</p> <p>L</p> <p>L</p> <p>M</p> <p>L</p> <p>L</p>
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			<p>Parents and Guardians kept informed via email, bulletins and website  <a href="https://stpatricksliverpool.co.uk/">https://stpatricksliverpool.co.uk/</a> COVID Tab at top</p> <p>etc. regarding proposals for reopening including start finish times and any new local rules regarding drop off and pick up etc.</p> <p>Staff kept informed via email, online meetings via zoom etc. -</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit, 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"> <li>• HSE RIDDOR reporting of COVID-19</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
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2	Covid-19 virus; General school environment	Staff	All gates will be in use for staff. Staff arrive between 7.30 and 8.30 to stagger entrance.	L
		Pupils	For pupils. EYFS and KS1 will use Windsor Street gate, and KS2 will use South Chester street entrance. KS2 children can use Windsor Street gate if they have an infant sibling in the infants. Start time 8.30-9:00; finish times 3.00-3.30.	L
		Visitors	No parents allowed on site, greeted at the gate by SLT	
		Contractors	Visitors and contractors will be allowed on site, and will be made aware of restrictions.	L
			See School first Aid Risk Assessment.	L
			Hand sanitiser stations located at the entrances to the building and grounds.	L
			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.	L
			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.	L
			Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.	L
			School access control system reviewed and appropriate steps taken - hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.	L
			<p>Hand sanitiser stations located at:</p> <ul style="list-style-type: none"> <li>• Entrances to building</li> <li>• Classrooms/entrances to classrooms</li> <li>• Corridors</li> <li>• Staff rooms</li> <li>• Toilets</li> </ul>	L

			<ul style="list-style-type: none"> <li>• Changing areas</li> </ul> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distance.</p> <p>Staff 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. These will be undertaken in 'bubbles' where appropriate.</p> <p>The use of the school staff room is minimised to maximise social distancing between colleagues. Maximum of 8 staff at any one time. Furniture has been spaced out and is not to be moved. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p>	L L L L L
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p>All waiting areas are configured to ensure social distancing can be maintained. Seating, display stands and magazines are removed.</p> <p>Screens are installed to areas where staff are required to have face-to-face interaction with visitors.</p> <p>Staff who are able to work from home, are encouraged to do so.</p> <p>Office windows will be opened where practical, to encourage as much natural ventilation as possible</p>	L L L L

			<p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other. Workstations are single user use. Sharing of workstations is not to be undertaken.</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 to be 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, callers are provided with an alternative number to call back, or the phone is sanitised before use by a different person.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p> <p>Office door to remain closed, and staff to remain outside the door.</p>	L L L L L L
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available. Staff meetings to take place in the Hall and social distance maintained.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</p>	

			<p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p>	
5	Covid-19 virus: Classrooms	Staff  Pupils	<ul style="list-style-type: none"> <li>• Classes are kept in ‘bubbles’ and should not mix with other classes during the school day.</li> <li>• Wherever possible, staff teaching and supervising a ‘bubble’ should maintain 2m social distancing from pupils and should not mix with other bubbles.</li> <li>• EYFS to form one bubble</li> </ul> <p>Classes should be kept together and mixing with other classes minimised, as much as possible.</p> <p>All desks face the same direction i.e. front of the classroom where possible.</p> <p>Pupils are seated side by side as opposed to opposite each other where possible.</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, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</p>	



			<p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p>	
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Dining room be laid out so that 'bubbles' are separated whilst eating.</p> <p>Lunch times will be staggered and socially distanced so 'bubbles' do not mix.</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible.</p>	
7	Covid-19 virus; School day	Staff Pupils Visitors Contractors	<p>School start times and end times have been extended - Start time 8.30-9.00; finish times 3.00-3.30</p> <p>Parents are requested to drop their children off alone i.e. not both parents attending at once.</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>	L L L

			<p>Parents requested not to gather on the school playground and to maintain social distancing at all times. Not applicable, as yet, as no parents allowed on school site.</p> <p>Parents requested to wear face coverings at drop off and pick up.</p> <p>Classes should be kept together thereby minimising mixing with other classes as much as possible.</p> <p>Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.</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 using toilets will be managed.</p>	L
8	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> <li>• Aim to maintain the recommended 2m social distancing rule at all times, where practicable.</li> <li>• Limit number of surfaces touched, where possible.</li> <li>• Keep hands away from face as much as possible.</li> <li>• Regularly perform appropriate hand washing.</li> </ul> <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing.</p>	L
9	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>See school COSHH risk assessment.</p>	L
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		Contractors	<p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments. See Risk Assessment for Cleaners</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 school day and between activities where possible.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day.</p> <p>Premises staff on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. 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"> <li>• Printers/photocopying machines</li> <li>• Door, fridge and cabinet handles</li> <li>• Light switches</li> <li>• Kitchen surfaces</li> </ul> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with areas the person may have been.</p>	L L L L L M
10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	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. EYFS children will be contained in the EYFS office, Y1,2, 3 &amp; 4 in Infant Library and Y5 &amp; 6 in the PPA Room. Staff will be sent home to self-isolate.</p> <p>If staff are unable to maintain social distancing from isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p>	L M

			<p>Any areas, items and surfaces the pupil 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"> <li>• 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.</li> <li>• 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.</li> </ul> <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: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>. 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>	M
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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

<b>D Controls</b> (Ser N° to correspond with Hazard Ser N°)		<b>E To be completed by the Manager</b>			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Hand sanitiser dispensers and bottles to be located at – <ul style="list-style-type: none"> <li>• Entrance gates</li> <li>• Entrance doors</li> <li>• Toilet entrance</li> <li>• Dining hall</li> </ul>	Fit new dispensers upon arrival Ensure table top pump dispensers are in place	J.Rowan	29/05/2020	
2	Ensure all markings, stickers and signage is in place.	New signage, stickers and tape to be installed.	J.Rowan	01/09/2020	
3	H&S Policy Reviewed Safeguarding Policy Reviewed COSSH Reviewed	Appendices to be added	J.Lewis H.Jones P.McKenna	01/06/2020	
4	Covid code of conduct developed Parent Covid code of conduct Registration form with 3 emergency contact numbers.	Shared with parents before child is admitted to school	J.Lewis H.Jones P.McKenna	01/09/2020	

<b>F</b>	<b>Once additional controls are implemented, what will the overall risk level be:</b>	<b>Risk assessment signed off by:</b>
	<p style="text-align: center;"> <b>High</b>                      <b>Medium</b>                      <b>Low</b> </p>	<p>Signature: <i>Joanne Lewis</i></p> <p>Date: <b>01.12.2020</b></p> <p><i>Please note an electronic signature will suffice.</i></p>