



Risk Assessment

A	Date: 01/03/21	School: St. Paschal Baylon Catholic Primary	Team: Education	Location: Chelwood Avenue
	Review Date: at least fortnightly in first instance	Ref:	Assessor: E. Flood + SLT	Head Teacher: E. Flood

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°				
1	Covid-19 virus: General	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. There is adequate supervision, where required, to ensure procedures are correctly adhered to. Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy Reference School infection control risk assessment, as required: 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. Managers must also review all of the following applicable individual risk assessments where relevant:	Low - Med

			• New and expectant mothers • Extended duty of care • Stress • Individual pupil assessments 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-19 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/ 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	
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			• 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 unnecessary. 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: • Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable: • Disposable half face mask • Disposable gloves • Disposable aprons • Where personal care is to be provided eye protection/surgical face mask 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. All staff informed that hands should be washed regularly as per Government guidance. Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance. Signage around school encouraging staff and pupils to maintain good hand hygiene. School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.	
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			Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running 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. Staff kept informed via email, online meetings etc. 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. 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. Reference made to HSE guidance for reporting under RIDDOR: • HSE RIDDOR reporting of COVID-19	
2	Covid-19 virus; General school environment	Staff Pupils Visitors Contractors	Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible. Meeting Room used as second staffroom to keep 2m social distancing. A one way system adopted for parents for dropping off children. Member of staff to direct parents round the one way system upon reopening Markings are laid out on the playground to show parent where to stand at the end of the day. School first aid risk assessment reviewed, as required. 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.	Low - Med

			• If biometrics and/or other access control systems are disabled, Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments are need to be reviewed. Hand sanitizer stations located at: • Entrances to building • Classrooms/entrances to classrooms • Corridors • Staff rooms • Toilets • Changing areas Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distance. Corridors, walkways have tape markings laid out to indicate side to walk on (two way traffic). Other areas are marked one way. Staff verbally reinforce controls in corridors, walkways where necessary. 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. Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic in person. These will be undertaken in 'bubbles' where appropriate and by Zoom. The use of the school staff rooms is minimised to maximise social distancing between colleagues. Maximum of 10 people at once. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.	
3	Covid-19 virus: School reception and offices	Staff	Staff are instructed to send information electronically to avoid the use of internal mail services.	Low - Med

			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. All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed. Screens are installed to areas where staff are required to have face-to-face interaction with visitors. Staff who are able to work from home, are encouraged to do so. Office windows will be opened where practical, to encourage as much natural ventilation as possible Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations. Screens installed where it is not possible to move workstations or it is considered that the work activity is essential. Desk configurations and allocation are such that staff are not seated facing each other. Workstations are single user use. Sharing of workstations is not to be undertaken. 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. A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store 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, callers are provided with an alternative number to call back. 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.	
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4	Covid-19 virus: Meetings	Staff	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. 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. Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting. 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. Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.	Low - Med
5	Covid-19 virus: Classrooms	Staff Pupils	• Each Year group will be a bubble. • Inter class friendship groups recorded within a year group to reduce the number of children that may have to isolate. • Years are to be kept separate from other years and mixing with other years minimised, as much as possible. • Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles. Classes should be kept together and mixing with other classes minimised, as much as possible.	Low - Med

			All desks in Year 2 – Year 6 face the same direction i.e. front of the classroom. Pupils are seated side by side as opposed to opposite each other. (Year 2 – Year 6) For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. 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. All unnecessary items are removed from classrooms and teaching environments as much as possible. Classes are to take place in the same setting wherever possible to limit the numbers moving around the school. Classroom activities planned and structured; where possible and appropriate classes will be held outdoors. Cleaning of hands is encouraged when changing classrooms for different activities. Pupils regularly reminded to maintain social distancing where possible. Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.	
6	Covid-19 virus: Dining areas	Staff Pupils	Dining room be laid out so that ‘bubbles’ are separated whilst eating. Lunch times will be staggered to ensure ‘bubbles’ do not mix. Dining room tables and chairs will be wiped down between sittings.	Low - Med

			Year Groups 2 – 6 will eat lunch in their classrooms. Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible.	
7	Covid-19 virus; School day	Staff Pupils Visitors Contractors	School start times for different bubbles are staggered to reduce the numbers attending the site at the start and finish of the day. (During partial school closures this does not need to apply if the numbers attending school is below 40%) Parents have only one drop off with all children being dropped off at the time designated to the oldest sibling. Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once. 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. Parents and guardians requested to remain in their designated pick up point and leave the school grounds as soon as possible. Parents maintain social distancing at all times. Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods. Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets. Where possible the numbers of pupils using toilets will be managed.	Low - Med

8	Covid-19 virus; Working and teaching within the school environment	Staff Pupils Visitors Contractors	Staff instructed in the following working practices: • 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. Lessons and activities planned to make best use of school resources whilst maintaining social distancing. Changing of classrooms for different activities is minimised as far as is reasonably practicable. All staff offered COVID Lateral Flow testing kit to be used twice a week. Staff who are 28+ weeks pregnant will be offered the opportunity to work from home. If they wish to remain in school they must continue to follow all guidance and stringently ensure they keep 2m from all staff and children. In most cases this will prevent them from carrying out their normal class teacher job.	Low - Med
9	Covid-19 virus; Cleaning	Staff Pupils Visitors Contractors	All cleaning staff are experienced and have received appropriate training. 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. Reference existing school COSHH risk assessments. File kept in Main office EA Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. Continue to use year group buckets for storage.	Low - Med

			Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. School will be fully cleaned at the start/finish of each school day. Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things): • Printers/photocopying machines • Lift buttons and door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces 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.	
10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors Contractors	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. If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask. Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible. Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:	Low - Med

			• 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. 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. If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.	
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Risk Level: High:

Medium:

Low:

Accident likely with possibility of serious injury or loss

Possibility of accident occurring causing minor injury or loss

Accident unlikely with control measures in place

D	Controls (Ser N ^o to correspond with Hazard Ser N ^o)	E To be completed by the Manager			
Ser N ^o	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Staff to be given RA for consultation		Edward Flood	1 st September 2020	
	Classrooms to be rearranged to support social distancing.	Remove soft furnishing Rearrange tables and chairs Remove unnecessary or hard to clean items		20 th July 2020	
	Markings	Outside for parents dropping off and picking up children Playground for lining up Hall way for direction Dining hall for lining up for dinner Dining tables for eating lunch		1 st September 2020	
	Hygiene	Staff to use e-bug resources to promote good hygiene	Teachers	Ongoing	
	PPE	PPE to be procured	Edward Flood	Ongoing	
	Updates	Staff to be sent updates in guidance as it is received	Edward Flood	Ongoing	

	Communication to staff	Staff briefing to take place before school opens – staggered for social distancing Staff to be updated as new guidance is given Staff briefed on what to do if a child becomes symptomatic		1st September 2020 Ongoing	
	Communication to parents	Parents should be made aware of drop off and pick up procedures Start and finish times Expectations	Edward Flood	18 th July 2020 + 1 st September 2020	
	Communication to pupils	Pupils told rules and expectations Pupils encouraged to maintain social distancing whilst in class Toilets to be used no more than two at a time	Edward Flood	2 nd September 2020	
	Cleaning guidance	Cleaners to be kept up to date on gov guidance on cleaning school	Edward Flood	18 th July 2020	
	Supervision	Staff to be able to direct parents on one way system at start of day. Staff to remind parents to social distance at the end of the school day Staff to monitor toilets Staff to monitor queue for food	Staff	2 nd September 2020	

		Staff to direct children to correct seats for dinner			
	Isolation room	Identify an isolation room for any symptomatic children		18 th July 2020	
	COVID Testing for all school staff	All staff issued with lateral flow test kit to be used twice a week. Additional risk assessment produced.		25 th January 2021	

F	Once additional controls are implemented, what will the overall risk level be: High Medium Low	Risk assessment signed off by: E. Flood Signature: E. Flood Date: 24/08/20 <i>Please note an electronic signature will suffice.</i>
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