

Risk Assessment

A	Date: 25/03/22	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
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°			<p>RA updated to reflect updated national guidance dated 22nd February 2022 and guidance sent to Liverpool schools. This was reviewed on 2nd March and remains in place until further notice.</p> <p>Year 1 Parents have been invited in to school for a Mother's Day Assembly with the additional control measures in place:</p> <ul style="list-style-type: none"> • Only 1 ticket per child issued to avoid over crowding • Good ventilation throughout the hall • Chairs spaced at least 1 metre apart • Parents asked to wear a mask for the duration of the assembly <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf</p> <p>Local Public Health advice is that there is no need for additional control measures beyond national guidance at this point in time.</p> <p>On 21 February the Government set out the next phase of the Government's COVID19 response.</p> <p>Control measures to remain in place:</p> <ul style="list-style-type: none"> · Handwashing/ hand sanitizing to take place upon entry to class and regularly by staff. · Senior leadership to have regular oversight of ventilation to ensure areas are well ventilated. 	

· Enhanced **cleaning** in school – continuation of additional cleaners during the school day.

- **Testing:** We are still strongly encouraging staff to do twice weekly Testing to mitigate risks of transmission in school. This will continue to be reviewed.

-Visitors can attend in person. We will still invite visitors to do a test prior to or on arrival at school to help mitigate transmission.

Staff should continue to limit movement around school wherever possible.

Ventilation remains critical and all spaces **MUST** follow ventilation guides detailed in this RA - this will be monitored by COVID team.

Any children who are unable to attend due to being infectious then remote learning of some kind **MUST** be offered.

Changes to previous guidance:

· Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas.

· Assemblies are to resume Face to Face from virtually. Adequate spacing is available between groups and ventilation is good.

· Staff meetings and briefings will resume face to face. Adequate spacing is available between groups and ventilation is good.

· Singing and wind instruments can take place. Adequate spacing is available between groups and ventilation is good.

· School staff will no longer be required to sit within year groups in staff rooms and meetings.

· Risk assess school trips. Trips can take place – we will still consider location and case numbers in school before proceeding.

· Cohort groups of pupils are able to mix at break time and lunch time.

14th December update regarding isolation/ track and trace:

Tracing close contacts and isolation – Track and Trace is no longer in place as on 22/2/22

Close contacts in schools are now identified by [NHS Test and Trace](#) and education settings will no longer be expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are **strongly advised** to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing. For further information please see [SEND guidance](#).

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak> (Updated 19th January 2022 - Updated to align with the Plan B announcement)

Use of CO2 monitors in all classrooms. All monitors to be checked weekly by Barry Doyle (Site Manager) to ensure they are working correctly. All staff to read the guidance in this RA around their use.

1	COVID-19: General	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>This RA must be read fully by all staff.</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>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 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf ● 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) 	
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			<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 are still strongly encouraged to undertake twice weekly home tests whenever they are due on site - the results of these should be reported using the school system.</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 Angela Hayes 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.</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>	
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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.</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>Staff and visitors to sanitize hands regularly - especially when using shared equipment.</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 coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas.</p> <p>Staff rooms - staff room no longer have a maximum capacity. This will be monitored and reviewed. Staff are able to sit with other year groups in staff rooms/ meetings.</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>The infant staffroom will remain open to aid with break and lunch times.</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>	

			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.
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 and assemblies will now be held face to face.</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 will no longer be in place. There is adequate space available and good ventilation.</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.

			<ul style="list-style-type: none"> 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. 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. Children will still sit with their year group at lunch and can sit facing one another.</p> <p>Dining room windows will be opened to allow natural ventilation.</p>	
7	COVID-19; 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>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 to ensure through cleaning especially ouch points around school.</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	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<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>We have now received our CO2 monitors for all classrooms. The monitors are to be used alongside current enhanced ventilation measures, which include keeping external classroom windows open and using mechanical ventilation systems. When deciding where to place the CO2 monitors, schools should initially prioritise spaces that constantly feel stuffy or have an unpleasant smell, as these are likely to have poor ventilation. Prioritising monitors for these spaces can help schools to effectively take action and improve their air quality.</p> <p>CO2 monitors should be placed:</p> <ul style="list-style-type: none"> • At head height when individuals are seated. • Away from ventilation outlets, such as grilles or windows. 	

			<ul style="list-style-type: none"> At least 0.5 metres away from occupants – placing the monitors closer than this could result in inaccurate readings. <p>Staff may wish to check the measure shown on screen mid-way through and at the end of classes or ask someone in the class to do so. There should be no need to interrupt a lesson to take a reading. Regular readings should also be taken for monitors placed in areas such as staff rooms and offices.</p> <p>If the monitor records a consistent value under 800ppm (parts per million), it does not require any action and implies that the space is particularly well ventilated. A consistent value of over 800ppm should be seen as an early indicator to improve ventilation in the area.</p> <p>A consistent value of 1500ppm in an occupied space is an indicator of poor ventilation. This will also be indicated by a red light on the CO2 monitor supplied by the DfE. Schools should take action to improve ventilation where CO2 readings are consistently higher than 1500ppm, although there is no need to stop utilising the area.</p> <p>Steps taken to improve ventilation or reduce occupancy/use of the area: 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 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 and positive cases.	Staff Pupils Visitors	Children and staff who test positive should not attend school whilst infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their educational setting, as long as they feel well enough to do so and do not have a temperature.	

		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. They will be advised to get a PCR test and remain at home until the result is received.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary. 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>Symptomatic pupils and staff are advised get a PCR test and to follow the current advice. 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. Staff who live with someone who has COVID-19 should continue to attend work as normal but take extra precautions such as wearing a face covering in crowded, enclosed or poorly ventilation spaces, paying close attention to any symptoms. They should book a PCR if they have any symptoms and remain at home until negative result.</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</p>	
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			advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.	
10	COVID-19; Outbreaks	Staff Pupils Visitors Contractors	<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. 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/ 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	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> High Medium <u>Low</u> </p>	<p>Risk assessment signed off by:</p> <p>Signature: Alyson Rigby</p> <p>Date: 25th March 2022</p> <p><i>Please note an electronic signature will suffice.</i></p>
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