



### Risk Assessment

A	<b>Date:</b> <b>25/9/2020</b>	<b>School: St Margaret's          Anfield CE Primary School</b>	<b>Team: VW, LJH, TM, DB</b>	<b>Location:</b> <b>Throughout SMA school building          and grounds</b>
<b>Review Date:</b> Ongoing during Covid: SLT to keep in regular contact, and review on a weekly basis as Government and LA guidance may change		<b>Ref: RA 1 Revision 13</b>	<b>Assessor:</b> <b>VW and Independent H&amp;S          Consultant</b>	<b>Head Teacher:</b> <b>Mrs L J Hughes</b>

B	<b>Assessment of Risk for:</b> Protection from transmission of Covid-19 during pandemic including all school activities
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C	Hazard	People at Risk	List Existing Controls	Risk Level
N°				
1	Covid-19 virus: <b>General</b>  Exposure to the virus on school premises, potential for contracting the virus.  Resulting in symptoms such as coughing, fever, loss of senses taste and smell.	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. This information is communicated by the Headteacher/SLT via email.  There is adequate supervision, where required, to ensure procedures are correctly adhered to.  Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy  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.	L



	<p>Possibility of a mild fever turning into a more serious condition such as pneumonia resulting in hospitalisation.</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 - (see additional control item 1)</li> <li>• Extended duty of care - (see additional control item 2)</li> <li>• Stress (see additional control item 3)</li> <li>• Individual pupil assessments – (see additional control item 4)</li> <li>• Staff who fall into the BAME category</li> <li>• Staff with disabilities</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 and/or pupil who have received a Government shielded letter.</li> <li>• Staff who have a clinically extremely vulnerable household member.</li> <li>• Staff who are vulnerable</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: This is communicated via the office team regularly.</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/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school</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 Covid-19</li> </ul>	L
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			<ul style="list-style-type: none"> <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> <li>• Government publication Best Practice: how to hand wash <a href="file:///C:/Users/Staff/Downloads/Hand%20Cleaning%20Techniques_0%20(1).pdf">file:///C:/Users/Staff/Downloads/Hand%20Cleaning%20Techniques_0%20(1).pdf</a></li> <li>• Government guidance for food business on Coronavirus (Covid-19)</li> <li>• Government guidance Covid-19: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</li> </ul> <p>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. This is communicated via email and daily comms from LA/LPHA/SLT/DFE via Email and Government guidance each day.</p> <p>Staff to take adequate precautions if sharing a car for travel with other staff members. E.g. Wear a face mask.</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: PPE is located in the main waiting area close to where staff sign in. There is also a box of PPE in each classroom to meet requirements throughout the day. It is the responsibility of the Site Manager/Caretaker first on site to replenish these supplies every morning/evening and throughout the day if required. <b>(see additional control item 20)</b></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: Masks are readily available in every classroom and upon entry if staff choose to wear them (not enforced at this stage) If 2m</li> </ul>	L
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			<p>distancing is not possible to guarantee, for example giving medications, having to restrain a pupil, intimate care, communication difficulties with child then a face mask should be considered and worn and changed at least 2 x daily to avoid unpleasant odours and temperatures.</p> <ul style="list-style-type: none"> <li>• All staff on gate duty are encouraged to wear a mask.</li> <li>• Disposable gloves: Blue nitrile gloves should be available in the above situations. It is not advisable to wear them all day as this prevents hand washing. Wearing of gloves all day could increase the risk of cross contamination. Gloves should only be worn for a situation such as administering first aid, medications or intimate care. Hand washing is advised throughout the day.</li> <li>• Disposable aprons: these are available if anyone wishes to wear one.</li> <li>• Where personal or intimate care is to be provided face shield to be worn (along with face mask if desired).</li> <li>• 1:1 staff will have face shields provided.</li> </ul> <p>All first aiders when administering first aid should wear apron, gloves, facemasks and face shield if bodily fluids are present</p> <p>All used PPE should be double bagged and disposed of appropriately. Site Manager Store safely and securely for at least 72 hours before disposing via the normal waste stream. Staff will be expected to double bag their PPE at the end of the day in the disposal bags and placed in the lidded bins which will be available in all rooms (<b>See additional control item 21</b>)</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <ul style="list-style-type: none"> <li>• Posters to remind staff and pupils are displayed. (see additional Control No.6) SLT remind staff in briefing each morning.</li> <li>• <a href="file:///C:/Users/Staff/Downloads/Hand%20Cleaning%20Techniques_0%20(1).pdf">file:///C:/Users/Staff/Downloads/Hand%20Cleaning%20Techniques_0%20(1).pdf</a></li> </ul> <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 hygiene.</p>	L
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			<p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets. <b>(See additional control item 22)</b></p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running. (Staff lockers).</p> <p>Parents and Guardians kept informed via email, letters, bulletins etc. regarding changes to start and finish times and any new local rules regarding drop off and pick up etc.</p> <p>Staff kept informed via email, online meetings 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>Induction check sheet for contractors/visitors/3<sup>rd</sup> parties to be completed before coming onto site. To be completed by Office team and authorised by SLT before allowing entry. (See additional Control No.8). Also see Appendix 1</p> <p>There are 7 staff trained in Covid Lead training. Clear communications between the group take place daily via email SPOC group and socially distanced meetings.</p>	L
2	<p>Covid-19 virus; <b>General school environment.</b></p> <p>Contaminated surfaces and lack of social distancing causing an exposure to the virus</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School gates will be opened to the school grounds to dilute the numbers coming through them as much as possible.</p> <p>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.</p> <p>School first aid risk assessment to be reviewed, as required:</p> <p>Relevant number of first aiders on site as per LCC Guidance document. (see additional note 9)</p>	



	<p>on school premises, potential for contracting the virus.</p> <p>Resulting in symptoms such as coughing, fever, loss of senses taste and smell.</p> <p>Possibility of a mild fever turning into a more serious condition such as pneumonia resulting in hospitalisation.</p>		<p>School administering medicines document to be reviewed as required (see additional note10)</p> <p>Signing in and out Systems are via our Invenry touchscreen entry control systems. Staff have electronic fob so no need to touch the screen. Staff must declare that they do not have any symptoms upon entry to the school. Visitors, pupils or others to be signed in by the member of staff on front of house duty to avoid contamination. All visitors are required to complete a Covid-19 declaration form to say they are not symptomatic. Equipment to be sanitised regularly and always if moving away from front of house so that it is ready for other member of the team to operate safely.</p> <p>Hand sanitiser stations located at Site Manager to facilitate and replenish these at least twice daily (<b>See additional control item 23</b>)</p> <p>Entrances to the building. Entrances to classrooms Corridors Staff rooms Toilets</p> <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>Corridors have markings laid out to maintain social distance.</p> <p>Staff verbally reinforce controls in corridors 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 Covid-19 Pandemic. These will be undertaken in bubbles where appropriate and via zoom. <b>Staff are to remain in their own bubble, maintaining 2m distance wherever possible, wearing masks and/or visors when on the gates and when unable to maintain 2m distance, staff also adhering to the current government guidance of 22<sup>nd</sup> Sept 2020.</b></p>	L
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			<p>The use of the school staff room is minimised to 7 staff at any one time. Wipes and cleaning materials available in all classrooms, offices and staff rooms and staff washrooms for staff to clean regular contact points. Site Manager/Caretaker to check and replenish supplies in every room at the end of the day. <b>(See additional control item 24)</b></p>	
3	<p>Covid-10 virus: <b>ALL School Offices</b></p>	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>Please avoid entry to any of the school offices and only communicate via email or phone call, this is to ensure the safety of all staff. If you do need to enter, you must adhere to maximum capacity signs on doors. <b>This includes SLT Offices, please email or ring through rather than visit the room if possible, unless of course your matter is urgent.</b></p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. The use of visitor lanyards will be suspended. All Visitors to be given a sticker on arrival to wear. All waiting areas are reconfigured 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 and doors will be opened where practical to encourage as much natural ventilation as possible.</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations.</p> <p>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other. Workstations are single user use. Hot Desking is not to be undertaken during the day.</p>	L



			<p>Staff must clean and sanitise their workstation (including chairs) at the beginning and end of their shift. Additional cleaning stations are to be provided for office staff to use and are to be replenished by caretaker/site manager on at least a daily basis (<b>See additional control item 25</b>)</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or cupboards when not in use. Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, a contact telephone number is taken from the caller and emailed to the recipient with the necessary information.</p> <p>The use of copiers, printers is for essential school use only. Where it is essential to use such devices, please ensure you sanitise your hands before and after use. Appropriate signage is installed to advise users accordingly.</p>	
4	Covid-19 virus: <b>Meetings</b>	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.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff. <b>Any external visitors (non-staff), including supply staff, must be signposted to this Risk Assessment on our website by the host who organises the meeting and again reminded by the office team upon arrival to school.</b></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 windows and doors if appropriate opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all PPE items following the meeting and replenish as necessary.</p>	L





			<p>Meeting room users (or host if external visitors) to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials are available in all meeting rooms for use by staff and replenished as required by caretaker/site manager. <b>(see additional control item 27)</b></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> <p>CPD Zoom meetings are to take place at home where possible.</p>	
5	Covid-19 virus: <b>Classrooms</b>	Staff  Pupils	<p>Nursery School and EYFS provision</p> <ul style="list-style-type: none"> <li>Minimise mixing within settings e.g. different rooms for different age groups</li> </ul> <p>Primary Schools:</p> <ul style="list-style-type: none"> <li>Year groups are kept in 'bubbles' and should not mix with other year groups 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>Years are to be kept separate from other years and mixing with other years minimised as much as possible</li> </ul> <p>All desks face the same direction i.e. front of the classroom. With exception to EYFS and Infant provision.</p> <p>Pupils are seated side by side as opposed to opposite each other.</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>	L



			<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 and doors will be opened, where practical, to encourage as much natural ventilation as possible.</p>	
6	Covid-19 virus: <b>Dining areas</b>	Staff Pupils	<p>Lunch will be delivered to each bubble at staggered times. This will be in a disposable bag with disposable cutlery cups and jugs of water.</p> <p>Those bubbles using the dining rooms will be laid out so that 'bubbles' are separated whilst eating.</p> <p>Lunch times will be staggered to ensure '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 and to <b>wear PPE if unable to maintain 2m distancing</b>.</p>	L
7	Covid-19 virus; <b>School day</b>	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. <b>(See Appendix 2)</b></p> <p>Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once.</p>	



			<p>Parents are asked to wear face masks when dropping/collecting children or if they have to enter the building for any reason including the office. This is sent via text to all parents as a daily reminder.</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.</p> <p>Parents and guardians requested not to gather on the school playground and to maintain social distancing at all times.</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets. <b>(See Appendix 3).</b></p> <p>Staff to minimise use of staffroom – only 7 staff permitted in at any one time, chairs have been set out to be 2m apart to support social distancing. Staff encouraged to take breaks/lunch in their own setting/room or outside of the building where practical and not to enter other bubbles unless necessary including for lunch.</p> <p>Where possible the numbers of pupils using toilets will be managed. Each year group has been assigned specific toilet facilities. All cubicles will be available for use EYFS/Infants – children will be supervised by a TA Continuous cleaning of toilets will take place hourly <b>(See additional control item 28)</b></p>	L
8	<p>Covid-19 virus; <b>Working and teaching within the school environment</b></p>	<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>• <b>Remaining in your bubble, maintaining 2m distance wherever possible, wearing your masks when on the gates and when unable to maintain 2m distance and adhering to staff also adhering to the current government guidance of 22<sup>nd</sup> Sept 2020.</b></li> </ul>	L



			<ul style="list-style-type: none"> <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> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>Pupils regularly reminded to maintain social distancing.</p> <p>Windows to be open to ensure ventilation.</p> <p>Building and Grounds check beginning of day including top field – Site Manager</p>	
9	<p>Covid-19 virus; <b>Cleaning</b></p> <p>Cleaning staff exposure to cleaning substances capable of killing the virus. Exposure to substances could lead to irritation of the skin and eyes.</p>	<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>Reference existing school COSHH risk assessments below – file kept and managed by Site Managers. Any new cleaning products bought on site in response to the current Covid-19 COSHH risk assessments and Safety Data. (see additional note 13)</p> <p>Cleaners to be trained in the correct use of new products and sign to say they have read the safety data sheets. (see additional note 14)</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments. Site Manager to ensure, face shields for toilets are available.</p> <p>Halls, Classrooms, Offices, Toilets, Playground and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. A check sheet to be available and used by cleaners in every room in use Site Manager to sign these off at the end of every day. (see additional note 15) These to be kept on file in Site Managers room end of every day.</p>	L



			<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. Cleaners on site from 6.30am – 5.30pm regularly touched items such as door handles, handrails etc. will be continually wiped down and cleaned.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst others things):</p> <ul style="list-style-type: none"> <li>• Printers/photocopiers</li> <li>• Door entry keypads</li> <li>• Door, fridge, cupboard 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>	
10	<b>Covid-19 virus; Pupils and staff who become symptomatic during the school day</b>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<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 isolate.</p> <p>There are 7 staff trained in Covid Lead training. Clear communications between the group take place daily via email SPOC group and socially distanced meetings.</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.</p> <p>Any areas, items and surfaces the symptomatic person 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> </ul>	L



			<ul style="list-style-type: none"><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> <p>Where a pupil or staff member becomes symptomatic on site they will be taken to the isolation room (2H, Opposite DH room). <b>For Nursery children this will be the covered outdoor area.</b> This is the safest available room or space close to toilets and exit. If they need to use the toilet (<b>including nursery children</b>), this will be closed off to any other person until a deep clean has taken place. Any room where a pupil or staff member has become symptomatic during the school day will be deep cleaned as per guidance. <b>This will mean that Office staff will contact the duty caretaker on site to inform that the isolation room requires cleaning once they have called the child's parents including nursery.</b></p> <p>There are also calm rooms in place for any pupil or adult who becomes distressed. Infant calm rooms are the Rainbow room and the Welfare room. The junior calm room is the hub next to HC office.</p> <p>All of our staff and pupils can access a test <b>if symptoms present</b> and this is encouraged.</p> <p>Details on how to access test can be found on gov.uk.</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>	
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11	<b>Other</b>	Staff Pupils	<p>Bereavement Support is available for all staff and pupils (see additional note 17).</p> <p>SEMP – updated to reflect the Covid – 19 (<b>See additional control item 29</b>)</p> <p>Return to work interviews for staff who have been absent due to a positive test will be held with the SSBM in line with attendance policy and incorporates the new Covid-19 checklist. Return to work meeting for staff who have been off but not positive will also be held with SSBM.</p>	L
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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



D	<b>Controls</b> (Ser N <sup>o</sup> to correspond with Hazard Ser N <sup>o</sup> )	<b>E: To be completed by SSBM/HT</b>			
Ser N <sup>o</sup>	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>
1	RA for New and Expectant Mothers to be updated to include appendix Covid-19 – “Not expected to be on site”	Update RA with Appendix Covid-19	VW	3/6/2020	VW 29/5/2020
2	RA - Extended duty of care, obtain a copy of this	Source RA	VW	3/6/2020	VW 2/6/2020
3	RA - Stress update to include appendix Covid-19 “stress of staff and pupils is increased due to the worry of catching Covid 19 and the concerns of working in school rather than staying at home. Staff are signposted to come and talk with SLT or MHFA for assurance and answers to questions to assure that they are in an environment that has control measures in place to reduce chance of exposure	Update RA with Appendix Covid-19	VW	3/6/2020	VW 29/5/2020
4	These need to include appendix Covid – 19 to include keep 2 m distance, if we need to have close contact or administer medication that we make sure the teacher wears blue nitrile gloves and a face mask.	RC to review Individual Pupil Assessments (SEND) to include Appendix for Covid-19	RC	3/6/2020	RC 2/6/2020
5	Disposal bags and lidded bins to be resourced and made available every day	Order bags and lidded bins using normal financial procedures	DB	26/5/2020 to be on site for 3/6/2020	DB 25/5/2020
6	Print and display “how to hand wash posters every toilet and hand wash station in school (look online lots of printable resources)	Create and Print sufficient copies to Admin Printer  Display accordingly	DB,CT, office team  TM/VW	1/6/2020  2/6/2020	22/5/2020  VW 2/6/2020





7	Design, Print and display "only 1 person allowed entry at any time" Sign to be displayed on all bathroom doors Tape second cubicles as 'not to be used' Sign to be displayed on all bathroom doors (look online lots of printable resources)	Create and Print sufficient copies to Admin Printer  Display accordingly	DB,CT, office team  TM/VW	1/6/2020  2/6/2020	CT 22/5/2020  VW 2/6/2020
8	Induction check sheet to be created and printed available at front of house.	VW to create and print	VW	2 <sup>nd</sup> June 2020	VW 28/5/2020
9	update documentation accordingly for Medical Policy with Covid-19 appendix to include PPE guidance as per this RA	Update Policy	HC	3/6/2020	HC 3/6/2020
10	update documentation accordingly for administering medicine with Covid-19 appendix to include PPE guidance as per this RA	Update Policy	HC	3/6/2020	HC 3/6/2020
11	Update all reference (Fire RA, FEP, Security and Workplace RA's) update documents accordingly with Covid-19 appendix to reference as per this RA	TM and DB	TM DB	3/6/2020	TM 2/6/2020
12					
13	COSHH RA's and Safety Data Sheets for all current and new products to be referenced in this document section 5. Hard copies printed and kept on file in SM office for easy access	Print and produce file	TM	27/5/2020	Partially actioned TM 2/6/2020  DB Completed July 2020



14	Cleaners trained and informed re COSHH and Safety Data Sheets for all new products – Create checklist of each product and cleaners to sign to say they have read the safety data sheets. To be kept in HT Office.	Speak with and Train staff Produce checklist to be signed by staff	TM/DB	July 2020  July 2020	DB Complete 2/9/20
15	Check sheet for every classroom, office, corridor, toilet, hall to be created and signed off every day by cleaner and end of day sign off by SM. To be kept on file in HT room at end of each week. (Refer to checklist in back of cleaning policy for items to be listed)	Create check sheet, print and make available in all rooms.  TM to explain process to Cleaners.	TM to talk DB through this (share docs with VW for final approval)  TM	3/6/2020  3/6/2020	TM 2/6/20  TM 3/6/2020
16	Seek clarification from Chris Thompson to ask advice.	Contact CT	TM	3/6/2020	TM 3/6/2020
17	Bereavement support – clarify what is in place – produce 1 page document to summarise	RC	RC	3/6/2020	RC 1/6/2020
18	Continuity planning for staff and business including emails, website, and whole school Infrastructure including emails, website, remote access?  EMc to liaise with Paul Bradshaw re pupils learning and produce plan of what would we do if this went down?	Take advice from LCC and Computeam and produce 1 sheet ref document  Take advice and produce 1 sheet ref document	CT  EMc	3/6/2020  3/6/2020	CT 3/6/2020  EMc 3/6/2020
19	Update return to work form to include Covid-19	VW	VW	3/6/2020	28/5/2020



20	PPE station to be set up in the main waiting area Box of PPE in each classroom – Refer to Page 3	Caretakers to set up	Caretakers	August 2020	DB 31/8/2020
21	Lidded bins which will be available in all rooms for PPE  Refer to Page 4  Signs for bins	VW Ordered  Signs made and printed and stuck on bins	Caretakers to place in rooms  Office Team	August 2020  By end of Aug 2020	DB 31/8/2020
22	“Catch it, bin it, kill it”. Posters displayed in prominent areas and toilets Refer to Page 4	Office Team to resource child friendly poster Print Laminate display	Office Team	August 2020	31/8/2020
23	Hand sanitiser dispensers – Refer to page 6	Caretakers to resource and raise order and mount on walls	Caretakers	In place end of Aug 2020	DB 31/8/2020
24	Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. Refer to Page 7	Caretakers to make supplies available	Caretakers	End of Aug 2020	DB 31/8/2020
25	Additional cleaning stations are to be provided for office staff to use and are to be replenished by caretaker/site manager on at least a daily basis Refer to Page 7	Caretakers to make supplies available	Caretakers	End of Aug 2020	DB 31/8/2020
26	Appropriate signage is installed to advise users accordingly  cleaning materials to be made available  Refer to page 8	Office Team to create signs and display  Caretakers to make supplies available	Office Team  Caretakers	End of Aug 2020	DB 31/8/2020



27	Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.  Refer to Page 8	Caretakers to make supplies available	Caretakers	End of Aug 2020	31/8/2020
28	All cubicles will be available for use Continuous cleaning will take place at least hourly Refer to Page 11	Caretakers to open cubicles and inform cleaners of hourly cleaning	Caretakers and cleaners	End of Aug 2020	DB 31/8/2020
29	Update SEMP to include guidance	VW	VW	4/9/2020	4/9/2020

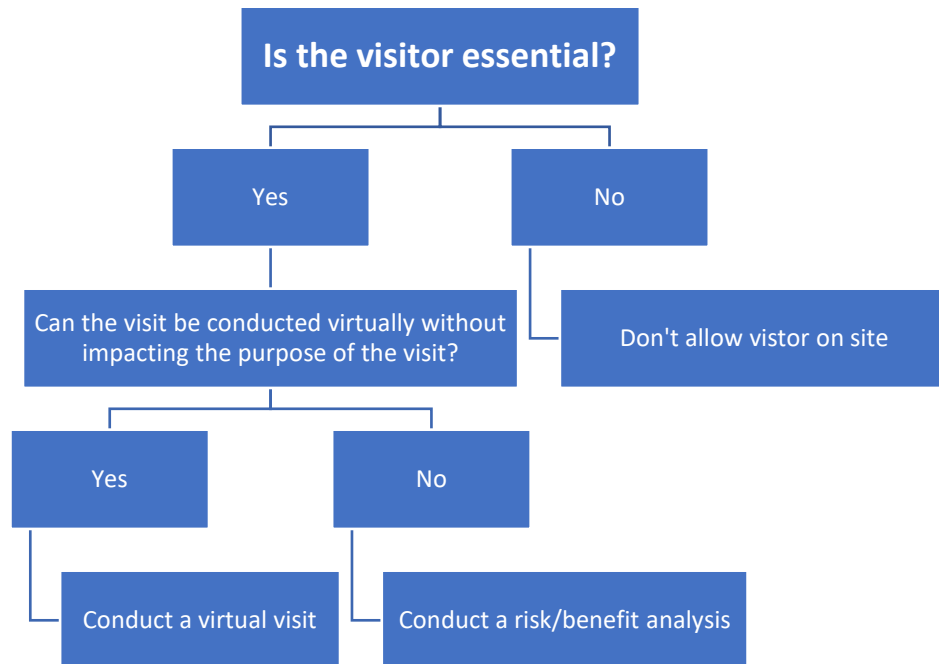
<b>F</b>	<p><b>Once additional controls are implemented, what will the overall risk level be:</b></p> <p style="text-align: center;"><b>Low</b></p>	<p><b>Risk assessment signed off by SSBM/HT</b></p> <p><b>Signature: L J Hughes &amp; V Whitfield</b></p> <p><b>Date: 25<sup>th</sup> September 2020</b></p> <p><i>Please note an electronic signature will suffice.</i></p>
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## • Appendix 1

### • External Visitors Policy – Covid-19

- National Guidance states that schools should limit the external visitors to the school during school hours.
- Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one at a time (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance, and so the use of small offices may not be suitable, for example.
- In order to ensure that the welfare of children's needs is met, schools need to determine which services are needed on site and which can be done virtually. A risk-benefit analysis should take into consideration both the risk of additional visitors on the school site against the potential impact on a child's welfare, health and wellbeing if the visit doesn't take place. The flow chart below indicates at what stage the risk-benefit analysis should take place. For the visitor to come on site the conclusion of the risk-benefit analysis should be that the benefit of the visitor coming on site far exceeds that of the visitor not coming on site.
- Any visitor coming on site will be required to complete a Covid-19 checklist as part of our RA.



- If visitors do come on site, they should follow your school Covid-19 risk assessment. If the visit is going to take place outside of the scope of your risk assessment, then an additional risk assessment should be conducted.

## APPENDIX 2

Class/Yr Grp	Parent/carer drop off/pick up Gate/Location	Staff on gate duty	Staff to transport chdn	Pupil Entry point	Drop off	Pick up	Friday Pick up time
N am	Nursery/TCC site	Nursery staff	N/A	Nursery door	8:30am	11:30am	11.30am
N pm					12:30pm	3:30pm	3:30pm
Reception classes	Reception gate next to school office	R Crist V Whitfield Caretaker	N/A	Reception external class doors	8:45am	3:00pm	2:10pm
Year 1	Y1/Y2 Infant gate	W J-Ward M Bishop R Mackenzie	P Erving S Curry/A Begum	Y1 external class doors	8:45am	3:00pm	2:10pm
Year 2	Y1/Y2 Infant gate	W J-Ward M Bishop R Mackenzie	S Leath	2M external door	8:50am	3:05pm	2:15pm
			B Key	2E Main Infant entrance/ Sports Hall			
Year 3	Main pedestrian/pram gate Lower Breck Road	L Hughes A Burrows	M Anderson	3F Junior (Hall) Entrance	8:45am	3:05pm	2:10pm
			T Owens	3M external door			
Year 4	Main pedestrian/pram gate Lower Breck Road	L Hughes A Burrows	L Gaskell	Y4 external class doors	8:50am	3:10pm	2:15pm
Year 5	Ambulance gate Lower Breck Road	H Cragg C Tedford	J McHale	Y5 external class doors	8:45am	3:05pm	2:10pm
Year 6	Ambulance gate Lower Breck Road	H Cragg C Tedford	D Byrne	Y6 external class doors	8:50am	3:10pm	2:15pm

**Staffing Plans for Staggered Starts and Ends to the Day. Week commencing 14<sup>th</sup> September 2020.**

**Week Beginning 14<sup>th</sup> September:**

**Reception:**

Additional supply TA will remain as support in the reception bubble.

Reception to eat in Infant hall – TAs and Sue / Debbie. Laura and Lizzie stay until 12:00pm. Rebecca in the hall from 12:00pm.

Aga in the hall until 12:30pm.

**KS1 Lunch arrangements:**

1W – Pam E to oversee children eating in class, then on yard

1H – Shirley / Ayesha to oversee children eating in class, then on yard

2M – Sarah on yard first, then oversee eating in hall (from 12:30pm).

2E – Bernard on yard first, then oversee eating in hall (from 12:30pm) - MB available for Steven – full PPE

1:1s to oversee when not on their own lunch (take lunch whilst children eat)

Matthew B – circulate all of KS1 during lunchtime.

Aga to cover Pam E's lunch at 1:00-1:30pm in 1W, maintain distance.

Y1 and Y2 to take out their own playground equipment.