

Risk Assessment

A	Date: 23 rd November 2020	School: Our Lady Immaculate Catholic Primary School	Team: Health and Safety Team	Location: Northumberland Terrace, Everton, Liverpool, L5 3QF
	Review Date: at least fortnightly in first instance. More frequently if updated information is received from LA or DFE	Ref: RA V5 Covid 1 – 23.11.2020	Assessor: Marion Chute, Senior Leadership Team, Governors	Head Teacher: Catherine Sergeant

B	<p>Assessment of Risk for: Protection from transmission of Covid-19 during pandemic including all school activities</p> <ul style="list-style-type: none"> Controlling the risk of transmission of the disease by minimising contact for children and adults. Management and control through personal hygiene by cleaning hands more often than usual and the provision of sanitiser, where hand washing is unavailable. Ensuing good respiratory hygiene promoting “Catch it, Bin it, Kill it” agenda Enhanced cleaning regimes in line with guidance Application of “bubble” model to minimise contact for class groups. Application of 2 M social distancing measure for staff to minimise risk of transmission
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	<p>In light of the high rates of infection currently being reported for the Liverpool City Region, staff are reminded to re-read and practise the appendices to this risk assessment ie</p> <ul style="list-style-type: none"> Personal Protective Equipment Policy Guidance on the use of PPE – particularly the removal to ensure cross contamination does not take place. Control of Infectious Diseases Risk Assessment First Aid Risk Assessment <p>As the Liverpool City Region is now been place on Tier 3 intervention strategy by the government, staff, pupils, visitors and contractors are reminded of the additional restrictions in place and their individual responsibility to abide by these restrictions at all times, both during and outside of school working hours. Please use the link below to access the government guidance.</p>	L/M

			<p>https://www.gov.uk/guidance/local-covid-alert-level-very-high</p> <p>or the Local government advice on the link below</p> <p>https://liverpool.gov.uk/communities-and-safety/emergency-planning/coronavirus/local-restrictions-in-liverpool/</p> <p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. All staff have completed online coronavirus awareness and controlling infectious diseases training programmes.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to. Senior leaders will be on site at all times to access implementation of procedures and to advise future risk assessment review.</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy</p> <p>Control of infection diseases Risk Assessment – Our Lady Immaculate CPS RA 21</p> <p>Pupils/staff who are symptomatic will not be allowed to attend school and should follow the advice of the NHS/DFE. If school staff have difficulty in booking or ordering a test, they should contact the school Covid Lead (Mrs Sergeant) for support.</p> <p>All pupils/staff should report test results to school via the 24 hour manned email inbox at covidtest@oliprimaryschool.co.uk. Any emails advising of test results received after hours or during weekends will be accessed by a member of the senior leadership team and may result in further action to close school bubbles.</p> <p>Pupils with household members who are exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance (14 days).</p> <p>All staff absences will be reported to Mrs Adamson using the school procedure for reporting absence.</p> <p>All pupil absences will be explored under the school first response process conducted by the learning mentor.</p>	L/M
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			<p>All absences – staff and pupil will be recorded using the LA form from Liverpool Schools Process and Resources Document and the PHE North West Schools Resource Pack (2nd October 2020 Version)</p> <p>School will continue to offer a blended curriculum of lessons taught in school and home learning for those pupils unable to attend school due to contracting covid 19 or isolating at home. Teaching staff will conduct welfare calls to pupils undertaking home learning.</p> <p>Staff will revisit the school policy on mental health and wellbeing to support pupils returning to school.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers • Extended duty of care • Stress • Individual pupil assessments <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable member of staff and/or pupil who has received a Government shielded letter. • Staff who have an extremely vulnerable household member. • Staff who live with a vulnerable person <p>Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above.</p> <p>Manager to regularly update and inform staff re government guidance regarding covid-9 controls required:</p> <ul style="list-style-type: none"> • 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/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice 	L/M
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			<ul style="list-style-type: none">• Full face visors should also be worn by all staff distributing meals and at any time a staff member has to cross into another bubble. It is essential that 2 meter social distancing is also maintain in such circumstances. <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>IT IS IMPORTANT TO NOTE THAT THE WEARING OF PPE DOES NOT REDUCE THE NEED TO KEEP A 2M DISTANCE FROM ALL COLLEAGUES – EVEN THOSE WITHIN YOUR BUBBLE</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>School speaker system is used to remind staff/pupils of the importance of hand washing at pivotal times during the school day ie on entry to the building, before and after eating and after using the toilet.</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>Additional personal storage for change of clothes for staff due to alternative travel getting into work will be provided on request e.g. cycling, walking, running</p> <p>Parents and Guardians kept informed via newsletters posted on the school website, signposted through the school app or distributed via the pupils, this will include school day staggered start and end times, locations for dropping off and collecting children 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 as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p>	
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2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible.</p> <ul style="list-style-type: none"> Nursery and Early years' pupils will access the site from our Nursery Entrance (Dukes Street) Key stage One pupils will access the site via the Park Entrance (In Everton Park) Key Stage Two pupils will access the site via the Pedestrian Entrance (Northumberland Terrace) Family groups will access the site via the Pedestrian Entrances they have been designated ie Northumberland Terrace or Park Gate in accordance with the staggered day start and end times. <p>School gates will remain closed until allocated registration time. Gates will be manned to ensure only pupils have access to the school site at this time of high traffic All staff taking part in the start and end of school day procedures will wear a full face shield in line with recent updated advice from Public Health England (PHE).</p> <p>Parents gathering to drop off or collect their children are asked to uphold social distancing advice and in line with recent updated advice should wear a suitable face covering. Parents are also encouraged to move away from the school vicinity as soon as children have entered or exited the school grounds.</p> <p>Markings are laid out on the playground for classes to line up at the start of the school day.</p> <p>School first aid risk assessment (OLIRA 16) has been reviewed and is attached for your your information (Appendix C)</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>ONLY office staff will log visitors on the school visitor recording system.</p>	L/M

			<p>Hand sanitizer stations are located at:</p> <ul style="list-style-type: none"> • Entrances to building • Classrooms/entrances to classrooms • Corridors • Staff rooms • Toilets • All offices <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>A one-way system is in operation for the main body of the school. This ensures the safe and staggered use of the corridors, walkways and staircases. In key stage areas, which are not included in this system, staff are encouraged to use radios to advise colleagues of the movements of their “bubble” to ensure overcrowding does not occur and bubbles do not access the same areas eg toilets, moving towards exits for play/lunch breaks.</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in ‘bubbles’ where appropriate.</p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. A maximum number of occupants in line with current social distancing guidelines has been calculated and is displayed on the staff room door. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>Staff accessing high traffic areas eg staff room, staff toilets should ensure high levels of personal hygiene and cleanliness. Staff should sanitise/wash hands before and after accessing such areas and ensure all surfaces are cleaned using antibacterial sprays/wipes provided before leaving.</p>	
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal phone services except where the telephone is for the sole use of the person accessing it. Messages recorded on message slips will not be passed to areas by office staff to minimise staff accessing “bubbles”.</p>	

			<p>Office staff may be asked to respond to enquiries made of staff by telephone. However if it is likely to lead to further questions, staff should use the key stage email addresses to communicate with parental/external enquiries. If staff need to use a telephone in an emergency, they must use the handset located in the afterschool club. This should be sanitised before and after use.</p> <p>If office staff are required to attend the school gates for any reason, they will wear full face visor and sanitise/wash hands before leaving the office and after returning to their desk. Staff are advised to maintain a 2M social distance at all times if possible.</p> <p>All visitors accessing site will be asked by office staff if they have experienced any covid 19 symptoms in the last 10 days in accordance with LA advice. All visitors will be required to complete a track and trace form, which will be held on record in the main office and updated on each consecutive visit</p> <p>All visitors entering into the main body of the school or the inclusion hub, will be required to wear a full face visor when working with children or moving around school. Office staff are required to ensure this is in place and if necessary supply visitors with a visor.</p> <p>ONLY office staff will operate the electronic signing in of visitors. Screens/printers will be cleaned after use. Lanyards will not be issued.</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 lanyards will be suspended.</p> <p>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 were 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 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>	
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4	Covid-19 virus: Meetings	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. Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures. Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</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>	L/M

			Staff associated with class bubbles, will maintain the bubble integrity and staff bubbles will maintain social distancing during meetings.	
5	Covid-19 virus: Classrooms and resources	Staff Pupils	<ul style="list-style-type: none"> • In Early Years we minimise mixing within our settings by e.g. different rooms for different age groups ie Reception classes x 2, 3 yr old nursery class and 2 yr old nursery all have designated space and separate toilet/changing facilities. • Year 1 are working in a year group bubble to facilitate the EYFS/year 1 curriculum • All other classes are kept in 'class bubbles' and should not mix with other classes during the school day. • Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles. Where it is not possible to maintain the 2m distance, staff may use their full face shield for extra protection. <p>Classes should be kept together and mixing with other classes minimised, as much as possible. Staff use two-way radios to advise of movements around the key stage areas to support this segregation of bubbles.</p> <p>All desks where possible, face the same direction i.e. front of the classroom.</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. Each pupil is provided with their own stationery pack which they leave in school and is for their sole use.</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> <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. This includes using class bases for lessons, or when visitors are in school, who would normally use the communal areas eg media suite, gym/hall.</p>	L

			<p>Classroom activities are planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>ICT resources will be distributed evenly across bubbles for delivering interventions and class based research. All equipment should be sanitised before and after use and should be stored securely in charging bases. Class sets of apple mac books will be returned after cleaning to the charging base in the strong room. Bubbles using the strong room for equipment storage will adhere to the guidance that only one member of staff should access this room at a time.</p> <p>Home reading books will be given to children in a book bag to support home reading. Books must be returned each Tuesday for 72 quarantine and staff will re-distribute books each Friday.</p>	
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Dining room is 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 wherever possible. Appropriate PPE will also be worn.</p> <p>Stickers are placed on the dining room floor and on all approaches to remind pupils to socially distance and also to act as a visual indicator of where they should stand while queueing for lunch and entering and exiting the dining room.</p> <p>Staff accessing the staff rooms will maintain bubble integrity and social distance from other bubbles during lunch and break times. Staff rooms will have a maximum occupancy number displayed on the entrance door to each location. During wet play additional rooms will be made available to staff as break rooms, this will included the afterschool club room and media suite.</p>	L/M
7	Covid-19 virus; School day	Staff Pupils	<p>School start times for different bubbles are staggered to reduce the numbers attending the site at the start and finish of the day.</p>	

		<p>Visitors</p> <p>Contractors</p>	<p>Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once.</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>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p> <p>Where possible the numbers of pupils using toilets will be managed. Staff are asked to monitor the numbers of pupils accessing the toilets at the same time from different “bubbles”. This can be done by using two way radios. Social distancing markers on the entrance to toilets should be used by children waiting to use facilities. All children should be encouraged to use toilets before lunch/break times to ensure no children need to access the school building from the playgrounds to minimise the chances of “bubble” members meeting.</p> <p>All pupils are required to use the school provided meal service for lunch. This may be accessing a school prepared packed lunch or a hot meal. No lunches from home will be allowed on the school site.</p>	L/M
8	Covid-19 virus; Working and teaching within the school environment	<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"> • Staff should maintain 2m social distancing at all times, where practicable. • Staff working in close quarters with children (ie 1M distance) should wear full face shield • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>Staff are encouraged to use the school outdoor provision for lessons were practicable.</p>	L/M
9	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p>	<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>Visitors</p> <p>Contractors</p>	<p>All COSHH risk assessments are available from the Health and Safety Team</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. Staff are advised to clean playground equipment before children use it to minimise risk.</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>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 • Door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces <p>Sanitisation stations across the school are topped up daily in accordance with a daily audit undertaken by premises staff. Any issues should be reported immediately to the caretaker on duty.</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> <p>School has purchased a fogging machine which will be used weekly to clean high traffic areas and those which high contact from staff. This includes the staff room, additional break out rooms, print room, media suite. In addition, the fogger should be used as part of the deep clean procedure for classrooms and areas when positive cases result in bubbles being sent home to isolate. Where possible fogging should take place after staff have left the building giving the maximum contact time for disinfectant. Fogging should only be carried out by premises staff who have been fully instructed in the operation of the machine and who are wearing full PPE including full protection suit, full face shield, gloves and apron.</p>	<p>L/M</p>
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10	Covid-19 virus; 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.</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/full face shield.</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"> • 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 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. <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>	L/M

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	Health and Safety Team to meet every 2 weeks to review impact of risk assessment and advise changes.	During Health and Safety Team meetings	H and S Team SLT	Every 2 weeks or earlier if updated guidance received from LA or DFE	

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: Catherine Sergeant (Headteacher)</p> <p style="text-align: center;"><i>C Sergeant</i></p> <p>Signature:</p> <p>Date: 28th August 2020</p> <p><i>Please note an electronic signature will suffice.</i></p>
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