

**Risk Assessment**

A	<b>Date:</b> 12 01 2020	<b>School:</b> St Hugh's Catholic Primary School	Earle Rd, Liverpool L7 6HE
	<b>Review Date: Wk beginning 26.01.2021</b> To be reviewed fortnightly	<b>Ref:</b> LCC Full School Opening Resources Guidance V2; Model Risk Assessment AND	<b>Assessor:</b> A Connearn, D Donaldson & ASBC Ltd (A Shipley)
			<b>Head Teacher:</b> A Connearn

B	<b>Assessment of Risk for: LCC/ ASBC Adapted Model Risk Assessment for Covid-19; 02 07 20 (including minor update 26 08 20) aligned with LCC SI Full School Opening Resources Version 2 – 26 08 20 &amp; Government Guidance for full reopening of schools 07 08 2020 (update 28 08 20) &amp; 'Restricting attendance during the National Lockdown January' 2021</b>
---	--

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>The school will display a signed copy of the <a href="#">STAYING COVID-19 SECURE IN 2020</a> confirming a Covid 19 risk assessment for the school has been completed (posted in the school's H&amp;S file).</p> <p>This risk assessment will be published on the School's web site as transparent information system in line with Government advice. <i>Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so). <b>Sharing your risk assessment</b></i> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><u>GENERAL INFORMATION</u> All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Liverpool City Council COVID-19: <a href="#">Personal Protective Equipment (PPE) Policy</a> See LCC H&amp;S Guidance Note GN18 &amp; LCC PPE Check List. V3 update from LCC 'Reopening Schools ... 29<sup>th</sup> May Appendix H – LCC PPE Policy Reference School infection control risk assessment, as required: <i>this Covid-19 Risk Assessment, plus Assessment 47 Infection Control &amp; Communicable Diseases, plus guidance documentation GN29</i></p> <p>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.</p>	<b>LOW</b> Under current guidance for COVID-19



- 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
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- Government publication Best Practice: how to hand wash
- Government guidance for food business on Coronavirus (Covid-19) <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-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)
- Guidance for full reopening: schools 07 08 2020 updated 28 08 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance; Actions for early years and childcare providers during the coronavirus outbreak 27 07 2020 <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>
- Government publication Best Practice: how to hand wash <https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing>

#### **COVID 19 ADVICE / CONTACTS**

Due to the rapidly changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.

Headteacher will refer to current NHS Advice, web; <https://111.nhs.uk/covid-19> or telephone 111. The DfE are providing COVID-19 advice Phone: 0800 046 8687 or

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Headteacher will refer to current PHE (Contact Tel: 0344 225 0562) Guidance <https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services>

**LOW**  
Under current  
guidance for  
COVID-19

**Should a case (C-19) arise at the school**, the school will contact the local health protection team (HPT) for actions required. Cheshire & Merseyside HPT, Suite 3B, 3rd Floor, Cunard Building, Water Street L3 1DS Tel: 03443350562 – chose Option 1 – Out of hours; 0151 434 4819

**Other general queries can be directed to;** (C-19 *Single Point of Contact*);  
School Improvement Liverpool [email; SPOC@si.liverpool.gov.uk](mailto:SPOC@si.liverpool.gov.uk), Tel: 0151 233 3901

*Where a test for a child is hard to obtain, staff will issue the family with a test.*

There is adequate supervision, where required, to ensure procedures are correctly adhered to.

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

**Note:**

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.

PPE is only needed in a very small number of cases:

- children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

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
- *detail any other specific disposable PPE in use N/A at present*

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. **Only in the case of suspected contaminated or contaminated waste.**  
*See Section 9*

All staff informed that hands should be washed regularly as per Government guidance.

**LOW**  
Under current  
guidance for  
COVID-19

			<p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running; <a href="#">Staff toilet and classroom stock rooms available for teaching / other staff use, changed clothes to be bagged.</a></p> <p>Parents and Guardians kept informed via email bulletins, <a href="#">text Parent App</a>, plus <a href="#">posted newsletters &amp; St Hugh's School web site</a>. regarding changes to start finish times and any new local rules regarding drop of and pick up etc.</p> <p>Staff kept informed via email, online meetings etc. <a href="#">In house meetings will be held with 2m distancing compliance.</a> – <b>Currently suspended due to National Lockdown</b></p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR: HSE RIDDOR reporting of COVID-19</p>	
2	Covid-19 virus; General school environment	Staff Pupils Visitors Contractors	<p>Additional school gates will be opened (<a href="#">where possible</a>), to the school grounds to dilute the numbers coming through them as much as possible. <a href="#">Year 5 &amp; 6 access the site via the <b>side stepped entrance</b> on Earle Road</a>, all other classes access the site via the ramp entrance on Earle Road. Reception &amp; Years 1 to 4 proceed through to the main yard play area to deliver their children where the child is collected by a member of staff, hand sanitising on the way in and going straight to their 'bubble classroom.</p> <p>If more volume (of pupils) increases and access needs to be reviewed – St Hugh's may open the Whithorn Street vehicle entrance gates for say KS2 pupil.</p> <p><a href="#">ALL STAFF, PARENTS AND VISITORS ARE EXPECTED TO WEAR FACE COVERINGS ON THE YARD/ON ENTRY INTO SCHOOL. If face covering is not worn (except for exemptions) a person will not be admitted.</a></p> <p><a href="#">Bubble class group are allocated designated playground space (yards marked accordingly)</a></p> <p>Markings are laid out on the playground for classes to line up at the start of the school day – lines laid out to maintain 2m social distancing. <a href="#">Markings are placed on the approach path (see above) &amp; designated play area – yard markings in place</a></p>	<p><b>LOW</b> Under current guidance for COVID-19</p>

Any deliveries to the school e.g. stationery, cleaning chemicals will be securely stored and left isolated for 72 hours **when possible**, washing hands after the moving of the delivery.

School first aid risk assessment to be reviewed, as required: *refer to WRA1 Workplace Indoor Risk Assessment – First Aid signage posted that identifies all First Aiders and locations of First Aid boxes.*

Cross corridor fire doors and other high occurrence touch points will be cleaned regularly throughout the working day to prevent contamination of constant touch points. St Hugh's have a *Dorgard* system (sonic release door foot bolt, activated when fire alarm sounds) to hold cross corridor or protected shaft (stairs) fire doors open to prevent contamination of constant touch points and maintain fire protection integrity

School biometrics and touchscreen entry control systems is **not** disabled during the Covid-19 pandemic for staff fob registering entry & exiting site:

- St Hugh's has a 'Paxton' entry and exit fob system – staff will use this system for safeguarding and fire roll call control.
- The Reception Office will log any visitors to site – completing the signing-in ticket for the visitor (no visitor signature required).

Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments are appropriate.

Hand sanitizer stations located at:

- Entrances to building
- Classrooms/entrances to classrooms
- Halls
- Staff rooms
- Toilets

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~~ *arrow* markings laid out to indicate side to walk on (two way traffic); *floor disc indicators* laid out to indicate side to walk on (two way traffic). *St Hugh's will generally run a one-way system at breaktimes, but this will reverse on the return to class, this will be managed by staff*

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.

*Note from; Covid-19-implementing-protective-measures-in-education-and-childcare-settings: .....While in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor, is a low risk.*

Staff verbally reinforce controls in corridors, walkways and stairwells 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. *See above*

**LOW**  
Under current  
guidance for  
COVID-19

			<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. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>A maximum of 6 staff at any one time will use the staffroom. Beverages, etc., can be taken back to classrooms for consumption providing the cup has a lid (anti-scalding) at the Teacher's desk. The Library has been designated as a temporary staff room whilst pandemic continues (a maximum of 6 staff can use this space). Staff members who are related and in the same social bubble (2 x 2) can sit together</p>	

3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. 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 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.</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> <p>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential.</p> <p>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 href="#">See 'fogger' for sanitation under cleaning – see Section 9</a></p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>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.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
---	--	-------	---	---



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.</p> <p>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>	<p><b>LOW</b> Under current guidance for COVID-19</p>
5	Covid-19 virus: Classrooms	Staff Pupils	<p>Primary Schools:</p> <ul style="list-style-type: none"> <li>• <b>Class Groups</b> are kept in 'bubbles' and should not mix with other classes during the school day.</li> <li>• Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles.</li> </ul> <p><b>Teacher Working Zone; the Class Teacher has a &gt;2m space at the whiteboard area to maintain social distancing.</b></p> <p>Classes be kept together and mixing with other classes minimised, as much as possible.</p> <p>Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.</p> <p>Classes are back to normal capacity in line with government guidance. <b>St Hugh's Primary School will keep pupils in 'Class Bubbles':</b></p> <ul style="list-style-type: none"> <li>• Pupils will then be kept in their ClassGroup ('bubbles') and should not mix with other groups during the day.</li> <li>• <b>Each class will be allocated one classroom to further contain the potential spread of the virus until restrictions are lifted</b></li> <li>• Wherever possible, staff supervising a cohort should also remain within this 'bubble' <b>Note the exception to this:</b> <ul style="list-style-type: none"> <li>○ <b>Classes will participate in music (singing &amp; instruments) lessons held on the main playground when possible and maintaining 2m social distancing. Instruments are issued exclusively to each individual. Wont work between bubbles Note; the music teacher will be working between different groups – but is aware to take extra precautions</b></li> </ul> </li> </ul>	<p><b>LOW</b> Under current guidance for COVID-19</p>



		<p><b>Physical Activities in Schools;</b> <i>Physical activity in schools</i></p> <p><i>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</i></p> <p><i>Sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at <a href="#">return to recreational team sport framework</a>.</i></p> <p><i>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</i></p> <p><i>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</i></p> <p><i>Schools should refer to the following guidance:</i></p> <ul style="list-style-type: none"> <li>• <i><a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</i></li> <li>• <i>advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></i></li> <li>• <i>guidance from <a href="#">Swim England</a> on school swimming and water safety lessons available at <a href="#">returning to pools guidance documents</a></i></li> </ul> <p><i>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</i></p> <p><i>Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.</i></p> <p><b>Music &amp; Physical Activity quotes from; Guidance for full opening of schools 28 08 2020</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school</a></p> <p>Cleaning of hands is encouraged when changing classrooms / areas for different activities.</p> <p>Classes should be kept together and mixing with other classes minimised, as much as possible.</p> <p>All desks 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. Every child will have own desk / stationary needed. <a href="#">Pupils parents have been informed that pupils may not bring in their own stationary, pencil cases, or other personal items such as toys, sports equipment (e.g. footballs).</a></p>	<p><b>LOW</b> Under current guidance for COVID-19</p> <p><b>LOW</b> Under current guidance for COVID-19</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.</p> <p>Classroom activities 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. <i>Windows and doors will be opened during lesson times to allow for (cross) ventilation of the room.</i></p> <p><i>Note; typical split system air-conditioning <b>can be used</b> during this pandemic (C-19)</i></p> <p><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p>	
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Dining room be laid out so that 'bubbles' are separated whilst eating. <i>St Hugh's will separate bubbles as follows:</i></p> <ul style="list-style-type: none"> <li>• <i>Enough space &amp; tables are available to house all groups social distancing over 2 sittings</i></li> <li>• <i>Folding tables with typically 16 seats – 8 per side, will seat pupils on one side only, sat side to side as per guidance</i></li> <li>• <i>Packed lunches sittings will be taken within the class bubble</i></li> </ul> <p><i>Note; NO BUFFET will be used and the school will allocate each placing with cutlery on trays.</i></p> <p>Tape marking applied to dining room to indicate social distancing in the line for school dinners. <i>N/A; see above</i></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 (<i>&amp; teachers</i>) to maintain 2m social distancing wherever possible.</p> <p><i>Water drink fonts to be isolated and potable water provided for the pupil's own water bottle. (when reactivating water fonts, follow legionella management procedures)</i></p> <p><i>St Hugh's pupils have one exclusive (marked) water bottle issued to them that is filled with potable water as required. The water bottle is cleaned in the dishwasher every night.</i></p>	<p><b>LOW</b> Under current guidance for COVID-19</p>

7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<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>Start &amp; end of the school day; St Hugh's pupils will sanitise their hands and go directly to their 'bubble' classroom. They will be collected / leave under supervision via the entrance / exit to their classroom or entrance / exit closest to their classroom. Staff will keep a minimum of 2 metres when collecting and releasing students to their parents</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>Parents and guardians <del>requested</del> are not allowed on the school playground, except Reception, Y 1 2 3 &amp; 4 who will deliver their child to the class</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.</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:</p> <ul style="list-style-type: none"> <li>• Supervised by staff on a one pupil in – one out basis.</li> <li>• Hand driers will be isolated and paper hand towels &amp; pedal bins provided</li> <li>• Hand driers can be used and paper hand towels &amp; pedal bins provided</li> </ul>	<p><b>LOW</b> Under current guidance for COVID-19</p>
---	----------------------------	---	---	---

8	Covid-19 virus; Working and teaching within the school environment	Staff Pupils Visitors Contractors	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> <li>• Aim to maintain 2m social distancing at all times, where practicable.</li> <li>• Teachers &amp; TAs' should not bend down to pupils level when communicating in close quarter</li> <li>• Limit number of surfaces touched, where possible.</li> <li>• Keep hands away from face as much as possible.</li> <li>• Regularly perform appropriate hand washing.</li> </ul> <p><b>Staff to be given home test kits to have weekly LFT tests (when DFE has provided guidance).</b></p> <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>Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>Pupils regularly reminded to maintain social distancing.</p> <p>Pupil's behaviour will be monitored for deliberate coughing or spitting. Such behaviour will be dealt with by the school with the ultimate sanction of the pupil's exclusion.</p> <p><b><u>Intimate Care for EYFS &amp; SEND</u></b> See below &amp; web site links, extracts from; <i>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</i> <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#is-ppe-required-for-tasks-involving-changing-nappies-or-general-care-for-babies">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#is-ppe-required-for-tasks-involving-changing-nappies-or-general-care-for-babies</a></p> <p><b>Intimate care; nappy changing and similar:</b></p> <ul style="list-style-type: none"> <li>• <u>Is PPE required for tasks involving changing nappies or general care for babies?</u> <i>Staff should follow their normal practice when changing nappies and caring for babies more generally, provided the child is not showing symptoms of coronavirus. This includes continuing to use the PPE that they would normally wear in these situations, for example aprons and gloves. If a child shows symptoms, they should not attend a childcare setting and should be at home.</i></li> <li>• <u>How should I care for young children or children with special educational needs who do not understand why they must stay apart or who ignore distancing guidelines?</u> <i>Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines. It is imperative that education, childcare and children's social care settings conduct risk assessments around managing groups of children within the setting. This should include limiting the number of children in each group and reducing this to provide more space in <b>each</b> classroom or learning area. As far as possible,</i></li> </ul>	<p><b>LOW</b> Under current guidance for COVID-19</p>
---	--	--	--	---

			<p><i>small groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak.</i></p> <ul style="list-style-type: none"> <li>• <i>Also see; <a href="#">Supporting children and young people with SEND as schools and colleges prepare for wider opening</a>. Extract from Section; <b>Updating Risk Assessments (please read all of this section in the on line document for SEND pupils)</b>; <i>Following the partial closure of education settings from 20 March 2020, we asked local authorities to consider the needs of all children and young people with an EHC plan and to carry out a risk assessment. <u>Local authorities were asked to work with educational settings and parents or carers to determine whether children and young people would be able to have their needs met at home, and be safer there than attending an educational setting.</u></i>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a>  <b><i>This Government information was updated 24 07 2020</i></b></i></li> </ul> <p><i>PPE is only needed in a very small number of cases:</i></p> <ul style="list-style-type: none"> <li>• <i>children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</i></li> <li>• <i>PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms</i></li> </ul> <p><i>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</i>  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
--	--	--	---	---



9	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</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. <i>If a COSHH risk assessment not available and the chemical is required urgently; refer to the manufacturer's MSDS (material safety data sheet) available from the supplier or on-line from the manufacturer</i></p> <p>Reference existing school COSHH risk assessments: <i>School H&amp;S File Section 4, COSHH General Cleaning Chemicals 29a. also; Section 9, COSHH product risk assessments.</i></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. <i>The Sand pit use is by one bubble only (Reception Class)</i>  <i>No fixed equipment in the playground. St Hugh's has enough space to allocate each bubble a separate playground area.</i>  <i>Sports/play equipment (bats, balls, skipping ropes, etc.), will be allocated permanently to each bubble/group and sanitised with the 'fogger' at the end of each school day along with seating in the playground. Note; children's play bicycles &amp; 'hoppers' wiped (sanitised) after every use (end of play time).</i></p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> (15th July 2020)  <b>What you need to know</b> (extract from <i>cleaning in non-healthcare settings</i>):</p> <ul style="list-style-type: none"> <li>• cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. <b><i>The area should be isolated for 72 hours were possible (rooms, not common space e.g. corridor)</i></b></li> <li>• wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>• <b>St Hugh's; non-disposable cloths will be disinfected after us, plus</b> using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</li> <li>• if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</li> <li>• wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> </ul> <p>School will be fully cleaned at the <del>start</del> finish of each school day &amp; other cleaning of higher risk areas throughout the day:</p> <ul style="list-style-type: none"> <li>• Ensure waste bins (preferably a pedal bin in every classroom) are monitored and emptied regularly.</li> <li>• Ensure staff receiving deliveries wear gloves.</li> </ul>	<p><b>LOW</b> Under current guidance for COVID-19</p>
---	--------------------------	---	---	---



Cleaners on site end of the school day. Throughout the school day (some school TAs' will undertake very minor resource cleaning / sanitising – surface wiped, door handles, etc., assisting with cleaning duties. Also; lunchtime supervisors and the Caretaker will undertake some cleaning / sanitising tasks) and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. Gate digital call points will be cleaned regular throughout the working day, touch points in toilets after lunch.

Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned (when possible after the room has been closed off for 72 hours) along with areas the person may have been.

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
- Door entry keypads
- Door, fridge and cabinet handles
- Light switches
- Kitchen surfaces

**St Hugh's has a 'fogging machine', Staff are trained in it's use and is used daily by the Site Manager to sanitise all areas;** Knitted fabric chairs & other furnishings (computer rooms, teacher's classroom chair and staffroom chairs, etc.) will be cleaned daily with a 'fogging' disinfectant machine – any contaminated rooms can also be sanitised with this equipment;

*ULV/Fogging machines allows the disinfectant to be passed through the unit, which generates an airborne mist of micro-droplets. These droplets diffuse through the treated area and settle out onto surfaces, meaning that the material used will be active both as a space spray and a surface spray.*

*The key to successful use of ULV is the production of an optimum size of spray droplet. It must be small enough to remain airborne without being too small to hit surfaces – research has shown the optimum droplet size to be around 15 microns. These droplets are small enough to be carried on air currents into small cracks and crevices that are hard to reach using conventional cleaning and spraying, yet still heavy enough to settle out within an hour, so that treated areas can be re-entered with the minimum of delay.*

Soft furnishings, (most toys) soft toys and toys that are hard to clean (such as those with intricate parts) are removed from classrooms and stored elsewhere. Knitted fabric chairs & other furnishings (computer rooms, teacher's classroom chair and staffroom chairs, etc.); will be cleaned daily with a 'fogging' disinfectant machine:

**Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.**

*Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.*

*Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):*

1. *Should be put in a plastic rubbish bag and tied when full*
2. *The plastic bag should then be placed in a second bin bag and tied*
3. *This should be put in a suitable and secure place and marked for storage until the individual's test results are known*

*This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.*

**LOW**  
Under current  
guidance for  
COVID-19

		<p><i>If the individual tests negative, this can be put indisposed of immediately with the normal waste.</i></p> <p><i>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</i></p> <p><i>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</i></p> <ul style="list-style-type: none"> <li>• <i>keep it separate from your other waste</i></li> <li>• <i>arrange for collection by a specialist contractor as hazardous waste</i></li> </ul> <p><i>There will be a charge for this service.</i></p> <p><i>Other household (domestic) waste can be disposed of as normal.</i></p> <p><b>15 07 2020</b></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	<p><b>LOW</b></p> <p>Under current guidance for COVID-19</p>
--	--	---	--

10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors Contractors	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate. <b>Headteacher will refer to current NHS Advice, web; <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a> or telephone 111 The DfE are providing COVID-19 advice Phone: 0800 046 8687 or email: <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a></b></p> <p><b>Staff who are suspected as being infected at work will require the employer to complete a RIDDOR report to the HSE. <a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a></b></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.</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"> <li>• 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.</li> <li>• If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least <b>10</b> days from the start of their symptoms. The <b>10</b> 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.</li> </ul> <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: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>. 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><b><u>Should a case (C-19) arise at the school</u></b>, the school will contact the local health protection team (HPT) for actions required. Cheshire &amp; Merseyside HPT, Suite 3B, 3rd Floor, Cunard Building, Water Street L3 1DS Tel: 03443350562 – chose Option 1 – Out of hours; 0151 434 4819</p> <p><b>See Track &amp; Trace system;</b> order a test immediately at <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> or call 119 if you have no internet access</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
----	---	--	---	---

**Risk Level: High:**Accident likely with possibility of serious injury or loss

**Medium:**Possibility of accident occurring causing minor injury or loss

**Low:**Accident unlikely with control measures in place **Under current guidance for COVID-19**

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	Actions required to combat Covid-19	Monitor Government updates for developing operational advice	Headteacher	ongoing	
2	This Risk Assessment is for the full Reopening of Schools September 2020. This risk assessment operating procedures will be reviewed should a failure be noted or after 14 days to ensure that the requirements are functioning	Monitor operational requirements to ensure satisfactory	Headteacher	ongoing	
3					

F	Once additional controls are implemented, what will the overall risk level be:	Risk assessment signed off by: A Connearn (Headteacher)
<p style="text-align: center;">High                  Medium                  <b>Low</b></p>		<p>Signature: </p> <p>Date: 12 01 2021</p> <p><i>Please note an electronic signature will suffice.</i></p>