

Risk Assessment

A	Date: 9 th November 2020	School: St Michael's CP	Team: Breakfast Club (Early Birds) 7.45-8.30am	Location: KS1 Hall
	Review Date: at least fortnightly in first instance	Ref:	Assessor: Head/DH/LA	Head Teacher: Alyson Rigby

B	Assessment of Risk for: 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°			This Risk Assessment is a supplement to the school full Risk Assessment. (Copy available on school website.)	
	Covid-19 virus: General	Staff Pupils Visitors Breakfast Club Team: Rachael Cornett: School Learning Mentor and lead Peter Burcher: School Learning Mentor and Deputy Lead	Updated in light of the second National lockdown and guidance relating to this: https://www.gov.uk/guidance/new-national-restrictions-from-5-november#national-restrictions-from-5-november https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020 Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to: <ul style="list-style-type: none"> • work or search for work • undertake training or education Out-of-school activities may continue to operate for the purposes of respite care, including for vulnerable children. Also updated to reflect changes to whole school RA in light of moving to class bubbles rather than year group bubbles. All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. Supply and temporary staff will be	L

		<p>Karen Miller: HLTA, Play worker Christine Collins: LSA, Play worker, Rachael Dooley: Play worker and Food Prep</p>	<p>informed of procedures through a leaflet.</p> <p>Implementation of School Visitor's Policy (LA Model)</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to. School timetable planned for Sept 20 complies with tis action.</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy</p> <p>Reference School infection control risk assessment: the school's infection control risk assessment was reviewed June 2020 and will be followed throughout.</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>Parents/Carers: as part of weekly newsletter: will be informed that if their child/ren or a household member are exhibiting any Covid 19 symptoms will not be allowed in school and they must inform the school. (Newsletters shared via App and website). Test and Trace guidance leaflet also shared.</p> <p>Parents/Carers provided with a RE-opening booklet which also includes this information.</p> <p>A tailored 'BC' leaflet will be shared with all parents detailing practice and procedures to keep all staff and children safe.</p> <ul style="list-style-type: none"> • Managers must also review all of the following applicable individual risk assessments where relevant: • New and expectant mother – NA • Extended duty of care – all complete in consultation with staff member and a 	
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fortnightly review date set.

- **Stress** – any staff experiencing increased levels of stress/anxiety will be offered professional online counselling support funded by school and offer to meet with a LT member confidentially for them to explore further and appropriate support.
- **Individual Pupil assessments:** If any child/ren are struggling to maintain SD within the class environment the teacher is to direct additional staff member to support this by eg: taking the children to have a rest/ movement break. All identified pupils with additional needs will have a personal RA.
- Each staff member is responsible for being familiar with and adhering to individual RA. (provided by **NB or MH**)

Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:

- 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

Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above.

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/>

BC lead (RC) to update and inform staff re government guidance on out of school clubs guidance

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

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)

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

			<p>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"> • Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes • PPE 'Grab Bags 'will available in both medical rooms and each classroom. <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 mask • Disposable gloves • Disposable aprons • Where personal care is to be provided eye protection/surgical face mask • <i>Plastic clear visors to protect against spitting</i> <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</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. Pupils will wash hands before they enter BC and before they leave to go to class at 8.30am. This will supervised by staff.</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>	
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			<p>Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running</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. School leaflet created for all families detailing this information –paper copy/website/School App. This leaflet will be regularly revised and updated under a version control protocol. (RC lead on leaflet update)</p> <p>Staff kept informed via email, online meetings etc; Weekly BC meeting at 8.35am to review and evaluate RA. RC to update RA if required and share updated copy with AR.</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 as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> • HSE RIDDOR reporting of COVID-19 	
	Covid-19 virus; Working and teaching within the school environment (BC Infant Hall)	Staff Pupils Visitors	<p>Staff instructed in the following working practices:</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. 	L

			<p>Activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Activities all set up in advance on tables of children arriving to minimise movement and children sit forward facing at tables within school bubble.(side by side)</p> <p>Larger equipment: Table tennis etc allocated to a bubble and timetabled on a Rota basis to allow 72 hours and deep clean.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and children have their own which are not shared.</p> <p>BC will have its own resources and equipment that is not shared with other settings and groups.</p> <p>All other unnecessary items are removed from area as much as possible.</p> <p>BC activities are well structured, planned and where possible outdoor area is used. (Small paved outside area near Nursery – ensure SD between class bubbles is maintained).</p> <p>Children will stay in individual class bubbles and will stay in this assigned group for future sessions.</p> <p>As far as possible, we will ensure that these groups do not mix within the setting itself.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Infant Hall windows will be open, where practical, to encourage as much natural ventilation as possible.</p> <p>Parents of pupils who attend BC will complete a registration form prior to attending and a written and electronic list of children in each group will be retained for at least 21 days for Test and Track purposes.</p> <p>RC will ensure all records of pupil attendance are kept up-to-date, including the specific groups and members of staff they have been assigned to. No class bubble will be larger than 15.</p> <p>Tables and chairs wiped down at end of each session in prep for tables to be used at lunchtime.</p>	
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			All staff to maintain 2m social distancing as much as possible.	
	Covid-19 virus;	Staff Pupils Parents	<p>Drop off in mornings (7.45-8.20am)</p> <p>All parents must have pre- registered a place for their child/children and completed BC registration form. School will confirm by telephone/email that a place is available. (Admin team)</p> <ul style="list-style-type: none"> • Parents are requested to drop their children off alone i.e. not both parents attending at once. Drop-off through Infant gate and exit through same gate. This gate to be locked at 8.20am. • Parents must wear a face covering as must staff. • 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. • Parents requested not to gather on the school playground and to maintain social distancing at all times. • Infant entrance door to enter breakfast club will be supervised by BC staff. • As parent arrives they will ring the infant doorbell to alert a member of BC staff who will supervise entrance and guide child/children to toilets to wash hands. • Clear bright visual plan on clear view for all staff of bubble profiles to instruct/guide children where to sit. • All equipment will be kept within bubble so as no mixing of equipment and cleaned at end of every session by staff. 	L

			<ul style="list-style-type: none"> Parents are not permitted to enter BC. 	
	Coved-19 virus; Eating and Drinking	Staff Pupils Visitors	<ul style="list-style-type: none"> Children to have breakfast brought to them to eliminate queues. Breakfast prepared by one colleague (RD) dressed in approp PPE (gloves/apron/visor): Level 2 food Hygiene qualification. Breakfast put in individual plates/bowls/beaker onto a tray and given by hand to child. All utensils washed in industrial dishwasher at end of session. Tape marking applied to dining room to indicate social distancing in the line if decided that children will get their own breakfast. Dining room tables and chairs will be wiped down at end of breakfast club session. 	L
	Clovis-19 virus; Toileting	Staff Pupils Visitors	<ul style="list-style-type: none"> Pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') Lidded pedal Bins for tissues provided and are emptied throughout the morning. Pupils access the infant toliets. Pupils reminded to SD. Toilets cleaned at end of BC session by additional cleaning staff reday for school use from 8.30am. Pupils firmly and regularly reminded to wash hands after use of toilet. 	L

	Coved-19 virus; Behaviour	Staff Pupils Parents Visitors	<ul style="list-style-type: none"> • All pupils to follow school adapted Covid Policy behaviour policy (displayed on BC display) • All parents and pupils to adhere to social distancing regulations • All pupils to stay in bubbles as much as practical and reminded if required, 	L
	Covid-19 virus; Cleaning	Staff Pupils Visitors Contractors	<p>All cleaning staff are experienced and have received appropriate training.</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>Reference existing school COSHH risk assessment in place</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. Play equipment has been allocated to specific bubbles with no sharing of equipment indoor or outdoor.</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. Cleaning rota's in place</p>	L

			<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.</p> <p>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"> • 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. This bubble will be relocated to another school area (hall) to allow deep clean where possible.</p>	
	<p>Covid-19 virus; Pupils and staff who become symptomatic during the school day</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils and Staff who become symptomatic during the BC will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Any staff with symptoms will be sent home to self-isolate. Allocated medical space is the school log cabin.</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 Track and</p>	M

			<p>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. • 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 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. • When the child is collected a member of SLT will meet with p/c to explain symptoms and importance of securing a Covid Test for child. A leaflet (Test/Track/Trace) that explains this process will be given to parent. This leaflet includes information on the isolation guidance for whole of family/household .Parent to inform school result of test. If test negative child can return to school if well. If positive track and trace will be triggered. Bubble children and staff will go into a 14 day isolation and book test if symptomatic. <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.</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p>	
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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	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
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F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;">High Medium Low</p>	<p>Risk assessment signed off by:</p> <p>Signature:</p>
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		Date: <i>Please note an electronic signature will suffice.</i>
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