



Risk Assessment

A	Date: 03/12/21	School: St Michael's Catholic Primary School	Team:	Location: L6 9DU
	Review Date: at least fortnightly in first instance	Ref:	Assessor:	Head Teacher: Alyson Rigby

B	Assessment of Risk for: <i>Model</i> Protection from transmission of COVID-19 – Schools
----------	--

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°			<p>RA updated to reflect schools returning in September 2021 under the latest Government and DfE guidance/ restrictions.</p> <p>Updated to reflect guidance issued by the Local authority on 2nd December which states that schools should consider the following:</p> <p>Staff should limit contact with each other in school and socially distance where possible.</p> <p>Reintroduce capacity limits on staff rooms.</p> <p>Face coverings to be worn in communal areas including staff rooms</p> <p>Schools should consider business continuity</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak (Updated 27th Sept - asymptomatic testing and accountability arrangements for this academic year. Also updated the advice around clinically extremely vulnerable pupils and staff and added information on the vaccination of 12 to 17 year olds.)</p>	
1	COVID-19: General	Staff Pupils	<p>This RA is Version 2 of the revised LA model so must be read fully.</p> <p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p>	

		<p>Visitors</p> <p>Contractors</p>	<p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Reference School infection control risk assessment, as required.</p> <p>Pupils and staff who are symptomatic will be requested to isolate as per national guidance.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers • Extended duty of care • Stress • Individual pupil assessments <p>Manager to regularly update and inform staff re government guidance regarding COVID-19 controls required:</p> <ul style="list-style-type: none"> • Gov.uk www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 • Gov.uk Public Health England https://www.gov.uk/government/organisations/public-health-england • 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 COVID-19 • 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) <p>Due to the changing advice on COVID-19, managers should ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.</p>	
--	--	------------------------------------	--	--

			<p>Staff strongly encouraged to undertake twice weekly home tests whenever they are due on site.</p> <p>All school staff (midday supervisors, kitchen staff, peripatetic teachers etc) are strongly encouraged to access the LFT testing from school twice weekly. (See specific RA for this testing). Catherine Elson (SBM) is our Covid Coordinator and Sarah Ellison is our Registration Assistant. All communication and queries to come to this team or the Covid team. The LFT testing will be fully implemented in line with DFE and NHS guidelines. This will be strongly encouraged for full participation but remains voluntary. If staff are unable to access this testing: All school staff (midday supervisors, kitchen staff, peripatetic teachers etc) are strongly encouraged to have a regular (weekly/fortnightly) COVID test at one of the cities symptom free centres. https://liverpool.gov.uk/communities-and-safety/emergency-planning/coronavirus/how-to-get-tested/symptom-free-testing/</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 <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 <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.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p>	
--	--	--	---	--

			<p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>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 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 	
2	COVID-19; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</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.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Classrooms/entrances to classrooms • Corridors • Staff rooms • Toilets • Changing areas <p>All staff and visitors are encouraged to use these when entering the building/ moving between areas. Children will still wash/ sanitize their hands on entry to school each morning, before eating and after being on the yard.</p> <p>Staff - Face masks to be worn in all communal areas unless eating or drinking. Face masks to be worn outside and in any dealings with parents.</p> <p>Visitors - All visitors must wear face mass in all communal areas unless eating or drinking.</p>	

			<p>Staff rooms - staff room now has a maximum capacity and we have reopened the infant staff room plus the meeting room as additional staff rooms. This will be monitored. Staff asked to sit only with those from their year group and limit contacts with those outside of their year group.</p> <p>Parents will be advised to wear face masks when dropping off and picking up in line with guidance from Liverpool City Council as this is a busy period. This will be reviewed in by Liverpool City Council in due course. Staff on the gates will continue wearing masks.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Corridors, walkways and staircases have markings laid out to indicate side to walk on (two way traffic).</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>Wipes will still be available in high traffic/ shared areas/ staff rooms and staff are expected to wipe down tables/ resources after they have finished with them.</p> <p>Staff are to sit with members of their own year group when in the staff room/ meetings etc - this is to aid any track and trace contacts if needed.</p> <p>The infant staffroom will remain open to aid with break and lunch times. Maximum capacity will still apply.</p>	
3	COVID-19: School reception and offices	<p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are requested to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible.</p>	

			<p>Doors can also be opened whilst staff and pupils are in the classroom. All fire doors must be closed during break times etc and when the classroom is unoccupied. Ventilation continues to be key and therefore warmer clothing may be needed.</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>Telephones not to be shared. 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.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	
4	COVID-19: Meetings	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Staff meetings will be held in one of the halls and staff will be allocated year groups tables/ areas. Social distancing will be used where needed.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Whole school meetings (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees:</p> <ul style="list-style-type: none"> Attendees encouraged to take LFT test on the morning of the meeting prior to attending. If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p>	

			<p>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p> <p>Staff group bubbles to be maintained.</p> <p>Parent group meetings:</p> <ul style="list-style-type: none"> • Parent group meetings to be held in as large a space as possible to allow for adequate distancing between attendees. • If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. • School encourages the use of outdoor space for parent groups where appropriate. • Indoor parent groups numbers are restricted appropriate to room size etc. Attendees encouraged to take LFT test on the morning of the parent group prior to attending. 	
5	COVID-19: Classrooms	Staff Pupils	<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>Pupils and staff should continue to have access to their own personal set of resources. This includes cups etc. Children no longer need to sit in rows.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p>	
6	COVID-19: Dining areas	Staff Pupils	<p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Children will sit with their year group bubble only but can now sit facing one another.</p> <p>Dining room windows will be opened to allow natural ventilation.</p>	
7	COVID-19; Cleaning	Staff	All cleaning staff are experienced and have received appropriate training.	

		Pupils Visitors Contractors	<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>Cleaners have appropriate PPE in line with COSHH risk assessments</p> <p>Classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day.</p> <p>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>This will continue.</p> <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.</p>	
8	COVID-19; Ventilation	Staff Pupils Visitors Contractors	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window.</p> <p>Fans should not be used in poorly ventilated areas.</p>	

			<p>Prior to the receipt of CO2 monitor re Government roll out: potentially poorly ventilated areas identified, including all areas where people work/teach and have large groups within, that have no mechanical or natural ventilation.</p> <p>Steps taken to improve ventilation or reduce occupancy/use of the area:</p> <p>Shared areas with no windows to the outside (Y1, photocopy room, parent meeting rooms etc)</p> <ul style="list-style-type: none"> • Limit numbers entering and working within • Encourage use of face masks if needed • Reduce time spent in area • Door kept open whilst within and left open when leaving to air room (unless fire door) 	
9	COVID-19; Pupils and staff who become symptomatic during the school day	<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 self-isolate/follow public health advice.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</p> <p>Children do not need to be removed from the area but should maintain a 2m distance from others. If necessary the FA rooms can be used - a member of staff from the affected year group must remain with the child at all times and alert a member of the covid team who will then organise a deep clean.</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>A member of staff from the affected year group must alert a member of the covid team who will then organise a deep clean.</p> <p>Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice.</p> <p>Staff bubbles to remain in place to aid this. All visitors must sign in to ensure this can be followed. All staff strongly encouraged to continue to test twice weekly and report results to school and NHS.</p>	

			<p>Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. A PCR test will be required to check the LFT test result.</p> <p>If a staff member has a positive case within their household they should take a PCR and work from home until their result is returned. If this is negative they can return to work, if positive they will then need to isolate.</p> <p>If PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school, as long as they are not symptomatic.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact local authority SPOC team if they have a positive case. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.</p>	
10	COVID-19; Outbreaks	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to raised COVID cases locally.</p> <p>School has created an outbreak management plan which will be reviewed on a regular basis.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response</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 (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)
1					

F	Once additional controls are implemented, what will the overall risk level be:	Risk assessment signed off by:	
	<div>High</div> <div>Medium</div> <div>Low</div>	Signature: Alyson Rigby Date: 3rd December <i>Please note an electronic signature will suffice.</i>	