

Risk Assessment

A	Date: 22.05.20	School: Our Lady's Bishop Eton	Team: DB, EK, AK, MB, TM, MM, FA, KR	Location: Y6 Classrooms
	Review Date: To be reviewed at least fortnightly in first instance 22.05.20 01.06.20 15.06.20 29.06.20	Ref:	Assessor: D Bostock	Head Teacher: D Bostock
B	Assessment of Risk for: <i>Model</i> 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 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. 3MIN READ : COVID 19</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to. 2 SLT ON SITE AT ALL TIMES</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy POLICY ADOPTED</p> <p>Pupils who are symptomatic will not be allowed to attend school. REGULAR MESSAGES ON PARENTAPP</p> <p>Pupils with household members who are exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance REGULAR MESSAGES ON PARENTAPP</p> <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant. SEE INDIVIDUAL RISK ASSESSMENTS FOR STAFF. NO INDIVIDUAL PUPIL ASSESSMENTS REQUIRED AT THIS POINT</p> <p>SLT to regularly update and inform staff re government guidance regarding covid-19 controls required: REGULAR MESSAGES ON PARENTAPP WHICH STAFF ALSO RECEIVE</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 	M

			<ul style="list-style-type: none"> • 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 • 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 the rapidly changing advice on Covid-19, SLT will review safe working procedures and protocols REGULARLY, 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: Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes LA POLICY ADOPTED STAFF ADVISED SUPPLY PPE AVAILABLE FROM SCHOOL OFFICE</p> <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 masks: • Disposable gloves: • Disposable aprons: • Where personal care is to be provided eye protection/surgical face mask: • <i>detail any other specific disposable PPE in use</i> <p>All used PPE: 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>Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running. DINING ROOM</p> <p>Parents and Guardians kept informed via email bulletins etc. regarding proposals for reopening including start finish times and any new local rules regarding drop of and pick up etc. IN PLACE</p> <p>Staff kept informed via email, online meetings etc. IN PLACE</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. SLT AWARE OF NEED TO DO THIS IF INCIDENT OCCURS</p>	
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2	Covid-19 virus; General school environment	Staff Pupils Visitors Contractors	<p>Only V & KW children to attend from June 1st</p> <p>SCHOOL HOUSE: MUSIC ROOM: MAX 12/PHYZZ LAB: MAX 8</p> <p>ISSUES</p> <ul style="list-style-type: none"> Toilets/Stairs/Cleaning Handrails/Passing Isolation Room/Passing Office/Passing Staff Toilets Male & Female/Cleaning given reduced hours of cleaners High Risk of groups crossing each other/staff/sick children/sick adults/Unable to ensure cleaning of bannister after individual children had used <p>MANAGEMENT OF RISK: Maintain School House as discrete Bubble containing isolation room</p> <p>HALL: MAX: 15 (checked with LA even though hall could accommodate more with 2 metre spacing not allowed to exceed 15)</p> <p>ISSUES</p> <ul style="list-style-type: none"> Hall needs to be available for rota for wet lunchtimes <p>ICT SUITE: Max 8</p> <p>ISSUES</p> <ul style="list-style-type: none"> : Needs to be used to store additional tables/Rugs/Equipment that need to be removed from classrooms. <p>RECEPTION: Max 5 in each room</p> <p>ISSUES</p> <ul style="list-style-type: none"> 6 Bubbles using same toilets Built in resources/units limit use Cleaning Staffing <p>MANAGEMENT OF RISK</p> <p>NUMBER OF ROOMS AVAILABLE = 12</p> <p>MAXIMUM NUMBER IN EACH ROOM =12</p> <p>Therefore, the maximum number of V&KW children able to return = 84</p> <p>2 STAFF WITH EACH GROUP: STAFF REQUIRED = 14 WEEKLY STAFF ROTA: ADDITIONAL CAPACITY BUILT INTO STAFF ROTA TO COVER FOR PPA/ILLNESS/SELF-ISOLATION</p> <p>School should be closed on second week of half term. Staff have chosen which week they would prefer to be off and all choices have been respected.</p> <p>Review and open up more bubbles as staff become available 2 ADDITIONAL BUBBLES OPENED 15.06.20.</p>	

			<p>22.06.20: OFFICE TO CONTACT PARENTS WHO HAVE NOT YET TAKEN UP PLACES TO SEE IF ANY CAN BE OFFERED TO CHILDREN ON WAITING LIST: 22.06.20: PLACES NOT TAKEN UP CONSISTENTLY: PARENTS CONTACTED: CHILDREN REMOVED FROM REGISTER; 9 PLACES OFFERED TO CHILDREN ON WAITING LIST</p> <p>Both school gates will be opened to ensure single direction In/Out route. Markings are laid out on the ground to support the social distancing of parents dropping off and picking up children. School first aid risk assessment reviewed School touchscreen entry control systems disabled during the Covid-19 pandemic: Staff to register on board in Dining Room. Hand sanitizer stations located at the entrances to the building. 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. 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. Classrooms have been laid out so that 2m social distancing (in all directions) can be maintained All desks face the same direction i.e. front of the classroom. Classes are split with no classroom holding more than 12 pupils as per government guidelines whilst ensuring seats can be laid out maintaining 2m distance:</p> <ul style="list-style-type: none"> • Pupils will then be kept in their small groups ('bubbles') and do not mix with other groups during the day • Wherever possible, staff supervising a cohort should also remain within this 'bubble' <p>Classes are kept together and mixing with other classes minimised, as much as possible. All classes are to take place in the same setting wherever possible to limit the numbers moving around the school. Timetables are used to reduce movement around the school premises and to stagger busy transitional periods between classes. All unnecessary items removed from classrooms and teaching environments as much as possible.</p>	
3	Covid-19 virus; School day	Staff Pupils Visitors Contractors	<p>School start times for different classes are staggered to reduce the numbers attending the site at the start and finish of the day. Parents requested to drop their children off alone i.e. not both parents attending at once. Parents 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. Parents requested not to gather on the school playground and to maintain social distancing at all times. PARENTS IGNORING THIS 22.06.20 NEW ARRANGEMENT FOR SIBLINGS TO LEAVE TOGETHER AT 2.50 SO NO CHILDREN RUNNING ROUND WHILST WAITING FOR SIBLINGS Classes kept together thereby minimising mixing with other classes as much as possible. Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets. Timetable to ensure the numbers using toilets are in line with social distancing guidelines. Bagged lunch provided to be eaten in class</p>	

4	Covid-19 virus; Working and teaching within the school environment	Staff Pupils Visitors Contractors	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain the recommended 2m social distancing rule 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. <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing. Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors. Changing of classrooms for different activities does not occur. Pupils regularly reminded to maintain social distancing.</p>	
5	Covid-19 virus; Cleaning	Staff Pupils Visitors Contractors	<p>All cleaning staff are experienced and have received appropriate training. Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments 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. Playground equipment and classroom play equipment is kept to a minimum and wiped down and cleansed at the end of the school day and between activities where possible. Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. School is fully cleaned at the finish of each school day. Staff on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. 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>	
6	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. Staff will be sent home to self-isolate. See guidance REGULAR</p> <p>REMINDER TO PARENTS</p> <p>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-while-at-an-educational-setting</p> <p>If staff are unable to maintain social distancing from isolated pupil, appropriate PPE will be worn e.g. a surgical face mask. Any areas, items and surfaces the pupil has come into contact with will be thoroughly cleaned as soon as possible.</p>	

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	E To be completed by the Manager			
Ser N°	Additional Controls Required	What	Who	When	Done
1	<ul style="list-style-type: none"> Individual RA completed 	RA to be regularly reviewed	SLT	Ongoing	01.06.20 13.06.20 29.07.20
	<p>NEW ROUTINES AND TIMETABLES: PLEASE NOTE THE STAFFING CHANGES ON THE TIMETABLE BELOW</p> <p>PARKING</p> <ul style="list-style-type: none"> Staff will not be able to park in the car park. Father Tim has given permission for staff to park in the Church Car Park <p>ENTERING THE SCHOOL SITE AND BUILDING</p> <ul style="list-style-type: none"> Staff will enter the school site via the vehicle gates only. Staff will enter the school building via the door to Breakfast & After School Club Staff cannot enter the kitchen under any circumstances. <p>STAFF ROOM</p> <ul style="list-style-type: none"> The Dining Room will be the temporary Staff Room. Staff can leave any bags and coats in here. Staff will sign in on a whiteboard in the Dining Room. Messages staff will also be left on this. There will be a fridge, kettle, tea, coffee and milk for staff on the dining side of the server. Bottles of water will be available for staff. Staff are welcome to order a school lunch (Grab Bag) in the morning. Staff bringing in their own packed lunch are asked to bring this in a disposable bag. We can provide paper bags for staff to use on the first day back Staff are also asked to bring in their own lidded mug. <p>STAFF TOILETS</p> <ul style="list-style-type: none"> Toilets in House to be used <p>PLANNING</p> <ul style="list-style-type: none"> Copies of the planning for each year group will be sent out by Sunday. If you have a mixed year group please use the relevant two sets of planning English & Maths: One adult with each year group delivers planned curriculum for that year group Story Time: Same for both year groups Topic: Both groups together: Choose best fit from both sets of planning and deliver to whole group <p>CLASSROOMS</p> <ul style="list-style-type: none"> Staff are asked to be in class by 8.30. Please enter your classroom through the outside doors to reduce footfall in the corridors. Please do not enter other classrooms Please do not move resources and equipment between classrooms <p>ATTENDANCE REGISTERS</p> <ul style="list-style-type: none"> The register for your group will be completed by Harriet at a desk at the front door. The Office have to send the figures through to the LA by 11.00 each day so there will be no afternoon register. At times, parents may pick a child up when they finish their shift. Parents have been asked to give as much notice of this to the Office who will in turn inform staff. Children being picked up early will be escorted to the Children's Entrance by one of the adults in the Bubble and handed over to their parents 	To be shared	All staff	30.05.20	Yes

	<p>DINNER REGISTERS</p> <ul style="list-style-type: none"> • Staff will be given a register for the week with the daily menu choices on. Please complete by 9.30 and leave outside of the classroom. Kitchen staff will collect them. <p>DINNER TIMES Please see timetable below</p> <ul style="list-style-type: none"> • Kitchen staff will deliver lunches, in named paper bags, to the classrooms. A bin bag will be delivered at the same time. • When children have finished eating all paper bags to be put into bin bag provided. • Dinner staff will collect rubbish and wipe tables down while children are on the playground. <p>STAFF LUNCHTIMES Please see timetable below: Up to staff between them to decide who takes which lunchtime</p> <p>WATER</p> <ul style="list-style-type: none"> • Bottle delivered to class for each child every day <p>MILK</p> <ul style="list-style-type: none"> • Has been reinstated but waiting to hear back <p>MORNING SNACK</p> <ul style="list-style-type: none"> • Piece of fruit provided by school <p>TOILETS</p> <ul style="list-style-type: none"> • Please see timetable below. • Toilets are now unisex. Children use the toilet with their group colour on AND the cubicles with their group colour on. <p>STATIONARY Each child will have named freezer bag with pencil, coloured pencils and sharpener</p> <p>BOOKS</p> <ul style="list-style-type: none"> • One book for everything. • No marking. Verbal feedback only • Books left on side with stationary bag on top at end of day • No books to be sent home or to be sent in from home <p>OUTSIDE AREAS</p> <ul style="list-style-type: none"> • Please see timetable attached. • Maximum outside at any one time; Half of the group <p>HOMETIME</p> <ul style="list-style-type: none"> • Please see timetable below • Staff to take children to the appropriate exit and hand over to parents 				
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PP6-Rotat	Miss Kennedy/Mrs Kelly Mrs Higgins & Mrs Wilson			Mr Blane Mrs Madge & Mrs Wain			Mr Moran Mrs Brown & Mrs Stone		
Group	YELLOW	GREEN	BLUE	PINK	PURPLE	RED	MAROON	ORANGE	WHITE
Number	12 RA	4 R, 6 B 7 L	8 Y, 6 B 7 R	9 Y, 2 B, 3 Y B	12 Y B	12 Y B	12 Y B	12 Y B	12 Y B
Classrooms	Y10A	Y10C	Y10B	Y10A	Y10B	Y10A	Y10B	Y10A	Y10B
Outside spaces	Reception	Year 2 Garden area	Car Park outside houses	Y10 Garden	Y10 Garden	Y10 Garden	Y10 Garden	Y10 Garden	Y10 Garden
Staff	Miss Kennedy/Mrs Wilson Mrs Wilson/Mrs Wilson	Miss Wilson/Mrs Wilson	Miss Wilson/Mrs Wilson	Mr Ross/Mrs Wilson	Mr Ross/Mrs Wilson	Mr Ross/Mrs Wilson	Mr Ross/Mrs Wilson	Mr Ross/Mrs Wilson	Mr Ross/Mrs Wilson
Staff Lunch	Staff A-11.30-12.30 Staff B-12.30-1.30								
9.00-9.30	Hygiene & Social Distancing Lesson: Delivered through fun activities/Videos								
9.30-10.00	Collective Worship COVID Code of Conduct Principles & Basic English Story Time								
Handwashing & Singing time	10.00-10.15	10.15-10.30	10.30-10.45	10.45-11.00	10.00-10.15	10.15-10.30	10.30-10.45	10.45-11.00	Disabled Toilet
Playmat	Bottom Playground	Bottom Playground	Bottom Playground	Bottom Playground	Top Playground	Top Playground	Top Playground	Top Playground	Top Playground
Hand Sanitising	10.15-10.30	10.30-10.45	10.45-11.00	11.00-11.15	10.15-10.30	10.30-10.45	10.45-11.00	11.00-11.15	11.15-11.30
10.30	Children complete as they return to class								
End of break up to washing hands	Children have 30sec after hand sanitising								
11.30-1.00	HW: 11.30-11.45 HS: 11.45-11.55 P: 11.55-12.05 HW: 12.05-12.15 HS: 12.15-12.25 P: 12.25-12.35	HW: 11.30-11.45 HS: 11.45-11.55 P: 11.55-12.05 HW: 12.05-12.15 HS: 12.15-12.25 P: 12.25-12.35	HW: 11.30-11.45 HS: 11.45-11.55 P: 11.55-12.05 HW: 12.05-12.15 HS: 12.15-12.25 P: 12.25-12.35	HW: 11.30-11.45 HS: 11.45-11.55 P: 11.55-12.05 HW: 12.05-12.15 HS: 12.15-12.25 P: 12.25-12.35	HW: 11.30-11.45 HS: 11.45-11.55 P: 11.55-12.05 HW: 12.05-12.15 HS: 12.15-12.25 P: 12.25-12.35	HW: 11.30-11.45 HS: 11.45-11.55 P: 11.55-12.05 HW: 12.05-12.15 HS: 12.15-12.25 P: 12.25-12.35	HW: 11.30-11.45 HS: 11.45-11.55 P: 11.55-12.05 HW: 12.05-12.15 HS: 12.15-12.25 P: 12.25-12.35	HW: 11.30-11.45 HS: 11.45-11.55 P: 11.55-12.05 HW: 12.05-12.15 HS: 12.15-12.25 P: 12.25-12.35	HW: 11.30-11.45 HS: 11.45-11.55 P: 11.55-12.05 HW: 12.05-12.15 HS: 12.15-12.25 P: 12.25-12.35
Topic Time	There for the Week Art Drawing								
Outside time	Art linked to emotions and reinforcing COVID Code of Conduct and helping everybody get through the day by being kind								
Hand Sanitising	Staff will timetable small groups to have outside time in their designated outside area								
Topic Time	Across the afternoon								
Hand Sanitising	2.45	2.45	2.55	2.55	3.05	3.05	3.05	2.45	2.55
Hometime	Yellow Group 3.00 Reception time	Green Group 3.00 Front door	Blue Group 3.00 Side Door Class	Pink Group 3.00 Front Door	Purple Group 3.00 Reception Line	Red Group 3.00 Front Door	Orange Group 3.00 Front Door	3.00	3.00
1.30-4.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
4.00-6.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Staff Home								
	CLEANISE								

COVID TIMETABLE

Share	All staff Parents	Weekly	Done
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Appendix B

Building Reopening Checklist<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

This building checklist is designed to guide managers on areas that will need to be considered when reopening a building that has been closed for a period of time following the COVID19 pandemic.

Liverpool City Council has developed a range of Guidance Notes (GN), Risk Assessments (RA) and associated documentation. These will be referred to in the body of the checklist.

Evidence of checks made should be retained so that it can be produced if required.

If any of the items are marked as No, then the building cannot be opened until corrective action is undertaken and appropriate inspection is undertaken and certification is provided

3. Water systems. Before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible.

Nº	Area to check	Guidance	Yes/No	Date
1	General walk-round undertaken (GN09 & GN10)	Complete checklist. Any damage to building or evidence of insect/rodent infestation		
2	Any asbestos materials checked as per Asbestos Action Plan(GN02)	Ensure any damaged ACM's are reported and corrective action undertaken		
3	Water system run to ensure any Legionella bacteria is removed. (GN06)	Superheat the system for an appropriate time and run outlets. See advice on page 2.		
4	Legionella risk assessment in date. (GN06)	Any changes to the water system in the period during closure?		
5	Electrical certificates still in date (GN23)	Fixed electrical wiring certificate (5 yearly test)		
6	PAT dates still in date (GN23)	Depending on building procedures PAT could be undertaken annually or at agreed periods.		
7	Check on maintenance of electrical equipment (GN23)	All electrical equipment checks and maintenance is current and 'in date'.		
8	Gas certificate still in date (GN32)	Annual test of pipes and fixed appliances		
9	Check on maintenance of gas equipment (GN32)	All gas equipment maintenance is current and 'in date'.		

10	Is the fire risk (FRA) assessment current (GN22)	Has the review date of the FRA expired? Current FRA required.		
11	Check on fire alarm system (GN22)	Fire alarm tested, along with call points and detectors		
12	Undertake monthly/termly fire inspection	Record inspection, any issues need to be resolved		
13	Does the fire evacuation procedure need reviewing?	Any changes required following COVID19 pandemic		
16	Checks on powered doors/gates	All equipment checks and maintenance is current and 'in date'		
17	Checks on Local Exhaust Ventilation (LEV)	All equipment checks and maintenance is current and 'in date'		
18	Checks on external play equipment and indoor gym equipment	All equipment has checks and maintenance 'in date'		