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| Risk assessment title | COVID 19 - Schools reopening | Risk assessment version ref | Version 20 |  Knowsley Council |
| Service | Education | Safe system of work ref (if applicable) | | |
| Employee group effected | School staff and pupils | School Name | St Margaret Mary's Roman Catholic Junior School | |
| Assessor's name: | Rebecca Wilkinson | Job title | Headteacher | |

Indicate below the reason for completion of this checklist by inserting a date ✓

| First risk assessment date | Scheduled risk assessment review | Accident or incident | New work equipment | New work processes | New employee or new role | Change to method of working | Change to the work environment |
|----------------------------|-------------------------------------|----------------------|--------------------|--------------------|--------------------------|-----------------------------|--------------------------------|
| May 2020 | 4 th February 2021 | | | ✓ | | ✓ | ✓ |

List other relevant documents:

- Due Diligence Document
- Teaching and Teaching Assistant Staff (COVID) RA
- Site Manager/Caretaker (COVID) RA
- Cleaning Staff (COVID) RA
- Office and Receptionist RA
- Review Individual Teaching RA
- All Contractor COVID RA's
- Health and Safety Policy
- Child Protection Policy
- Infection Control Policy
- Emergency and Business Continuity Policy
- Staff Handbook (Covid Included)
- Covid 19 poster guidance for parents and staff (Including SMMJ Appendix)

Further guidance can be found by following the link below.

Link to page on guidance to educational establishments <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

| Risk Rating Matrix | | Severity | Likelihood | | | | | |
|------------------------------------|---|-----------------|----------------|-----------------|------------|------------|----------|---------------|
| 1 - 4 Low risk | The risk has been controlled to a level that no further actions are required. However care must be taken to ensure controls are monitored and maintained. | | | 1 Improbable | 2 Unlikely | 3 Possible | 4 Likely | 5 Very likely |
| 5 - 9 Medium risk | Look to improve the control measures at the next review i.e. within 12 months. | | 5 Catastrophic | 5 | 10 | 15 | 20 | 25 |
| 10 - 15 Medium (but elevated) risk | Look to improve the control measures within a specified time scale i.e. within one week/month. | | 4 Severe | 4 | 8 | 12 | 16 | 20 |
| 20 - 25 High risk | Stop activity taking place and make immediate improvements before continuing with the activity. | | 3 Moderate | 3 | 6 | 9 | 12 | 15 |
| | | | 2 Minor | 2 | 4 | 6 | 8 | 10 |
| | | 1 Insignificant | 1 | 2 | 3 | 4 | 5 | |

| STEP 1 | | STEP 2 | | STEP 3 | | | | |
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| What are the hazards? | Who could be harmed? | How can harm occur? | What measures are/should be in place to eliminate or reduce the risks? | Risk Evaluation | | | Rating | What additional control measures are required? |
| | | | | Severity (1 - 5) | Likelihood (1 - 5) | Residual Risk (S x L) | Acceptable - Unacceptable | |
| Local and Regional rate of Infection – R rate. | All users of the school | Increased risk of Covid 19 transmission in the population. | <ul style="list-style-type: none"> All stakeholders will be updated regularly. | 4 | 4 | 16 | Medium elevated risk | |
| Ensuring the safety of Clinically extremely vulnerable staff | All in the category | Increased risk of Covid 19. | <p>As of 5th January 2021 the country was put into lockdown. Staff who are classed as 'Clinically Extremely Vulnerable', where possible, work from home.</p> <ul style="list-style-type: none"> Staff have been asked to inform school if they fall into a category or receive letter from their GP instructing them to self-isolate. If this is not possible staff can still | 4 | 3 | 12 | Medium elevated risk | |

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| | | | <p>attend their workplace as this is COVID-secure.</p> <ul style="list-style-type: none"> All staff in this category have an individual risk assessment in place. | | | | | |
| Infections and possible injuries caused by poor maintenance or hygiene practices | All users of the school | Building not being reopened correctly | <ul style="list-style-type: none"> The school building has remained open throughout and necessary health and safety checks have continued during this time by the premises officer (in communication with the SBM). The Schools' Public Health Guidance is followed at all times Legionella flushing takes place in line with H&S guidance (ensuring that all water outlets have been flushed). The site manager checks the temperature of water and checks for leaks. All emergency lighting is tested Findings are recorded on the test sheet Continued fire alarm tests (with a secure link to any monitoring station) to ensure it is operational. Findings are recorded on a test sheet. All internal escape routes and final exits are checked ensuring that the doors open and the escape routes are clear (taking into consideration the new classroom lay outs). Emergency evacuation procedures are practised regularly (taking into consideration additional time to leave the building and social | 4 | 3 | 12 | Medium elevated risk | Premises officer, Head Teacher, Business Manager and other support staff to continue to have a full list of weekly tasks which are assigned individually and secondly in the event of an absence. |

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| | | | <p>distancing at the designated muster points). The last took place on 08.01.21. A further evacuation to take place in the Summer Term.</p> <ul style="list-style-type: none"> • Ice Cats training took place in September 2020. • Fire Marshall to be on site at all times • All Personal Emergency Evacuation Plans (PEEP's) have been updated (Autumn 2020). • If close contact with a pupils is unavoidable ensure staff have PPE close at hand. • All intruder and panic alarms to be tested (making sure the links to the monitoring station are in place). • Increased cleaning of the building has continued to take place. Where necessary, any additional cleaning throughout the day will be organised (in consultation with the Local Authority). • Staffrooms are cleaned between bubble use. • Specific PPE bins are placed inside all rooms in bubbles, the medical room and isolation room. | | | | | |
| Risk of cross contamination of COVID 19 | All users of the school | Cross contamination or spread of COVID-19 amongst colleagues and pupils. | <ul style="list-style-type: none"> • Staff and pupils are made to sanitise their hands on entering the premises and on each occasion they move around the school premises and following break and lunch times. • Pupils receive a daily reminder of the correct rules to follow regarding social distancing and sanitation. | 4 | 3 | 12 | Medium (elevated risk) | <p>The current situation is constantly changing (in line with Government Recommendations COVID-19 updates). Website will be visited regularly to check adequacy of current control measures.</p> <p>An agreed communication checklist has been finalised</p> |

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| | | | <ul style="list-style-type: none"> The building is prepared to enable social distancing to 2 metre for pupils (where possible) and 2 metres for staff (where possible). Visors / face masks must be worn in all classrooms and communal areas where a 2m distance cannot be maintained e.g. when supporting a child. Key worker families requesting a place are required to provide reasons for their request and provide evidence e.g. Work ID badge. Without evidence the place will not be offered. Shared specific resource rooms (eg. IT suite and school hall) risk assessed and planned to ensure cleaning in between use of pupils (a rota is organised to enable safe access for bubbles). Cleaning records are also in place and checked. IT Equipment is wiped with antibacterial wipes between uses. The staff hand book includes information regarding year bubbles, timetables, start, end times, breaks and lunches. Staff rooms are allocated per year group and staff must socially distance whilst dining. SLT monitor levels of staffing. Where there are | | | | | <p>and shared with office staff. The office staff to answer the phones and provide accurate advice regarding COVID-19 to callers reporting symptoms or concerns.</p> <p>School will communicate to stakeholders any updates as follows;</p> <p>Staff/Governors – email, whatsapp and staff hand book.</p> <p>Parents – email, school app, website.</p> <p>The PHE record form for close contact will continue to be used to record any instances of close contact (according to DfE guidance) in order to support the track and trace systems. The forms will be held by the designated safeguarding lead. Staff must report any instances of close contact to the DSL when instances occur.</p> |

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| | | | <p>insufficient staff to deliver face to face learning, remote learning will be put in place for pupils (Other than Key Worker and Vulnerable pupils who will continue to attend school).</p> <ul style="list-style-type: none"> • SLT to make arrangements to ensure continued oversight of remote learning (due to possible numbers of students who may struggle to return due to self-isolation and or shielding). • Staff working from home have been asked to complete a Home Working Self-Assessment and provided a copy of our Home Working Risk Assessment. These to be assessed and any actions completed where possible. • Pupils are not allowed into any other bubble and are taught with the same pupils daily. • Pupils are given regular sessions on how to prevent cross contamination whilst in school. • Lunches are eaten in classes with pupils from their own bubbles only to reduce movement around school. • Pupils are instructed to bring with them a labelled water bottle which is kept on their desk throughout the day. • In the event of a child arriving without a water | | | | | |

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| | | | <p>bottle, school provide them with one to keep.</p> <ul style="list-style-type: none"> The curriculum is delivered in the same classroom (to avoid pupils having to move around the building). Where lessons do not take place in the classroom, they will take place outdoors. This will be timetabled to reduce the number of pupils outdoors at any one time. All extracurricular activities are delivered remotely. Outdoor learning is timetabled (to avoid interactions with other groups) Assemblies and Collective Worship are carried out in classes or remotely rather than in the school hall at this time. PPE is provided and worn where necessary following the advice of the HSE. Instances when PPE will be required include:- <ul style="list-style-type: none"> -When administering First Aid -When dealing with a child who is unwell -When supervising a child who demonstrates symptoms of COVID 19, including the transfer around school to the isolation room. -If it is necessary to positively handle a child. -Visors must be worn in all classrooms and areas where a | | | | | |

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| | | The Marking of pupil work. | <p>2m distance cannot be maintained.</p> <ul style="list-style-type: none"> • First Aiders refer to guidance for the use of PPE • Staggered start and end times for collecting pupils has been implemented and communicated to all stakeholders via our communication paths. • Where possible when marking pupil work verbal/electronic feedback is recommended. Where it is necessary to mark pupil work in books disposable gloves will be made available in each class. | | | | | |
| LFD & PCR Testing | All users of the School | Failing to follow guidance | <p><u>Key</u></p> <p>LFD's (Lateral Flow Device) are the tests you receive either at a local testing centre or that you administer yourself when you have no symptoms of Covid 19.</p> <p>PCR (polymerase chain reaction) are the tests administered professionally when you have either tested positive from a home LFD test or when you have symptoms of Covid 19.</p> <p><u>Guidance</u></p> <p>Public health guidance has now changed around testing and self-isolation.</p> <p>Please find a summary of the key changes below:</p> | 4 | 3 | 12 | Medium (elevated risk) | School are updating staff, governors and the community of the latest government guidance via its Covid risk assessment once it's received from professional bodies. |

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| | | | <ul style="list-style-type: none"> If staff have tested positive using a PCR test, you must not take another PCR test within 90 days as you will have to self-isolate for 10 days following any subsequent positive result within these 90 days. If staff have tested positive with a PCR test within the last 90 days <u>they should continue to test using the LFD process</u>. The LFD test should not pick up a positive result unless the member of staff is still infectious. If the member of staff tests positive they must self-isolate for 10 days. If staff receive a positive LFD test they must self-isolate immediately. If staff are LFD testing at home they must still confirm your test result with a PCR test result. If staff are LFD testing on site, such as in school or at a testing centre, they <u>do not need</u> to gain a confirmatory PCR if they test positive with the LFD test. If staff have received the covid vaccine they should continue to test using the LFD process. If staff have received the covid vaccine and are clinically extremely vulnerable they must continue to shield until | | | | | |

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| | | | <p>further information is released.</p> <p>Every member of staff has been offered a LFD testing kit and advised to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.</p> <p>Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although testing is not mandatory, staff are strongly encouraged to participate in testing.</p> | | | | | |
| Staff showing symptoms of COVID 19 | All users of the school | Cross contamination or spread of COVID-19 amongst staff pupils and other users of the building. | <p>SLT</p> <ul style="list-style-type: none"> The current situation is constantly changing. SLT regularly check the government COVID-19 update. Website is visited daily by SLT to check adequacy of current control measures. Regular SLT meetings will involve review of the risk assessment according to new guidance. Our whole school community are provided with a guidance poster which explains what to do in the event of a suspected and confirmed case both in and outside of school and what | 4 | 2 | 8 | Medium risk | <ul style="list-style-type: none"> The current situation is constantly changing. In line with Government Recommendations, the COVID-19 update. Website will be visited regularly to check adequacy of current control measures. School will continue to follow the outbreak management plan guidance. People who have |

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| | | | <p>school will do in the event of a suspected and confirmed case of COVID 19.</p> <ul style="list-style-type: none"> Physical lesson observations / learning walks have been suspended and replaced with a remote solution. Staff will now record their lessons and send them electronically to SLT. <p>Staff</p> <ul style="list-style-type: none"> If a member of staff starts showing symptoms of COVID 19 the employee is to leave work as soon as possible, follow government guidance for self-isolation and arrange a test. Records of who the staff member has been in contact with are noted and guidance relating to the track and trace system followed. This information is reported to the LA as per the Outbreak Management Plan. Where a member of staff goes into self-isolation the school will arrange enhanced cleaning of the locations that they have been to. If staff are tested and the test comes back negative staff can arrange to return to work If the test is inconclusive, the staff must remain in isolation and arrange another test within 5 days of symptoms. If the test is positive, the bubble is put into self-isolation for a minimum of 10 days and school seek advice from the local | | | | | <p>experienced 'contact' according to the DfE and PHE guidance will be sent home also and a rest recommended. The details of what constitutes 'contact' will be shared with staff in health and safety briefings and via the handbook</p> <ul style="list-style-type: none"> Log Book is in place to record suspected cases in school – This will be shared with all staff as an electronic sheet is saved onto the Google Drive. All staff advised to continue downloading the tracking app. Communication letters, work packs to be provided to support the children who may need to self-isolate should a case of COVID break out in school Single case guidance (with a step by step guide) to continue to be followed. In the event of a potential lockdown a 'Warn and Inform' |

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| | | | <p>authority / health protection team.</p> <ul style="list-style-type: none"> Employee informs a member of the Senior Leadership Team of the test result If any member of staff or their immediate family is concerned that they have COVID 19 due to displaying symptoms, they must remain at home and arrange a test. If the results are negative, staff member can return to school. If the test is inconclusive, staff must remain in isolation and arrange another test within 5 days of symptoms. If the test is positive, the staff member must isolate for a minimum of 10 days. Specialist teachers will be allocated to separate rooms and will not be expected to work across different rooms. The blended learning plan will continue to enable the curriculum to be delivered by non-specialist teachers and also to students at home or in school. <p>Pupils</p> <ul style="list-style-type: none"> If a pupil starts showing symptoms of COVID 19 whilst in school, staff wear PPE to collect the pupil and relocate them to the school's isolation room. School contacts the parent or guardian to collect the pupil. Parent's guardians are told that they must arrange a test for the child. | | | | | <p>letter is ready to go to all the community.</p> <ul style="list-style-type: none"> School to continue to actively engage with the NHS Test and Trace process. |

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| | | | <ul style="list-style-type: none"> In the event of a pupil requiring the use of a toilet, the nearest facility will be made available for them and closed following use until an enhanced clean has taken place. If COVID -19 is suspected staff in close contact wear the appropriate PPE, as indicated in the PPE guidance When the pupil has left the school, the teaching zone and isolation room used are given an enhanced clean. Records of who the pupil has been in contact with are recorded and the NHS test and trace process followed. If the results are negative, the pupil member can return to school. If the test is inconclusive, the pupil must remain in isolation and arrange another test within 5 days of symptoms. If the test is positive, the bubble is put into self-isolation for a minimum of 10 days and school seeks advice from the local authority / health protection team. School will also contact PHE on 0800 046 8687 (Option1). Where a pupil persistently refuses to follow social distancing guidance (in line with our Covid Behaviour Policy Appendices), they are at risk of relinquishing their place to another pupil on the waiting list. | | | | | |

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| Controlling the spread of COVID-19 | All users of the school | <p>COVID-19 is transmitted by inhalation or ingestion in the same way that normal seasonal flu is transmitted.</p> <p>Contact: By hand to face/mouth/nose/eye.</p> <p>Droplet: By coughing and sneezing and aerosol droplets being inhaled</p> <p>Airborne: Fine droplets may stay in the air longer and spread the infection without close contact</p> <p>Reducing contact through restructuring the school day and lay out of the school</p> | <ul style="list-style-type: none"> Each year group has its own arrival and leaving time and designated toilet and staff room. Late arrivals enter school via the main reception. These children will be asked to wait while a member of staff from their class collects them and takes them to their bubble. Unless exempt, staff must wear either a face mask or visor when they are meeting parents at the end of the day. Classes must have a minimum of two windows open slightly throughout the day to ensure good ventilation. Staff and pupils are advised to wear extra layers of clothing to keep warm. Hygiene stations are set up in all rooms and at the entrances to the building and bubbles. Specific PPE bins are placed inside the medical room and isolation room Bubbles are allocated individual play areas and sport equipment which is not shared with other pupils. All classrooms have forward facing desks and allow adequate space between each pupil. Four playgrounds are used for staggered breaks and lunches. Only one bubble occupies one area at a time. Breaks and lunchtimes are staggered to reduce number of people gathering and ensure lunches are eaten with members of their own bubbles only. | 4 | 2 | 8 | Medium risk | <p>The school to continue to operate staggered start and end process as detailed below:-</p> <p>Years 3 and 5 arrive at 8.30am & years 4 and 6 arrive at 8.45am.</p> <p>At the end of the day years 3 and 5 leave school at 2.50pm and years 4 and 6 leave school at 3.05pm.</p> <p>All years arrive through the side gate.</p> <p>At the end of the day years 3, 4 and 5 arrive at the pupil gate, year 6 parents arrive through the main school gate and leave through the pupil gate.</p> <p>CO2 detectors have been ordered and will be placed around school once received.</p> |

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| | | | <ul style="list-style-type: none"> The lunch time menu has been reduced to a sandwich or jacket potato option. New Behavioural Policy agreed by governors and shared with all staff and pupils. All staff have their own resources and are instructed not to share with other classes or bubbles. During exercise classes, social distancing measures are observed when scheduling activities Staff rooms and offices have been assessed for staff to use keeping social distancing rules. (Staggering of class schedules also assists with social distancing in staff rooms). To help keep distances between the desks, unwanted furniture (and where appropriate larger pieces of furniture) has been removed/re-located Class bubble sizes are to be no larger than 15 pupils. The capacity for each year group to be no more than 30 pupils. Access and egress routes to be kept clear of desks. If the classroom has a final exit, pupils to use the classroom door to enter the school, so they do not have to walk through the building. This can include fire exits where necessary but must be closed and secured at the end of the day Staff room to be organised with socially distanced chairs (chairs removed to provide 2m distancing) | | | | | |

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| | | | <ul style="list-style-type: none"> One member of staff at a time to use the staff toilets Cleaning schedules have been reprioritised to include, handles, buttons and doors, light switches, toilets and sinks, food preparation areas, hard surfaces tables. School recommends that staff undertake a Covid Test on a twice weekly basis, using their LFD kits or local testing stations (even if they have no symptoms). KMBC and Liverpool CC have designated sites who can provide tests. Times are prioritised times for school based staff. (This also extends to supply staff and trainees). | | | | | |
| Controlling the spread of COVID-19 | All users of the school | Reducing contact through reducing access to the school grounds | <ul style="list-style-type: none"> Start and end times are staggered Social Distancing markers are in place (both internally and externally) to give guidance to staff and parents. All pupils enter the grounds independently. Where it is felt that this is not appropriate for a particular child, only ONE parent is allowed to enter the grounds and should wait in a pre-allocated designated area on the floor markings identified. Parents entering the school grounds must wear a face mask unless they can prove exemption on medical grounds. Signs for parents have been erected in the windows of entrance doors and on the school gates. Staff supervise the outside of the building at the start of the school | 4 | 2 | 8 | Medium risk | |

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| | | | <p>day to ensure pupils walk in and practice social distancing.</p> <ul style="list-style-type: none"> On leaving the class for home children are held back in the school grounds until a parent or guardian arrives to collect them. Contractors should not enter the premises without an appointment. Confirmation will be sought from contractors around their own best practices and PPE before arriving at school. On arrival on site contractors to be informed of the hygiene and social distancing measures operating in the school which they must follow. If contractors do not follow the control measures they are to be asked to leave the premises, with consideration as to whether they are to be allowed on site again. If contractors are working on site work (where possible) to be completed at either end of the school day when the school is less populated. Visitors to the building are discouraged at this time (essential visitors only should visit and should have an appointment) If the school is taking a delivery of stock, delivery is left outside the parent room which is a suitable safe position (not blocking access or egress routes). Staff from the school to move the stock to the place of storage. Delivery staff are not to walk around schools. | | | | | |
| Controlling the spread of COVID-19 | All users of the school | Reducing infection through improved hygiene. | <ul style="list-style-type: none"> All access points in use at the school will have hand cleaning facilities and on entering and | 4 | 2 | 8 | Medium risk | <ul style="list-style-type: none"> The current situation is constantly changing. In line with |

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| | | | <p>leaving the building, hands are to be sanitised.</p> <ul style="list-style-type: none"> • Catch it, Kill it, Bin it posters have been erected around the building. • Hand sanitising points are placed all around the school, especially outside toilets, inside dining halls and staff rooms and offices. • Cleaning schedules have been reprioritised to include; <p>Door handles door release buttons, and doors. Light switches, Toilets and sinks, food preparation areas (drinks station), hard floor surfaces. Tables and hard surfaced chairs.</p> <p>Cleaning taking place at least three times a day.</p> <p>As years 3 and 4 use the same toilets at lunchtime, these are scheduled to be cleaned between year group use and after lunchtimes to avoid cross contamination.</p> <ul style="list-style-type: none"> • Where possible, all soft, hard to clean toys and teaching aids have been removed from classrooms. • Shared outdoor equipment is not to be used (footballs, table tennis equipment) as there is not the capacity for this to be cleaned in between groups • Pupils are given the necessary equipment they will need (books pencils calculators) and therefore should not bring any equipment into school. | | | | | <p>Government Recommendations, the COVID-19 update. Website will be visited regularly to check adequacy of current control measures.</p> |

| STEP 1 | STEP 2 | | STEP 3 | | | | | |
|------------------------------------|-------------------------|---|---|------------------|--------------------|-----------------------|---------------------------|--|
| What are the hazards? | Who could be harmed? | How can harm occur? | What measures are/should be in place to eliminate or reduce the risks? | Risk Evaluation | | | Rating | What additional control measures are required? |
| | | | | Severity (1 – 5) | Likelihood (1 – 5) | Residual Risk (S x L) | Acceptable - Unacceptable | |
| | | | <ul style="list-style-type: none"> • Pupils are not be allowed to share equipment outside their bubbles. • Cleaning materials to be present in areas • Staff and building users are to use tissues to cover mouth and nose when coughing or sneezing, (especially during times of high pollen) • Tissues are disposed of in disposable bags as soon as possible. • Hands are sanitised on entering and prior to leaving the building. • Hands are also sanitised regularly throughout the day, especially before and after toileting, before food and drink preparation, after sneezing and coughing and when they enter and leave the building for exercise. • Staff and children are encouraged not to touch their mouth, eyes or nose. • Catch it, bin it, kill it is encouraged | | | | | |
| Controlling the spread of COVID-19 | All users of the school | Reducing infection through the use of personal protective equipment (PPE) | <ul style="list-style-type: none"> • If social distancing cannot be observed and close contact is unavoidable PPE is to be used by staff where necessary. E.g. personal care for specific pupils, performing first aid, intervening if a pupil is in danger of harming themselves or others. • PPE is required when staff are assisting a symptomatic adult or pupil. • Specific PPE bins are placed inside all rooms in bubbles, the medical room and isolation room. | 4 | 3 | 12 | Medium elevated risk | |

| STEP 1 | STEP 2 | | STEP 3 | | | | | |
|------------------------------------|-------------------------|---|--|------------------|--------------------|-----------------------|---------------------------|--|
| What are the hazards? | Who could be harmed? | How can harm occur? | What measures are/should be in place to eliminate or reduce the risks? | Risk Evaluation | | | Rating | What additional control measures are required? |
| | | | | Severity (1 – 5) | Likelihood (1 – 5) | Residual Risk (S x L) | Acceptable - Unacceptable | |
| | | | <ul style="list-style-type: none"> The Behaviour Policy has been updated and devolved to staff. If PPE has been used it should be taken off site. All used equipment is to be double bagged and sealed before disposing of it immediately All PPE is to be stored in the Site Manager's room so staff can access it without delay. PPE is available in the Isolation Room Site Manager (and in his absence, the Business Manager) monitor the levels and use of PPE and re-order when necessary, ensuring stock does not run out. The use of PPE is guided by a risk assessment. | | | | | |
| Controlling the spread of COVID-19 | All users of the school | Reducing infection through communication with buildings occupants | <ul style="list-style-type: none"> School has communicated with all parents and staff about the schools new operating procedure, highlighting any new rules and any changes in access to the school. Teachers to keep their pupils in the same class at all times. If it is necessary to communicate with other areas of the school, other methods of communications, eg. telephones should be used to reduce access of individuals around the building Only staff (not pupils) are allowed to answer the telephone in class. One way system has been put in place in corridors with markings and signs to remind users about social distancing. Staff to monitor the corridors at key times to ensure pupils do not start congregating (eg when pupils need to access the toilet). | 4 | 2 | 8 | Medium risk | |

| STEP 1 | STEP 2 | | STEP 3 | | | | | |
|--------------------------------|----------------------|--|--|------------------|--------------------|-----------------------|---------------------------|--|
| What are the hazards? | Who could be harmed? | How can harm occur? | What measures are/should be in place to eliminate or reduce the risks? | Risk Evaluation | | | Rating | What additional control measures are required? |
| | | | | Severity (1 – 5) | Likelihood (1 – 5) | Residual Risk (S x L) | Acceptable - Unacceptable | |
| | | | <ul style="list-style-type: none"> • If the need arises to communicate with other staff/building users 'Social Distancing' measures should be adhered to at all times. • Social distancing message to be reiterated throughout the day eg when giving instructions (some pupils may require additional support in understanding e.g. Social stories) • Posters are displayed around the building as a reminder to pupils and staff to wash their hands regularly throughout the day for at least 20 seconds. • Teachers use prompts to help reinforce the importance of hand washing • The message about washing hands is to be reinforced throughout the day by teaching staff • Visits to the school made by parents and business colleagues are discouraged at this time. • Parents/visitors must wear a face mask / visor when entering the school premises. • Only one visitor allowed in reception at any one time. Once seen the visitor will be asked to wait outside. • All meetings to be held via Zoom – (including staff, management, team and community). • Communication with parents to take place by e mail/telephone (remote phones which should be cleaned after use should be used-not the school office phone) | | | | | |
| Covid – 19 cross contamination | Staff and pupils | Personal contact between staff and pupils with educational and medical needs | <ul style="list-style-type: none"> • A key member of the team involved in the pupil's education is to be present to provide continuity | 5 | 2 | 10 | Medium (elevated risk) | |

| STEP 1 | STEP 2 | | STEP 3 | | | | | |
|--------------------------------|----------------------|-------------------------|---|------------------|--------------------|-----------------------|---------------------------|---|
| What are the hazards? | Who could be harmed? | How can harm occur? | What measures are/should be in place to eliminate or reduce the risks? | Risk Evaluation | | | Rating | What additional control measures are required? |
| | | | | Severity (1 – 5) | Likelihood (1 – 5) | Residual Risk (S x L) | Acceptable - Unacceptable | |
| | | | <p>of service and reduce enhanced behaviour.</p> <ul style="list-style-type: none"> • Staff to discourage contact with the pupil and explain the reasons. • All staff working with the pupil to be made aware of signs of elevated behaviour and what trigger the pupil might show prior to aggressive actions. • If the pupil starts showing signs of elevated behaviour, deescalating techniques should be used. • If the need of physical intervention occurs, staff should wear appropriate PPE as in line with the PPE guidance and risk assessment | | | | | |
| Covid – 19 cross contamination | Staff and pupils | Administering first aid | <ul style="list-style-type: none"> • First Aider will be on site at all times • Pastoral care to be given from a distance. • Visors should be worn in all circumstances. • If possible, small cuts and grazes to be cleaned and dressed by the person injured (receiving guidance). Where this is not possible, the child's parent will be called to collect their child so that the wound can be cleaned at home. • If possible, injured person to collect all contaminated materials and securely bag it. • If treating a person the first aider to wear all recommended PPE, apron, gloves, mask, & goggles (if there is a risk of spitting, vomiting or coughing). • If the need occurs to perform rescue breaths in CPR a face mask/barrier must be used. | 5 | 2 | 10 | Medium (elevated risk) | First aid kits to continue to be available in each area to reduce movement around school and portable kits provided during breaks and lunchtimes. |

| STEP 1 | STEP 2 | | STEP 3 | | | | | |
|--------------------------------|----------------------|--|--|------------------|--------------------|-----------------------|---------------------------|--|
| What are the hazards? | Who could be harmed? | How can harm occur? | What measures are/should be in place to eliminate or reduce the risks? | Risk Evaluation | | | Rating | What additional control measures are required? |
| | | | | Severity (1 – 5) | Likelihood (1 – 5) | Residual Risk (S x L) | Acceptable - Unacceptable | |
| | | | <ul style="list-style-type: none"> All used PPE must be disposed of in accordance with the guidance listed above Clear records to be kept of all pupils who have sustained an injury in school and who have received first aid | | | | | |
| Covid – 19 cross contamination | Staff, | Cross contamination of virus through transport. | <ul style="list-style-type: none"> All non-essential trips to be cancelled. If private transport is used on school business staff to travel in individual vehicles unless they are from the same family group. Minibus to be used to transport vulnerable pupils. Bus to be driven/supervised by the same people and wiped down before and after each use. Staff should sit 2 metres apart on the minibus. Contact points to be washed down every time the minibus driver changes (not just once a day). Pupils and Parents to be encouraged to walk/cycle to school! | 4 | 2 | 8 | Medium | |
| Covid – 19 cross contamination | Staff, | Cross contamination of virus in offices and staff rooms. | <ul style="list-style-type: none"> All staff areas to be restructured to help keep social distancing, only two people to use offices at any one time as per the staff hand book. Office staff to have their own desk and not to use equipment from other workstations. Staff must not make phones calls from the main office. They must use a mobile in other parts of school. Staff must sanitize the phone after use. Pupil contact details are now delegated to the year groups to | 4 | 2 | 8 | Medium | <ul style="list-style-type: none"> All staff to be given copies of the Risk Assessment All staff to read and sign to say that they know what is expected of them |

| STEP 1 | STEP 2 | | STEP 3 | | | | | |
|--------------------------------|----------------------|--|--|------------------|--------------------|-----------------------|---------------------------|--|
| What are the hazards? | Who could be harmed? | How can harm occur? | What measures are/should be in place to eliminate or reduce the risks? | Risk Evaluation | | | Rating | What additional control measures are required? |
| | | | | Severity (1 – 5) | Likelihood (1 – 5) | Residual Risk (S x L) | Acceptable - Unacceptable | |
| | | | <p>avoid congestion in the main office.</p> <ul style="list-style-type: none"> • Use of shared areas eg staffroom, photocopying room etc to be rotated using the area one person as a time. • Sign to be put on the doors of the above rooms to re-iterate one person at a time • After using the printer/photocopies all hand contact areas of the photocopier and door handles to be wiped down. • When making drinks, tea coffee etc. staff to make own and not make drinks for other team members. • Social distancing guidelines should be observed when using kettles and food preparation. • No cutlery/crockery will be available for communal use • All personal cutlery/crockery to be washed after use and temporarily stored at their workstation or in a small sealed container, so other staff cannot use them and they cannot be contaminated by airborne particles. | | | | | |
| Covid – 19 cross contamination | Staff and pupils | Cross contamination of virus in toilets. | <ul style="list-style-type: none"> • Each bubble to be allocated designated toilets and handwashing station that is as close to the classroom as possible. • Pupils and staff to clean hands before entering the toilet block and after using the toilet. • Additional cleaning of toilets to take place. • Toilets to be supervised by adult at all times. Children to enter the | 4 | 2 | 8 | Medium (elevated risk) | |


| STEP 1 | STEP 2 | | STEP 3 | | | | | |
|-------------------------------|---|--|---|------------------|--------------------|-----------------------|---------------------------|---|
| What are the hazards? | Who could be harmed? | How can harm occur? | What measures are/should be in place to eliminate or reduce the risks? | Risk Evaluation | | | Rating | What additional control measures are required? |
| | | | | Severity (1 – 5) | Likelihood (1 – 5) | Residual Risk (S x L) | Acceptable - Unacceptable | |
| | | | <p>toilets one at a time (at designated times where possible although clearly this is not always feasible)</p> <ul style="list-style-type: none"> • Pupils to be reminded about social distancing when queuing outside to enter. • Pupils to go to the toilet in very small groups (no more than three-with one pupil waiting outside the toilets and no more than two in the toilets) • Alternative sinks to be used for handwashing • Sanitising wipes to be provided in all toilets. | | | | | |
| COVID-19 infection. | Extremely vulnerable employees and those in receipt of NHS England shielding letter | A full list of those identified as falling into the extremely vulnerable group can be found here: Latest CEV Guidance as at 31.12.21 | <ul style="list-style-type: none"> • Headteacher to be contactable at all times • SENCO and DSL to be on site at all times during the school day. • Individual Risk Assessments are carried out for CEV staff • CEV staff to work from home, where possible • In an emergency we would utilise the safeguarding DSL from the infant's school. | 5 | 2 | 10 | Medium (elevated risk) | The current situation is constantly changing. In line with Government Recommendations, the COVID-19 update . Website will be visited regularly to check adequacy of current control measures. |
| COVID-19 Impact on well being | Staff and pupils | Anxiety arising as a result of the current situation | <ul style="list-style-type: none"> • Learning Mentor/Deputy Headteacher to be on hand to support pupils. • Staff and parents to be signposted to support services • Staff to be given clear, realistic expectations of their load. • Staff meetings to be held via Zoom. • Staff to be given clear communication of any available CPD • One member of staff per year group to provide PPA to a bubble | 3 | 3 | 9 | Medium Risk | • |

| STEP 1 | STEP 2 | | STEP 3 | | | | | |
|---|----------------------|---|--|------------------|--------------------|-----------------------|---------------------------|--|
| What are the hazards? | Who could be harmed? | How can harm occur? | What measures are/should be in place to eliminate or reduce the risks? | Risk Evaluation | | | Rating | What additional control measures are required? |
| | | | | Severity (1 – 5) | Likelihood (1 – 5) | Residual Risk (S x L) | Acceptable - Unacceptable | |
| | | | <p>(this may be half a day a week or a week on/a week off).</p> <ul style="list-style-type: none"> Physical lesson observations / learning walks have been suspended and replaced with a remote solution. Staff can now record their lessons and send them electronically to SLT. Year group leaders will ensure that all staff in their year group receive their full PPA. Regular contact is maintained with pupils and staff who are shielding / self-isolating. Particularly vulnerable pupils. Vulnerable pupils who do arrive at school when expected are contacted. Pupils and staff are sign posted (via our newsletter) to avenues of support for mental health and wellbeing Our newsletter highlights the members of staff to contact in relation to any issues around mental health and wellbeing. All vulnerable pupils are offered a place in school. In the event that this place is declined a risk assessment would be completed for the child (In consultation with the relevant agencies). In the event that a bubbles closes the local authority will alerted so that vulnerable pupils can be monitored by school and LA. | | | | | |
| COVID-19 Remote Learning for Shielding Pupils | Pupils | Loss of learning as a result of being advised to shield | <ul style="list-style-type: none"> Online learning provided to pupil Paperwork / books provided to pupils Regular feedback from teachers in respect of progress to take place. | 2 | 3 | 6 | Medium Risk | The current situation is constantly changing. In line with Government Recommendations, the COVID-19 update . Website |

| STEP 1 | STEP 2 | | STEP 3 | | | | | |
|-------------------------------|----------------------|-------------------------------|---|------------------|--------------------|-----------------------|---------------------------|---|
| What are the hazards? | Who could be harmed? | How can harm occur? | What measures are/should be in place to eliminate or reduce the risks? | Risk Evaluation | | | Rating | What additional control measures are required? |
| | | | | Severity (1 – 5) | Likelihood (1 – 5) | Residual Risk (S x L) | Acceptable - Unacceptable | |
| | | | <ul style="list-style-type: none"> Regular contact from Learning Mentor around inclusion, mental awareness and transition for return to school when permitted. All pupils undertaking remote learning without IT at home provided a Chrome Book on loan. | | | | | will be visited regularly to check adequacy of current |
| COVID-19 Impact on well being | Staff and pupils | Potential future lockdown | <ul style="list-style-type: none"> A full remote educational offer is available through Google Classroom/Zoom/Oak Academy materials and booklets/worksheets. Singing and the playing of Brass/Woodwind instruments are not taking place at this time. Staff and pupils have access to our Wellbeing programme 'Sunshine after the Rain'. In the event of a partial lockdown school will follow the Tiers of Restriction guidance where applicable. All pupils undertaking remote learning without IT at home provided a Chrome Book on loan. Additional support is provided for pupils with SEND. This is detailed in our remote education offer (available on the school website). | 3 | 3 | 9 | Medium Risk | <p>The current situation is constantly changing. In line with Government Recommendations, the COVID-19 update. Website will be visited regularly to check adequacy of current control measures.</p> <p>All decisions taken by school will be made in conjunction with our Local Authority Link Advisor and our SLT.</p> |
| COVID-19 Safe Travel | Staff and Pupils | Travelling to and from school | <ul style="list-style-type: none"> Advice and guidance has been forwarded to staff and pupils from Liverpool City Region Authority, advising them to cycle or walk to school when possible. The information also provides guidance on staying safe on public transport, PPE requirement, reduced capacity on buses and trains and changes to time tables. | 2 | 3 | 6 | Medium Risk | <p>The current situation is constantly changing. In line with Government Recommendations, the COVID-19 update. Website will be visited regularly to check adequacy of current measures.</p> |

| STEP 1 | STEP 2 | | STEP 3 | | | | | |
|--|----------------------|---|--|------------------|--------------------|-----------------------|---------------------------|--|
| What are the hazards? | Who could be harmed? | How can harm occur? | What measures are/should be in place to eliminate or reduce the risks? | Risk Evaluation | | | Rating | What additional control measures are required? |
| | | | | Severity (1 – 5) | Likelihood (1 – 5) | Residual Risk (S x L) | Acceptable - Unacceptable | |
| COVID 19 – Impact of pregnancy | Female employees | Contamination of the virus through in school. | <p>Pregnant women with heart conditions must work from home.</p> <p>Pregnant women who have reached 28 weeks' gestation or who have an underlying health condition are advised to work from home on full pay.</p> <p>To lower the risk of pregnant women up to 28 weeks gestation school will undertake a risk assessment which may result in the following alterations to their work pattern;</p> <ul style="list-style-type: none"> altering their working conditions or hours of work provide suitable alternative work on the same terms and conditions; or Possibly by suspending them on full pay (if there is no suitable alternative work). <p>There are no precedents and each individual assessment will be completed based on the individual's needs and health condition.</p> | 2 | 3 | 6 | Medium risk | COVID-19 update. Website will be visited regularly to check adequacy of current measures. |
| COVID 19 – Visitors delivering curriculum education. | All | Cross contamination or spread of COVID-19 amongst pupils and staff. | <ul style="list-style-type: none"> All suppliers providing an educational provision in school must provide their Risk Assessments prior to their visit. Risk assessments undergo due diligence by SLT to ensure compliance with school's own Risk Assessments. | 2 | 3 | 6 | Medium risk | Risk assessments to be kept on file by SBM. Updates to school's own risk assessments are provide to suppliers as they are updated. Music provision to be cancelled until further notice. |

| STEP 1 | STEP 2 | | STEP 3 | | | | | |
|--|----------------------|---|--|------------------|--------------------|-----------------------|---------------------------|---|
| What are the hazards? | Who could be harmed? | How can harm occur? | What measures are/should be in place to eliminate or reduce the risks? | Risk Evaluation | | | Rating | What additional control measures are required? |
| | | | | Severity (1 – 5) | Likelihood (1 – 5) | Residual Risk (S x L) | Acceptable - Unacceptable | |
| | | | <ul style="list-style-type: none"> Each visitor to be provided with a copy of the school risk assessment. | | | | | |
| Uncontrolled use and storage of alcohol based hand sanitiser | Staff and pupils | <p>Alcohol vapors are flammable and may ignite if they come in to contact with an ignition source, causing burns to individuals or damage to property.</p> <p>If inadvertently ingested the alcohol may cause nausea, headache, dizziness and intoxication.</p> <p>Spillages on hard surfaces such as floors may make them slippery and lead to injuries.</p> | <p>Important note</p> <ul style="list-style-type: none"> Please refer to column on the right hand side for details of first aid When stored properly and used correctly the risk of ignition from hand sanitiser is very low. Bottles of hand sanitiser are stored upright, with their lids kept firmly closed, in dry and cool places. Care should also be taken when carrying personal containers and dispensers to avoid accidental spills onto clothing, into pockets, bags or vehicles. The quantity of sanitiser kept in classrooms and corridors is kept as low as is reasonably practicable and limited for day-to-day purposes. Large spills should be cleaned and dried immediately. Bottles are kept away from sources of heat and ignition such as sparks and open flame and are not stored on radiators, avoiding contact with acids and oxidising substances. Spillages of the sanitiser are cleaned promptly. Items of clothing that becomes heavily contaminated with the solution will should be removed promptly to reduce the risk of ignition. | 4 | 2 | 8 | Medium risk | Staff to follow specifically detailed advice to be found where the sanitisers are stored. |

| STEP 1 | STEP 2 | | STEP 3 | | | | | |
|--|----------------------|--|---|------------------|--------------------|-----------------------|---------------------------|--|
| What are the hazards? | Who could be harmed? | How can harm occur? | What measures are/should be in place to eliminate or reduce the risks? | Risk Evaluation | | | Rating | What additional control measures are required? |
| | | | | Severity (1 – 5) | Likelihood (1 – 5) | Residual Risk (S x L) | Acceptable - Unacceptable | |
| | | | <p>Fire-fighting control measures.</p> <p>A number of safety data sheets record that the most suitable extinguishing medium for alcohol based sanitiser fires include, carbon dioxide or dry chemicals, alcohol resistant foam and sand. Fire risk assessment is reviewed annually.</p> | | | | | |
| Uncontrolled use and storage of alcohol based hand sanitiser | Staff and pupils | Alcohol based sanitiser can cause serious eye irritation if the solution gets into the eyes. In high concentrations, inhalation of the vapour could cause drowsiness and dizziness in a person. Ingestion of the sanitiser may cause nausea, headache, dizziness and intoxication. | <ul style="list-style-type: none"> Bottles used in classrooms should have lids kept closed and not be left unattended. They should be kept out of reach of children and once empty should be rinsed with clean water and disposed of responsibly. The control measures above limit the likelihood of harm occurring. The hand sanitiser is used in accordance with the “How to Hand rub” poster see end column. Posters are displayed in appropriate locations. | 4 | 2 | 8 | Medium risk |  <p>How to Handrub?</p> <p>WASH HANDS FOR HAND HYGIENE WASH HANDS WHEN PROPERLY SOILED</p> <p>Duration of the entire procedure: 20-30 seconds</p> <ol style="list-style-type: none"> 1. Wet hands with water. 2. Apply a small amount of the product to a palmated hand, covering all surfaces. 3. Rub hands together to create a lather. 4. Rub palm to palm with fingers interlaced. 5. Rub back of left hand with right hand and vice versa. 6. Rub heel of right hand with opposite palm and vice versa. 7. Rub thumb with opposite palm and vice versa. 8. Rub fingertips with palm and vice versa. 9. Rub the palm of one hand with the back of the other hand and vice versa. <p>World Health Organization Patient Safety SAVE LIVES</p> |

https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf

Likelihood scores

| Likelihood score | 1 | 2 | 3 | 4 | 5 |
|--------------------------------|---------------------------|-------------------------------------|-----------------------|----------------------|----------------------------------|
| Description | Improbable | Unlikely | Possible | Likely | Almost certainty |
| Broad description of frequency | Probably never happen | Possible but not expected to happen | Might happen or recur | Will probably happen | Will happen, possibly frequently |
| Timed frequency | Occurs less than annually | Occurs annually | Occurs monthly | Occurs weekly | Occurs daily |

Consequences/severity scores

| Consequence score | 1 | 2 | 3 | 4 | 5 |
|------------------------|--|--|--|--|---|
| Description | Insignificant | Minor | Moderate | Severe | Catastrophic |
| Impact and harm caused | Minor injury requiring no medical help | Minor injury or illness requiring <3 days off work | Moderate injury or illness requiring 4-10 days off work. RIDDOR reportable | Specified injury or illness. Requires over 10 days off work or leading to long term incapacitation | Fatality Permanent ill health or disfigurement |

AUTHORISATION

| | | | | | |
|----------------------|-------------|-----------|---|------|----------|
| Head Teacher | R Wilkinson | Signature |  | Date | 04.02.21 |
| Chair of Governors | | Signature | | Date | |
| Service and location | | | Telephone/email | | |