

Risk Assessment

A	Date: 28.07.20	School: Our Lady's Bishop Eton	Team: SLT	Location:
	Review Date: at least fortnightly in first instance 07.09.20 16.09.20 29.09.20 14.10.20 02.11.20	Ref:	Assessor: Deborah Bostock with support from SLT using School Improvement Liverpool recommended documents	Head Teacher: Deborah 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		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 REVISITED REGULARLY</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 LCC POLICY ADOPTED</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. REGULAR MESSAGES ON PARENTAPP PLUS MESSAGES ON WEBSITE. PARENT POSTER SENT TO ALL FAMILIES.</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 and pupils meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable member of staff and/or pupil who has received a Government shielded letter. • Staff who have an extremely vulnerable household member. • Staff who live with a vulnerable person <p>Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above. RELEVANT INDIVIDUAL STAFF RISK ASSESSMENTS COMPLETED AND REVIEWED REGULARLY. . NO INDIVIDUAL PUPIL ASSESSMENTS REQUIRED AT THIS POINT</p>	

Manager to regularly update and inform staff re government guidance regarding covid-9 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/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school>
- Health and Safety Executive <https://www.hse.gov.uk/>

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 Covid-19
- Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
- Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable
- Government publication COVID-19: cleaning in non-healthcare settings
- Government publication Best Practice: how to hand wash
- Government guidance for food business on Coronavirus (Covid-19)
- Government guidance Covid-19: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

MEET ON THE FEET UPDATES

EMAILS TO ALL STAFF EMAIL ADDRESS

REGULAR MESSAGES ON PARENTAPP WHICH STAFF ALSO RECEIVE

Due to the changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.

REVIEWED WHEN NEW GUIDANCE/ADVICE RECEIVED FROM GOV.UK, DFE, LA

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

PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:

- Disposable half face mask
- Disposable gloves
- Disposable aprons
- Where personal care is to be provided eye protection/surgical face mask
- *detail any other specific disposable PPE in use*

LCC PPE POLICY ADOPTED STAFF ADVISED SUPPLY PPE AVAILABLE FROM SCHOOL OFFICE

ALL USED PPE DOUBLE BAGGED AND DISPOSED OF APPROPRIATELY – STORED SAFELY AND SECURELY FOR AT LEAST 72HRS BEFORE DISPOSING VIA THE NORMAL WASTE STREAM.

All staff informed that hands should be washed regularly as per Government guidance. **REGULARLY**

			<p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance. DAILY</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene. IN PLACE</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. DAILY Posters displayed in prominent areas and toilets. IN PLACE</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running STAFF AREA EXTENDED</p> <p>Parents and Guardians kept informed via email bulletins etc. regarding changes to start finish times and any new local rules regarding drop of and pick up etc. PARENTAPP EMBEDDED SYSTEM</p> <p>Staff kept informed via email, online meetings etc. MEET ON THE FEET UPDATES. EMAILS TO ALL STAFF EMAIL ADDRESS. REGULAR MESSAGES ON PARENTAPP WHICH STAFF ALSO RECEIVE</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. SYSTE IN PLACE</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form. SYSTEM IN PLACE</p> <p>Reference made to HSE guidance for reporting under RIDDOR: HSE RIDDOR reporting of COVID-19 SLT AWARE OF NEED TO DO THIS IF RELEVANT INCIDENT OCCURS</p>	
2	Covid-19 virus; General school environment	Staff Pupils Visitors Contractors	<p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible. BOTH GATES WILL BE USED. ONE WAY SYSTEM IN PLACE. ADDITIONAL ENTRANCES OPENED.</p> <p>Markings are laid out on the playground for classes to line up at the start of the school day. NO LINING UP. PHASED DROP OFF</p> <p>School first aid risk assessment reviewed, as required:</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens. IN PLACE</p> <ul style="list-style-type: none"> • If biometrics and/or other access control systems are disabled, Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments are need to be reviewed. <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building IN PLACE • Classrooms/entrances to classrooms IN PLACE • Corridors IN PLACE • Staff rooms IN PLACE • Toilets IN PLACE <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. IN PLACE</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>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary. IN PLACE</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. IN PLACE</p> <p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. NO ASSEMBLIES TO TAKE PLACE. ASSEMBLIES DELIVERED VIA POWERPOINT TO CLASSES</p>	

			<p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. STAFF ROOM RELOCATED TO UPSTAIRS AREA: 4 ROOMS/KITCHEN/TOILETS. CAPACITY FOR 4 STAFF ROOMS SHARED WITH STAFF.</p> <p>Homework: Doodle online homework introduced in order to reduce the number of home/school interactions. IN PLACE</p>	
3	Covid-19 virus: School reception and offices	Staff	<p>School touchscreen entry control systems cleaned regularly.</p> <p>Staff are instructed to send information electronically to avoid the use of internal mail services. IN PLACE</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. IN PLACE</p> <p>The use of lanyards will be suspended. IN PLACE</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed. IN PLACE</p> <p>Screens are installed to areas where staff are required to have face-to-face interaction with visitors. IN PLACE</p> <p>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential. IN PLACE</p> <p>Desk configurations and allocation are such that staff are not seated facing each other. IN PLACE AS BEST AS CAN BE ARRANGED</p> <p>Workstations are single user use. Sharing of workstations is not to be undertaken. IN PLACE</p> <p>Office windows will be opened where practical, to encourage as much natural ventilation as possible IN PLACE</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. IN PLACE</p> <p>Additional cleaning stations are to be provided for staff to use and replenished as required. IN PLACE</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. IN PLACE</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. IN PLACE</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. IN PLACE</p> <p>Appropriate signage is installed to advise users accordingly and cleaning materials are available. IN PLACE</p> <p>Online register introduced to reduce number of documents and movement around school IN PLACE</p>	
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings should be avoided whenever and wherever possible.</p> <p>Staff should use other means of remote communication to host meetings where facilities are readily available. EMAILS. BRIEFING PAPERS GOOGLE MEET GOOGLE CLASSROOMS</p> <p>Attendance at meetings is limited to those essential attendees only.</p> <p>Critical information is cascaded to other staff. EMAILS</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures. IN PLACE</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings. SLT IN OFFICE</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. IN PLACE</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. IN PLACE</p>	

			<p>Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required. IN PLACE</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. IN PLACE</p> <p>INSET: Staff at individual exam desks spaced around hall IN PLACE</p> <p>STAFF MEETINGS: On line training wherever possible. If meeting required; Meetings in hall. Staff at single exam desks spaced around hall</p>	
5	Covid-19 virus: General	Staff Pupils	<p>EYFS provision</p> <p>Classes are kept in year group 'bubbles' and should not mix with other year group bubbles during the school day. IN PLACE</p> <p>Classes will be kept together and mixing with other classes minimised, as much as possible. IN PLACE</p> <p>Wherever possible, staff teaching and supervising a 'bubble' will maintain 2m social distancing from pupils and should not mix with other bubbles.</p> <p>All desks face the same direction i.e. front of the classroom. IN PLACE</p> <p>Pupils are seated side by side as opposed to opposite each other. IN PLACE</p> <p>Classroom windows are opened, where practical, to encourage as much natural ventilation as possible. IN PLACE</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. IN PLACE</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. IN PLACE</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible. IN PLACE</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school. IN PLACE</p> <p>Timetables are used to reduce movement around the school premises and to stagger busy transitional periods between classes. IN PLACE</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors. IN PLACE</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities. IN PLACE</p> <p>Pupils regularly reminded to maintain social distancing where possible. IN PLACE</p> <p>SCHOOL HOUSE: MUSIC ROOM & PHYZZ LAB: ISSUES: Toilets/Stairs/Cleaning Handrails/Passing Isolation Room/Passing Office/Passing Staff Toilets Male & Female/Cleaning given reduced hours of cleaners</p> <p>MANAGEMENT OF RISK: Maintain School House as discrete Bubble containing isolation room & Staff Rooms. IN PLACE</p> <p>Maximum capacity of staff rooms identified and published to staff. IN PLACE</p> <p>ICT SUITE: Needs to be used to store additional tables/Rugs/Equipment removed from classrooms. IN PLACE</p>	
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Reception children will have lunch in class</p> <p>WEEK 1</p> <p>Y1/Y2/Y3 Bubbles will have their lunches in the Dining Room</p> <p>Y4/Y5/Y6 Bubbles will have their lunches in class and remain in their seats. Lunch in the classrooms will include a choice of warm pasta, baked potato, panini, rolls and wraps, fruit and vegetable pots and a drink.</p> <p>The picnic lunches will be brought over to the groups in paper bags</p> <p>An adult will remove all rubbish whilst the children remain in their seats</p> <p>The children will then stay in their groups for a range of activities</p> <p>WEEK 2</p>	

			<p>Y1/Y2/Y3 will have their lunches in class and remain in their seats. Please see above.</p> <p>Y4/Y5/Y6 will have their lunches in the Dining Room</p> <p>Dining room be laid out so that ‘bubbles’ are separated whilst eating. IN PLACE</p> <p>Lunch times will be staggered to ensure ‘bubbles’ do not mix. IN PLACE</p> <p>Dining room tables and chairs will be wiped down between sittings. IN PLACE</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible.</p> <p>WEEK 1 LUNCHEAS IN THE DINING ROOM</p> <ul style="list-style-type: none"> • Y1: Hot Dinners: 11.55: AC takes year group from classrooms to Dining Room: Back tables • Y2: Hot Dinners: 12.05 (12.00): MW takes year group from classrooms to Dining Room: Middle tables • Y3: Hot Dinners: 12.15 (12.05): JW takes year group from classrooms to Dining Room: Top tables • DINING ROOM: Cutlery/Drinks set out. Meals plated: Delivered by kitchen/supervisors: Deserts plated: Delivered by kitchen/supervisors. • Classes leave Dining Room 12.35 • Kitchen staff clear and clean tables and floors • Supervising staff take year group onto playground: • Y2: onto top playground Zone 1 (Far end) • Y3: top playground Zone 2 (Near end and Indoor Classroom) • Y1: bottom playground Zone 3 • Return to class: 1.00. Afternoon session starts: 1.15 <p>WEEK 1 LUNCHEAS IN CLASS</p> <ul style="list-style-type: none"> • Y5: 12.00: Supervisors take year group onto top playground Zone 1 (Far end) Outside Doors. • Y6: 12.05: Supervisors take year group onto top playground Zone 2 (Near end and Indoor Classroom) Outside Doors • Y4: 12.00: Supervisors take year group onto bottom playground Zone 3: Year 6 Fire Doors • Y6: 12.30: Supervisors take year group back to class through Outside Doors • Y5: 12.35: (As soon as Y6 cleared) Supervisors take year group back to class through Outside Doors. • Y4: 12.30: Supervisors take year group back to class through Year 6 Fire Doors • Packed lunches distributed and children eat at desks. • Rubbish collected in black bin bags • Supervisors distribute sanitized wipes for children to wipe down their table. Wipes added to black bin bags • Supervisor finishes any necessary cleaning <p>Black Bin Bags bags put outside external doors. JW will collect after lunch</p> <p>Afternoon session starts 1.15</p> <p>Safe Packed Lunch letter: Allergies</p> <p>PACKED LUNCH BOXES ALLOWED BUT MUST BE TAKEN HOME DAILY</p>	
7	Covid-19 virus; School day	Staff Pupils Visitors Contractors	<p>School start times for different bubbles are staggered to reduce the numbers attending the site at the start and finish of the day. IN PLACE</p> <p>Different entrances are used to maintain the separation of Bubbles at Drop Off and Pick Up. IN PLACE</p> <p>Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once. IN PLACE</p> <p>Parents and guardians requested not to gather on the school playground and to maintain social distancing at all times.</p> <p>Markings are laid out on the ground to support the social distancing of parents dropping off and picking up children. IN PLACE</p> <p>Parents and guardians 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. IN PLACE</p>	

			<p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods. IN PLACE</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets. IN PLACE</p> <p>Where possible the numbers of pupils using toilets will be managed. IN PLACE</p>	
8	Covid-19 virus; Working and teaching within the school environment	Staff Pupils Visitors Contractors	<p>Staff instructed in the following working practices: IN PLACE</p> <ul style="list-style-type: none"> • Aim to maintain 2m social distancing at all times, where practicable. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable. IN PLACE</p>	
9	Covid-19 virus; Cleaning	Staff Pupils Visitors Contractors	<p>All cleaning staff are experienced and have received appropriate training. IN PLACE</p> <p>CLEANER EMPLOYED TO CLEAN TOILETS HOURLY PLUS ANTI BAC CLEAN AREAS AS REQUIRED</p> <p>COSHH risk assessments in place. 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. IN PLACE. ANTI BAC FOGGER PURCHASED</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. IN PLACE</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>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. IN PLACE</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things): IN PLACE</p> <ul style="list-style-type: none"> • Printers/photocopying machines • Lift buttons and door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been. IN PLACE</p>	
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. 2 LETTERS HOME TO PARENTS. STAFF TRAINING INSET DAY 01.09.20</p> <p>Staff will be sent home to self-isolate.</p> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask. IN PLACE</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible. IN PLACE</p> <p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> • If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. 	

			<ul style="list-style-type: none">• If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 7 days from the start of their symptoms. The 7-day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal. <p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: https://www.gov.uk/guidance/contacts-phe-health-protection-teams. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result. SYSTEM IN PLACE</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance. SYSTEM IN PLACE</p>	
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