



Risk Assessment – School Reopening (COVID-19)

| | | | | |
|---|--|---|---|---|
| A | Date: 05.10.2020 | School: St Matthew's Catholic Primary School | Team: Head Teacher/ Business Manager/ Site Manager & Health and Safety Lead - Senior Admin | Location: Whole School Site (Area) |
| | Review Date: To be reviewed at least fortnightly in first instance | Ref: | Assessor: | Head Teacher: Mrs Sime |

| | |
|---|--|
| B | Assessment of Risk for: <i>Model</i> Protection from transmission of Covid-19 during pandemic including all school activities |
|---|--|

| C | List Hazards Here | List Groups of People at Risk | List Existing Controls | Risk Level |
|--------|---------------------------------|---|---|------------|
| Ser N° | | | | |
| 1 | School reopening after lockdown | <p>Staff</p> <p>Pupils</p> <p>Parents</p> <p>Visitors</p> <p>Contractors</p> | <p>The school has been deep cleaned before reopening.</p> <p>All staff are competent and instructed with regards to the procedures in place for the protection against infection from the risk of Covid-19.</p> <p>A school reopening plan has been created in line with current Government, Public Health and DfE guidelines. Following the Governments guidelines (15/09/2020)</p> <p>As part of the Governments guidelines:</p> <ul style="list-style-type: none"> All staff and children will have access to Coronavirus tests. Strict guidelines have been produced and will be implemented by the school as far as reasonably practicable. (The school reopening plan) <p>Handouts covering main points also given to all staff prior to re-opening along with relevant policies/procedures. Staff completed pre-opening questionnaire, online training and risk assessments. Weekly updates/rotas are provided on ongoing basis.</p> | LOW |



| | | | | |
|----------|---|--|--|------------|
| | | | <p>School website – COVID-19 page is updated with any updates and information relating to COVID-19</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Staff – Are to wear face masks/ visors at the beginning and end of each day.</p> <p>Parents/ carers – are asked to wear face masks as advised from Public Health Liverpool</p> <p>Children will have temperature checks and be given hand sanitiser when entering school.</p> <p>Only essential visitors are allowed into school; they must adhere to school visitor policy and procedure. Track and trace system are in place.</p> <p>A strict guideline has been produced and will be implemented by the school as far as reasonably practicable. (See School Reopening Plan)</p> <p>If necessary, the school will liaise with Local Authority if a school cannot meet the government guidelines due to staff shortages or space within the school.</p> <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all members of staff meeting the following criteria.</p> <p>Post-incident de-briefing carried out for anyone involved in an accident 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, using the LCC online accident and incident reporting form.</p> | |
| 2 | Coronavirus spread from one country to another | <p>Staff</p> <p>Pupils</p> <p>Parents</p> | <p>Current UK Government Travel guidelines will be followed.</p> <p>Where necessary Head Teacher will instruct all students and staff who have travelled abroad to adhere to current government guidelines and (Self-isolate for 14 days at a declared UK address).</p> | LOW |



| | | Visitors Contractors | | |
|---|--|---|---|------------|
| 3 | Staff and Students who have received medical advice regarding social distancing, shielding due to underlying health condition or classed as a vulnerable person because a member of their household is vulnerable, or they are from the BAME community. | Staff | <p>Staff and Students who have been instructed to shield/High Risk category can return to work if stringent social distancing measures are in place for that individual.</p> <p>Where necessary the school has carried out Vulnerable Persons risk assessment, reviewed Educational Care Plans and conducted a Needs Assessment.</p> <p>Staff who have returned to school who are vulnerable (category) do not assist in the beginning and end of the school day; they are to remain in their allocated bubble. These staff are also to wear Face mask/ visors within school communal areas and COVID-19 risk assessments are in place.</p> <p>Pregnant staff are to work from home as advised by Public Health England after 28 weeks.</p> <p>Staff and Students will follow the advice given to them by their General Practitioner.</p> <p>Staff and Parents have a responsibility to keep their manager/head teacher informed of any changes to their condition or the advice given to them by their General Practitioner.</p> <p>Those staff who have returned to work from shielding individual risk assessments are in place.</p> <p>For any staff who is from a BAME background has an individual risk assessment.</p> <p>The School will review each individual case to ensure all necessary precautions are in place to protect each vulnerable person.</p> <p>Temporary adjustments when necessary will be put in place.</p> | LOW |
| 4 | Staff/Pupils showing signs of an Infectious Disease (coronavirus COVID-19) | Staff Pupils Parents | <p>Staff and Pupils are instructed NOT to attend classes if they or a member of their household are displaying Coronavirus symptoms or they have received notification from the NHS Test and Trace to self-isolate as they have been in close contact with someone.</p> <p>Staff and Students are asked to follow the advice of the NHS/GP and should self-isolate for 7 to 14 days.</p> <p>Upon instruction of the NHS/GP all persons and persons linked to a person showing signs of coronavirus will be tested.</p> | LOW |



| | | | |
|--|--|--|--|
| <p>Staff and Students showing signs or confirmed of having Coronavirus COVID-19 in the last 7 days</p> <p>Or a member of their household is suspected or confirmed with having Coronavirus</p> | <p>Visitors</p> <p>Contractors</p> | <p>Staff have a legal obligation to adhere to NHS Test and Trace self-isolation rules https://www.gov.uk/government/news/new-legal-duty-to-self-isolate-comes-into-force-today</p> <p>All Staff and Parents have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) School Email: office@stmatthewscps.co.uk School Phone: 07704 364390</p> <p>A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. Whilst on site.</p> <p>All staff and parents will be asked to provide evidence to school of their COVID-19 test results; via email office@stmatthewscps.co.uk</p> <p>Record keeping is checked regularly. HT takes records home at weekends in case contact is needed.</p> <p>Parents/ carers will receive daily telephone calls from school regarding updates of their current situation if waiting on a COVID-19 test results.</p> <p>The School will be notified immediately.</p> <p>Staff and Students displaying symptoms of Coronavirus will be sent home.</p> <p>All remaining Staff and Students will be kept informed of the persons condition and asked to monitor their own health.</p> <p>A suspected coronavirus letter will be sent home with each student and parents/cares are asked to monitor the health of their child.</p> <p>Where necessary the infected person will be moved to a designated isolation room whilst they await medical assistance and/or arrangements are made for the person to be collected and taken home.</p> <p>Suitable PPE is available for First Aiders or staff providing care where a distance of social distancing cannot be maintained.</p> <p>Staff and Students who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</p> | |
|--|--|--|--|



| | | | | |
|---|----------------------|------------------------------------|---|-----|
| | | | <p>Up on instruction of the NHS/GP all persons showing signs of coronavirus will be tested.</p> <p>All Staff and Students have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive)</p> <p>A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required.</p> <p>Positive Result</p> <p>The Head Teacher will notify Local Health Protection Team, Compliance Education and School Governors/Trust/LA</p> <p>Coronavirus Letter will be sent out to all Parents and Staff who have had contact with the ill person (This is provided by LHPT) The school will work closely with the Local Health Protection Team and follow their advice, even if this means sending large groups of staff and students' home or the complete closure of the school.</p> <p>Where possible classrooms are secured and left for 72 hours before a DEEP CLEAN is carried out. This will allow time for the virus to naturally die and will protect the cleaning staff.</p> <p>Parents/Carers are instructed to monitor their child's health and should refrain from sending their child to school if they or themselves are displaying Coronavirus symptoms.</p> <p>Office staff to ask any deliveries to be left at the front door to avoid cross contamination.</p> <p>Staff and Parents are asked to follow the advice of their GP and should self-isolate for 7 to 14 days.</p> <p>Where possible the infected person or symptomatic person will be tested before being allowed to return to work/school.</p> <p>Staff, Parents/ Carers are to stay in contact with school regarding COVID-19 testing and updates including weekends via the school phone or the office email. School Email: covid@stmatthewscps.co.uk School Mobile: 07704 364390</p> | |
| 5 | Lack of control over | <p>Visitors</p> <p>Contractors</p> | <p>During school hours No contractor or visitor will be allowed onto the school premises or into the school building without an appointment or permission from the Head Teacher.</p> <p>All contractors and visitors are instructed to report to the Main school reception upon arrival.</p> | LOW |



| | | | | |
|-----------------|---|--|---|-------------------|
| | <p>contractors/visitors coming onto site</p> | | <p>All contractors and visitors will be instructed to adhere all social distancing school rules.</p> <p>All contractors and visitors are asked to complete and sign our schools Visitor Record Form to confirm that:</p> <ol style="list-style-type: none"> a. I am at present not suffering from any symptoms or have tested positive for coronavirus within the last 14 days. b. No member of my household or support bubble are displaying symptoms or have tested positive for coronavirus within the last 14 days. c. I have not travelled abroad to any country outside of the 'travel corridor' with in the last 14 days. d. I have not been contacted by the NHS Test and Trace service within the last 14 days. <p>The school reserves the right to deny access or request a person to leave the school premises if the person was deemed to be displaying coronavirus symptoms or being aggressive or abusive to school staff</p> | |
| <p>6</p> | <p>Staff and Pupils displaying symptoms.</p> | <p>Staff</p> <p>Pupils</p> | <p>Whilst on site. The School will be notified immediately. The Head Teacher and/or SLT will be notified immediately.</p> <p>Staff and Pupils displaying symptoms of Coronavirus will be sent home.</p> <p>All remaining Staff and Pupils will be kept informed of the persons condition and asked to monitor their own health.</p> <p>If required a suspected coronavirus letter will be sent home with each pupil and parents/cares are asked to monitor the health of their child.</p> <p>Where necessary the infected person will be moved to a designated isolation room whilst they await medical assistance and/or arrangements are made for the person to be collected and taken home.</p> <p>Suitable PPE is available for First Aiders or staff providing care when a distance of 2 metres cannot be maintained.</p> <p>Staff and Pupils who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</p> <p>Up on instruction of the NHS/GP all persons showing signs of coronavirus will be tested.</p> <p>All Staff and Pupils have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive)</p> | <p>LOW</p> |



| | | | |
|--|--|---|--|
| | | <p>A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required.</p> <p>Positive Result.</p> <p>The Head Teacher Must report all positive cases of coronavirus to the DfE Helpline Team on 0800 046 8687 option 1. This Triage team will put you through to a team of advisers who will inform you of what action is needed based on the latest public health advice.</p> <p>The Head Teacher will also notify Compliance Education and School Governors/Trust/LA</p> <p>Where necessary the Head Teacher will also notify Ofsted if a member of the Early Years staff or children test positive.</p> <p>Coronavirus Letter will be sent out to all Parents and Staff who have had contact with the ill person (This is provided by LHPT) The school will work closely with the Triage Team and/or Local Health Protection Team and follow there advise, even if this means sending large groups of staff and pupils' home or the complete closure of the school.</p> <p>Where possible classrooms are secured and left for 48 to 72 hours before a DEEP CLEAN is carried out. This will allow time for the virus to naturally die and will protect the cleaning staff.</p> <p>Due to the demand and therefore the delay of coronavirus testing results, the school may arrange to have all areas, surfaces and equipment a symptomatic person has touched or may have touched thoroughly cleaned and disinfected.</p> <p>Pupils and staff who become symptomatic during the school day or are the cohabitee of someone who becomes symptomatic 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. See guidance and advice will be sought in each individual case. https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-</p> <p>Isolation room: Medical room.</p> <p>If a child becomes symptomatic, the child will be placed in this area and supervised by a staff member (while standing at the Site managers Office door) wearing full PPE</p> | |
|--|--|---|--|



| | | | | |
|--|--|--|--|--|
| | | | <p>Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible, with adults and children removed from the room.</p> <p>The temperature of the child/ staff member will be taken.</p> <p>Cleaning the setting will follow the gov.uk guidelines for non-healthcare settings. Those staff members (cleaners) who have returned to work following a period of shielding will not clean the areas previously occupied by the child/ staff member)</p> <p>All those who display Covid-19 symptoms are eligible for testing - staff members, pupils and those within their household.</p> <p>No-one, or their cohabittees, who display Covid-19 symptoms will be allowed to return to school until the outcomes of testing are known and shared with SLT (subject to it being negative), or until the person has recovered from the symptoms having isolated for the appropriate period of time (subject to it being positive)</p> <p>Staff or pupils displaying symptoms of Coronavirus will be sent home</p> <p>Where necessary Parents/Carers will be contacted to arrange for their child to be collected.</p> <p>Where possible the child will be isolated away from other staff and pupils.</p> <p>Staff and pupils who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</p> <p>A suspected coronavirus letter will be sent home with each child and parents/cares are asked to monitor the health of their child.</p> <p>SLT will complete an incident log and report to others accordingly;</p> <ul style="list-style-type: none"> • Other staff on site, • Parents of other hub children • Governing body (Chair of Governors) • Local Authority (LSIP – Judy Boyce) • Liverpool City Council (HSE unit) <p>Test results will be shared appropriately; ensuring GDPR compliance (subject to it being negative), or until the person has recovered from the symptoms having isolated for the appropriate period of time (subject to it being positive)</p> | |
|--|--|--|--|--|



| | | | | |
|-----------------|---|---|---|-------------------|
| <p>7</p> | <p>Unable to social distance on public transport</p> | <p>Staff</p> <p>Pupils</p> <p>Parents</p> <p>Visitors</p> <p>Contractors</p> | <p>Dedicated school transport</p> <p>Staff and pupils are advised to practice social distancing</p> <p>Where possible pupils are grouped together on transport which reflects the POD or year group adopted by the school</p> <p>Hands are sanitised upon boarding and/or/disembarking</p> <p>Pupils are instructed to maintain an orderly queue and where possible seated in order of dismemberment.</p> <p>All pupils will wear a face covering if they are likely to come into contact with people outside their group/POD.</p> <p>Public Transport</p> <p>Staff and pupils are advised to practise social distancing</p> <p>All Staff and pupils will wear a face covering</p> <p>The school will endeavour to encourage staff and pupils to walk or cycle to school or will look at stagger start and finish times to ease the congestion on public transport</p> <p>Car Sharing or Parents picking pupils up</p> <p>All Staff and pupils 11yrs and over will wear a face covering if they are traveling with a person from another household.</p> <p>Parents are responsible for the safety of their own children; Parents will arrange all travel arrangements between themselves.</p> <p>Cycling</p> <p>The school has adequate/installed further bicycle security sheds/racks.</p> <p>Training for removing face coverings</p> <p>Where necessary the school will provide safe instruction to all Staff and pupils on the importance of wearing a face covering and how to put it on and remove safely.</p> | <p>LOW</p> |
|-----------------|---|---|---|-------------------|



| | | | | |
|----|---|--|---|------------|
| 8 | Unable to social distance when administering first aid | Staff Pupils Parents Visitors Contractors | <p>The school will ensure an adequate number of First Aiders (First Aid at Work, Emergency First Aid) are always available.</p> <p>The school will ensure staff requalification dates have not lapsed.</p> <p>The school will ensure all First Aiders receive refresher training to ensure they are:</p> <ul style="list-style-type: none"> • Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination. • Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc. • Aware of the importance to keep up to date with relevant First Aid Advice • Aware of their own capabilities <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p> <p>RIDDOR</p> <ul style="list-style-type: none"> • The school will work closely with the Local Health Protection Team and follow their advice • The school will contact Compliance Education/Trust/LA immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report. | LOW |
| 9 | Unable to social distance during an emergency | Staff Pupils Parents Visitors Contractors | <p>Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005.</p> <p>All alarm and emergency lighting systems are maintained by appointed competent contractor.</p> <p>The COVID-19 fire procedure is explained to all staff members before the school reopens to students.</p> <p>Regular fire evacuation drills are practiced termly as a minimum.</p> <p>All staff members receive fire awareness training at regular intervals.</p> <p>Smoking prohibited in the building in line with current legislation.</p> <p>All alcohol-based hand sanitiser is situated far away from naked flames.</p> <p>Alternative non-alcohol-based hand sanitisers are used in kitchens etc</p> | LOW |
| 10 | | Staff | <p>Staff and pupils repeatedly disobeying the rules will be managed immediately.</p> <p>https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</p> | LOW |



| | | | | |
|-----------|--|---|---|-------------------|
| | <p>Persons not following Social Distancing rules</p> | <p>Pupils</p> <p>Parents</p> <p>Visitors</p> <p>Contractors</p> | <p>The School will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>All staff and pupils are instructed in the importance of minimising contact and practising social distancing where possible.</p> <p>This includes etc:</p> <ul style="list-style-type: none"> • Following all temporary alterations to the school's routine and procedures that have been implemented by the Head Teacher and SMT/SLT to protect both the staff and pupils • Staff and pupils are required to wash their hands for 20 seconds regularly throughout the day. Hand Sanitiser units are strategically placed around the building to supplement hand washing. • Staff and pupils are instructed to wash their hands before and after using equipment and eating, on arrival and when leaving their POD/bubble. • Staff and pupils are encouraged to cover their mouth and nose with a tissue. 'catch it, bin it, kill it' • Cleaning routines have been enhanced. • The school timetable has been adjusted to factor in the need to stagger access/egress, breaks, lunch etc in order to reduce movement around the building. This is reviewed regularly. • Where possible staff and pupils will refrain from having close face to face contact with another person. • Staff are instructed to socially distance at all times from pupils and other members of staff. • Staff and pupils are discouraged from gathering in large close groups. • Staff and pupils are instructed to keep to the left-hand side of the corridor and stairs whilst walking around site. • The Head Teacher reserves the right to agree to or ask staff and/or visitors to wear a face covering whilst in school where social distancing is not possible. <p>The School will do everything possible to minimise contacts and mixing of class bubbles.</p> <p>See School Plan for further details on how the school will manage and implement social distancing measures.</p> | |
| <p>11</p> | <p>Lack of Social Distancing around site and in classrooms.</p> | <p>Staff</p> <p>Pupils</p> <p>Parents</p> | <p>The Head Teacher together with their SMT/SLT have put together a school plan which details all the new processes and procedures the school have put in place to ensure a COVID-Secure and Safe Environment for all staff, pupils and visitors.</p> <p>Outside the classroom:</p> <p>The school stagger starts and finish times.</p> | <p>LOW</p> |



| | | | | |
|--|--|--|--|--|
| | | <p>Visitors</p> <p>Contractors</p> | <p>The school will encourage parents as far as reasonably possible to refrain from gathering together outside the school gates.</p> <p>Where possible pupils will access their POD's/Bubbles directly.</p> <p>A robust system for dropping off and picking up of pupils has been implemented.</p> <p>Bubbles/POD's are kept apart, meaning that the school avoids large gatherings such as assemblies or collective worship with more than one Bubble/POD.</p> <p>School meals are served in the hall on a Bubble/POD rota bases, all tables and chairs are cleaned before the next Bubble/POD is due.</p> <p>School meals consist of packed lunches which are delivered to each Bubble/POD and left outside the classroom door.</p> <p>School meals consist of a mixture of hot and packed lunches, children on hot meals are served in the hall on a Bubble/POD rota bases, all tables and chairs are cleaned before the next Bubble/POD is due. and those on package lunch will eat within their bubble classroom or designated outside space.</p> <p>Movement along corridors is kept to a minimum.</p> <p>The school has assessed and where possible have put measures in place which avoids pupils moving from one POD/Bubble to another and ensures where possible pupils do not need to move through another POD/Bubble to get to the toilet.</p> <p>All outside areas have been assessed and where possible each Bubble/POD has been designated its own outside area, where this is not possible a bubble/pod rota has been put in place.</p> <p>Within the Bubble/POD</p> <p>In order to reduce the risk of transmission all pupils are kept in consistent groups/POD's/Bubbles</p> <p>Pupils who are old enough, are seated at forward facing desks, laid out side by side.</p> <p>Older pupils are encouraged to keep their distance.</p> <p>Teachers are situated at the front of the class in their own designated teaching zone, so that as far as reasonably practicable teachers can maintain a social distance (2 metres)</p> | |
|--|--|--|--|--|



| | | | | |
|--|--|--|---|--|
| | | | <p>Teachers where possible will adapt teaching and caring styles to minimise face-to-face contact.</p> <p>Teachers who operate across different class bubbles/pod's in order to facilitate the delivery of the school timetable are instructed on the importance of maintaining a distance between the children in each bubble and other staff.</p> <p>Where social distancing cannot be maintained the risk is reduced by keeping children in smaller class sizes and staff avoid face-to-face contact</p> <p>The ventilation in each room has been assessed, where necessary air conditioning units have been set to fresh air intake only, windows and none-fire doors are opened.</p> <p>Rooms where ventilation is poor have been assessed separately and are only used to conduct short, small group invention sessions.</p> <p>Each pupil is allocated their own pens, pencils etc.</p> <p>All learning resources that are shared between Bubbles/PODs are cleaned or where possible placed in isolation for 48-72 hours before cleaned and used by another Bubble/POD</p> <p>When it is deemed vital to our pupils learning, will we introduce a homework and reading book timetable that will take into consideration the risk of cross contamination between home and school. All books and homework brought back into school for marking are placed in isolation for 48-72 hours before being marked by the teacher.</p> <p>Marking homework will take place in school to reduce the risk of cross-contamination</p> <p>Each class bubble are responsible for creating, managing and implementing their own social distancing/minimal contact plan.</p> <p>All plans have been passed by Head Teacher and SMT/SLT</p> <p>The school will stagger start and finish times where possible. We will avoid pupils moving from one POD to another and ensure where possible pupils do not need to move through another POD to get to the toilet. Movement along corridors will therefore be very limited to staff. We will monitor cleaning times throughout lunch to determine feasibility of lunch being taken in the Dining Hall for all pupils.</p> <p>Staff will where possible maintain social distancing with other staff and pupils.</p> | |
|--|--|--|---|--|



| | | | | |
|--|--|--|--|--|
| | | | <p>Where possible pupils will access their class bubbles directly.</p> <p>Staff and children will NOT go into other class bubbles.</p> <p>Pupils will remain in their class bubble for wet play.</p> <p>Early Years Foundation Stage</p> <p>All soft furnishings, hard to clean equipment and excess furniture has been removed from the Bubble to enable the ease of cleaning and to provide more space to aid social distancing.</p> <p>All essential professionals such as social workers, speech and language therapists or counsellors, or professional EHC support workers only attend if they need to and visits are kept to a minimum.</p> <p>All nonessential external providers that are not directly required for children's health and wellbeing, have been suspended</p> <p>Site Manager/Caretaker and Cleaners/Cleaning Contractors</p> <ul style="list-style-type: none">• Ensure all predetermined routes are clearly sign posted/marked.• All unnecessary furniture is removed and stored safety.• All internal ventilation symptoms are checked to ensure they comply with current guidance and are maintained.• The school will manage contractors to ensure all works carried out do not have an impact on the staff and student's health.• The Caretaker/Cleaners will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly.• The Caretaker will decommission water fountains.• The Caretaker/Cleaners will ensure alcohol (>70%) hand sanitiser/gel is made available to the whole school for more hygienic hand washing• The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school.• Cleaning rota's are implemented or adapted to ensure the school is cleaned and maintained regularly throughout the day• Will check cleaning product supplies, handwashing/drying, hand sanitizer and PPE stock levels are maintained.• Will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used. | |
|--|--|--|--|--|



| | | | | |
|--|--|--|--|--|
| | | | <ul style="list-style-type: none"> • Will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH risk assessment • Vending machines are wiped down regularly. • Cleaners are wearing PPE when cleaning the environment. <p>Catering Manger Department/Contractor https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <ul style="list-style-type: none"> • The Catering Manager/Contractor will ensure relevant staff have Food Hygiene Certificates or other training in Food Handling. • The catering staff will ensure all stored food that requires refrigeration, is covered and dated within a refrigerator, at a temperature of 5°C or below. • The catering staff will ensure food is bought from reputable sources and used by recommended date. • The catering staff will ensure food is bought from reputable sources and used by recommended date. • The Catering staff will ensure personal hygiene and handwashing is maintained. • The Catering Manager/Contractor will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day. • The catering staff will clean and disinfect food storage and preparation areas. • The catering staff will ensure a clean uniform is worn each day. • The Catering Manager/Contractor will ensure PPE is worn when preparing and serving food (gloves, hair net/hat, apron?) • The Catering Manager/Contractor will review their menu to reduce the number of catering staff in the kitchen at any one time. • The Catering Manager/Contractor will plan their meals to reflect the equipment needed and its location. • The Catering Manager/Contractor will look at ways to protect staff whilst serving. • Screen have been erected where necessary <p>Library in Class Bubbles</p> <ul style="list-style-type: none"> • Classes will keep abreast of all current guidelines in relation to library safety including the regular cleaning of all resources. • Class books will be sent home with children each Monday and returned back on the Friday of that week. The books returned will be kept in a closed container for 48 hours and cleaned for next use. <p>Music</p> <ul style="list-style-type: none"> • The Head Teacher will keep abreast of all current guidelines in relation to their specialist subjects. | |
|--|--|--|--|--|



| | | | | |
|--|--|--|--|--|
| | | | <ul style="list-style-type: none"> • All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind • Staff will keep their distance from pupils and other staff as much as possible (ideally 2metres) • Group numbers will be limited to allow for social distancing, group activity and movement. • Peripatetic teachers can move between schools, for instance, but you should consider how to minimise the number of visitors where possible. They will be expected to comply with arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupil <p>Playing Outdoors</p> <p>Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.</p> <p>Playing Indoors</p> <p>If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance.</p> <p>Background music should be managed so staff and pupils do not need to raise their voices unduly. Singing, wind and brass playing</p> <p>Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained.</p> <p>Singing, wind and brass playing should NOT take place in large groups</p> <p>A natural airflow of (at least 10l/s/person)</p> <p>Strict social distancing and the following are maintained.</p> <p>Social Distancing</p> <p>The activity should take place in smaller groups</p> <p>Strict social distancing is maintained between each singer and player, and between singers and conductor or other musician(s)</p> | |
|--|--|--|--|--|



| | | | | |
|--|--|--|---|--|
| | | | <p>Current guidance is that all face-to-face activities should be completed with a 2-metre gap between persons.</p> <p>Seating Positions</p> <p>Pupils should be positioned back-to-back or side-to-side when playing or singing Wind and brass player should be positioned so the air from the instrument does not blow into another player.</p> <p>Handling Equipment and Instruments</p> <p>Staff and pupils should wash their hands before and after handling equipment or instruments</p> <p>Avoid sharing equipment (place name labels on equipment).</p> <p>If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users</p> <p>Where possible the instrument should be cleaned by the pupil playing them</p> <p>PE</p> <p>The Head Teacher will keep abreast of all current guidelines in relation to their specialist subjects.</p> <p>All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind</p> <p>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</p> <p>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.</p> <p>Schools must only provide team sports on the list available at return to recreational team sport framework</p> <p>Pupils are kept in consistent groups</p> <p>Sports equipment is thoroughly cleaned between each use by different individual groups</p> <p>Outdoor sports are prioritised where possible and large indoor spaces used where it is not.</p> | |
|--|--|--|---|--|



| | | | | |
|--|--|--|--|--|
| | | | <p>Maximising distancing between pupils</p> <p>Scrupulous attention to cleaning and hygiene - this is particularly important in a sport setting because of the way in which people breathe during exercise. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>https://www.sportengland.org/how-we-can-help/coronavirus</p> <p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</p> <p>Offices/Reception</p> <p>A staff rota is in place in order to maintain social distancing in offices.</p> <p>Where possible staff are asked to work from home.</p> <p>Where necessary temporary offices are created around the school and/or screens are erected.</p> <p>Touch points on equipment will be wiped down regularly.</p> <p>Reception Area</p> <p>The reception desk has a 2m section that all persons must not cross where possible.</p> <p>Only essential visitors and contractors are allowed on site and by appointment only.</p> <p>Visitors are discouraged from gathering in large groups.</p> <p>All unnecessary furniture in the reception area has been removed.</p> <p>Where possible staff will refrain from having close face to face contact with others</p> <p>Rooms are well ventilated</p> <p>See School Plan for further details on how each department will manage and implement COVID safety measures.</p> | |
|--|--|--|--|--|



| | | | | |
|----|--|--|--|------------|
| | | | <p>A staff rota is in place in order to maintain social distancing in offices; this is reviewed regularly.</p> <p>Staff will not go into each other's bubbles; occupancy numbers are on all the room doors and each room has been assigned to staff members to use. Staff rooms for brakes and dinners staff are allocated to a room. Staff must wear a face mask if entering a non-allocated staff room area. Only enter when safe to do so and when room capacity is available.</p> | |
| 12 | Pupils mixing with other groups during Extra-curricular Provision | <p>Staff</p> <p>Pupils</p> | <p>The school has assessed the need to resume breakfast and after-school provision.</p> <p>The school can offer breakfast/after-school provision from ??????.</p> <p>Pupils where possible will be placed in year group POD.</p> <p>Physical sports and activity groups will follow the same regulations as the PE curriculum https://www.sportengland.org/how-we-can-help/coronavirus https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> | LOW |
| 13 | Arranging and/or attending inappropriate Educational Visits | <p>Staff</p> <p>Pupils</p> | <p>No overnight UK or Overseas Educational Visits will be organised or take place until it is deemed safe to do so.</p> <p>The school Educational Visits Co-ordinator is responsible for arranging none-overnight domestic educational visits.</p> <p>All none-overnight educational visits will be arranged with both educational value and coronavirus in mind.</p> <p>All Educational Visits will be checked and approved by the Head Teacher prior to the trip taking place.</p> <p>Each educational visit will be recorded on EVOLVE and will be checked by your EVOLVE Officer. (Compliance/Local Authority)</p> <p>EYFS trips to parks and public spaces are restricted to small groups in line with the wider government or local guidance Example the 'rule of 6' and social distancing from all other park users is maintained.</p> | LOW |
| 14 | Unable to stop the virus from spreading | <p>Staff</p> <p>Pupils</p> | <p>Transmission The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes.</p> | LOW |



| | | | | |
|--|--------------------------------|--|---|--|
| | <p>Personal Hygiene</p> | <p>Parents</p> <p>Visitors</p> <p>Contractors</p> | <p>This virus can be readily isolated from respiratory secretions.</p> <p>There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms.</p> <p>Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes.</p> <p>Handwashing</p> <p>Handwashing is one of the most important ways of controlling the spread of infections,</p> <p>The recommended method is the use of liquid soap, warm water and paper towels.</p> <p>Always wash hands after using the toilet, before eating or handling food, and after handling animals.</p> <p>Coughing and sneezing</p> <p>Coughing and sneezing easily spread infections. Persons are encouraged to cover their mouth and nose with a tissue.</p> <p>Wash hands after using or disposing of tissues.</p> <p>Spitting should be discouraged.</p> <p>Personal protective equipment (PPE).</p> <p>PPE for cleaners as per MSDS and/or COSHH risk assessments</p> <p>PPE for cleaners when completing a Deep Clean</p> <p>The correct PPE should be used when handling cleaning chemicals.</p> <p>PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS.</p> <p>PPE is worn by First Aiders and anyone who is assisting with Intermate Care.</p> | |
| | | | <p>Cleaning of the environment,</p> | |



| | | | | |
|----|---|---|---|-------------------|
| 15 | <p>Unable to stop the virus from spreading General Cleaning</p> | <p>Staff</p> <p>Pupils</p> <p>Parents</p> <p>Visitors</p> <p>Contractors</p> | <p>The school is cleaned with normal household disinfectant.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <p>Objects which are visibly contaminated with body fluids.</p> <p>All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</p> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.</p> <p>Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE Cleaning of blood and body fluid spillages.</p> <p>All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE).</p> <p>When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface.</p> <p>Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.</p> <p>Clinical waste.</p> <p>Always segregate domestic and clinical waste, in accordance with local policy.</p> <p>Used gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins.</p> <p>All clinical waste must be removed by a registered waste contractor.</p> <p>All clinical waste bags should be less than two-thirds full and stored in a dedicated area.</p> | <p>LOW</p> |
| 16 | <p>Failure to Deep Clean the school</p> | <p>Staff</p> | <p>Deep Cleaning.</p> <p>The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected.</p> | <p>LOW</p> |



| | | | | |
|--|--|---|---|--|
| | <p>after a member of staff or child is suspected of having coronavirus COVID-19</p> | <p>Pupils</p> <p>Parents</p> <p>Visitors</p> <p>Contractors</p> | <p>Where possible the area is closed and secure for 72 hours before the commencement of the deep cleaning.</p> <p>Suitable personal protective equipment is available IIR surgical masks, disposable gloves and aprons. Disposable eye protection (where there is a risk of splashing face visors).</p> <p>Once used all PPE is disposed of</p> <p>Hands are washed before and after cleaning for at least 20 seconds.</p> <p>Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc.</p> <p>Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids</p> <p>Cleaning of the environment,</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: Objects which are visibly contaminated with body fluids</p> <p>All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</p> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <p>Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</p> <p>A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants</p> <p>If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses</p> <p>Avoid creating splashes and spray when cleaning.</p> | |
|--|--|---|---|--|



| | | | | |
|----|----------------------------|---------------------|---|-----|
| | | | <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered, for example,</p> <p>Upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p> <p>If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.</p> <p>Clinical waste.</p> <p>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ol style="list-style-type: none"> 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. It should be put in a suitable and secure place and marked for storage until the individual's test results are known <p>Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be put in with the normal waste</p> <p>If the individual tests positive, then store it for at least 72 hours and put in with the normal waste</p> <p>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment</p> | |
| 17 | Covid-19 Virus: General | Staff Pupils | <p>Adherence to Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy (See LCC document: "Liverpool Educational Establishments' Reopening Support Document v3")</p> <p>School infection control risk procedures will be followed throughout</p> | LOW |



| | | | | |
|--|--|--|---|--|
| | | <p>Parents</p> <p>Visitors</p> <p>Contractors</p> | <p>Pupils and staff who are symptomatic will not be allowed to attend school.</p> <p>Pupils with household members who are exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • Expectant mother- working from home (September 2020- risk assessment) • Extended duty of care – all staff but particularly those who identify as being critically vulnerable/ extremely critically vulnerable and BAME • Stress – return to school catch-up with all staff by SLT on first day back on rota. All group meetings to be undertaken virtually unless 121 and in same building following procedures. • Return to work/Re-opening questionnaire completed, • Individual Pupil assessments – as applicable to children who require 1-1 support or have an EHCP. Risk assessments completed by Head Teacher or SENDCO. • SLT maintain contact with staff shielding/working at home <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable members of staff who received a Government shielded letter or who meet criteria. • Staff who have a vulnerable household member • Other staff members who are shielding • BAME group • Formal process in place for manager/colleagues to contact the worker if required, as detailed within applicable risk assessment above – email or telephone SLT. Details already known by staff members <p>Manager to regularly update and inform staff re government guidance regarding Covid-19 controls required:</p> <ul style="list-style-type: none"> • Gov.uk https://www.gov.uk/ • Public Health England https://www.gov.uk/government/organisations/public-health-england • Department for Education https://www.gov.uk/government/organisations/department-for-education • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools and other educational settings • Government guidance COVID-19: guidance on shielding and protecting people defined on medical | |
|--|--|--|---|--|



| | | | | |
|----|---|---|--|------------|
| | | | <p>grounds as extremely vulnerable</p> <ul style="list-style-type: none"> • Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable • Government publication COVID-19: cleaning in non-healthcare settings • Government publication Best Practice: how to hand wash • Re-opening plan. Separate risk assessments for (Teachers/TA, office staff, cleaners, Site manager, sole working) • Due to the rapidly changing advice on Covid-19, managers will 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: <p>Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes</p> <ul style="list-style-type: none"> • PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable: • PPE resource available in the classrooms and Reception/medical room/ main/side office containing; • Disposable half face masks: N95 • Disposable gloves: in S, M and L • Disposable aprons: one size • Where personal care is to be provided eye protection/surgical face mask: full- face isolation shields available in medical rooms and office both buildings. • PPE, as above, provided by LCC and purchased by school. • All will ensure an adequate number of first aiders; Most school staff are trained (Paediatric First Aid for EYFS, First Aid at Work, Emergency First Aid). • Parents and Guardians kept informed via email bulletins etc. regarding proposals for reopening including start finish times and any new local rules regarding drop of and pick up etc. | |
| 18 | Covid-19 virus; General school environment | <p>Staff</p> <p>Pupils</p> <p>Parents</p> <p>Visitors</p> | <p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible – central gates onto the playground.</p> <p>Markings are laid out for children/parent's entry/exit day - lines laid out to maintain 2m social distancing.</p> <p>1 way traffic path at the beginning and end of the school day; for parents to collect children. Parents follow a clearly defined path to exit school site. Face masks must be worn by parent/ carer as advised by Public Health Liverpool.</p> | LOW |



| | | | | |
|--|--|---------------------------|---|--|
| | | <p>Contractors</p> | <p>School first aid risk assessment has been reviewed.</p> <p>School signing-in systems are disabled during the Covid-19 pandemic: Staff members are to make their presence on site known verbally to office staff who will record attendance or using sign in sheet (own pen). Likewise, at the end of the day.</p> <p>Staff will have temperature checks done when entering school.</p> <p>Children will have temperature checks and be given hand sanitiser when entering school.</p> <p>Should other visitors come to site, the same procedures as for staff will be used. Visitors will be kept to a minimum, only essential visitors only. These visitors will be asked to fill in a visitor record sheet and their temperature will be taken and hand sanitiser will be issued. Due to the rising number in COVID-19 cases this will be reviewed regularly.</p> <p>Record keeping is kept up to date and reviewed regularly by SBM. HT takes records home at weekends; in case of the need to make any contact with anyone.</p> <p>Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments to be reviewed 15.09.20. Fire drill planned for week 6 of opening WC 05/10/2020.</p> <p>School first aid risk assessment to be reviewed, as required: First Aid that identifies all First Aiders and locations of First Aid bags located in the medical room.</p> <p>Hand sanitizer areas located at the entrances to the building.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 2m social distance.</p> <p>Corridors, walkways and staircases have tape and arrow markings laid out to indicate side to walk on (two-way traffic) and in some areas a one-way system.</p> <p>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 following signage.</p> <p>Movement around the school is kept to a minimum and will run as separate entities- separate entrances/staffing/pods.</p> | |
|--|--|---------------------------|---|--|



| | | | |
|--|--|--|--|
| | | <p>Queuing 2 metres (6ft) apart, signage displayed/marked, parent no-entry markers, one-way system marked. Staggered drop-off and collection times for each pod in place.</p> <p>Class Bubbles are kept together thereby minimising mixing with other class bubbles as much as possible- staggered lunch and break times- to dilute numbers using common areas such as corridors, stairs and toilets.</p> <p>Occupancy numbers of room in every school area on site/ staff bubbles and rooms assigned to staff. Staff rooms for breaks/ lunches if go into area not assigned to masks MUST be worn.</p> <p>Staff are NOT to go into each other's bubble groups.</p> <p>Schools meals will be served in the hall 1-year group at a time, after each class bubble the hall will be cleaned minimising the risk of virus spread via touching surfaces. Lunch will be staggered from 11.30am – 1.30pm.</p> <p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed from classroom areas.</p> <p>Equipment i.e. iPad, etc. if taken into the class bubbles will stay in that pod. This equipment used will be cleaned and returned at the end of the day.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Every child will have their own pack with all stationary needed, plus other resources such as exercise books, pens, etc. 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), etc.</p> <p>PE – equipment will be cleaned after each use. No contact sports and the school curriculum has been amended.</p> <p>Music – no singing is to take place in school. Social distancing will be continued.</p> <p>Staggered playtimes and breaks during the school day.</p> | |
|--|--|--|--|



| | | | | |
|----|-------------------|---|---|-----|
| 17 | Social Distancing | <p>Staff</p> <p>Pupils</p> <p>Parents</p> <p>Visitors</p> <p>Contractors</p> | <p>Social Distancing rules have been created and shared.</p> <p>There is adequate supervision where required to ensure procedures are correctly adhered to.</p> <p>All staff and Pupils must practice social distancing. This includes:</p> <ul style="list-style-type: none"> • Pupils desks and dining tables are at least 2 metres (6ft) apart. As far a possible all children advised to face forward. • Movement around the school is kept to a minimum. • Children and staff are placed into class groups. (Class bubbles) • Keeping children in class bubbles limits mixing with others. • A COVID classroom capacity assessment have been carried out on each classroom and learning area to ascertain how many children and staff can occupy that space safely. • The school little people signs will be used to inform parents of social distancing and as a barrier to not allow access into the building. A senior member of staff will supervise entry and exit at the main school gate at the beginning and end of the school day. Walkie-talkies will be used by members of staff to communicate and to send for children when required to avoid ques and cross contamination. Two members of staff will direct children to their correct entrance for them to use once they have entered the main gate. Class Teachers will go out to meet the class children. • Queuing 2 metres (6ft) apart, if possible. • Stagger drop-off and collection times. • Plan parents' drop-off and pick-up protocols that minimise adult to adult contact • Reminder letter has been sent home to parents to remind them to adhere to the school timings. • Lessons and activities which can take place outdoors are encouraged • Break times are staggered/ different areas of the yard will be used for different groups of children (pods) children will have split breaks and a split lunch breaks throughout the school day. This has been planned and staff are aware of procedures and timings of each day (pod breaks and lunch times) these allocated to different school areas. Staff will be given identified rooms to use to act as an overflow staff room. • Staff and pupils are discouraged from gathering in large groups. • Walking in single file on the left-hand side of the corridors directional traffic arrows will be placed on the floor and walls of corridors. • Visiting the toilet one after the other/ Toilets will be cleaned each day as a cycle cleaning routine; this has been assessed due to having more PODs opening within school it is unable for cleaning staff to clean after each and every use. • If necessary, the school will liaise with Local Authority if a school cannot meet the government's guidelines due to staff shortages or space within the school. • If social cannot be maintained PPE will be worn adhering to the Liverpool city council PPE policy. • Staff timetable will be reviewed weekly. • Staff will be kept informed via email and online meetings daily briefing will take place of those members of | LOW |
|----|-------------------|---|---|-----|



| | | | | |
|----|---|--|---|------------|
| | | | <p>staff on school.</p> <ul style="list-style-type: none"> • Parents and guardians kept informed via emails, text and letters regarding any changes and updates. • Due to the rapidly changing advice on COVID-19 managers should ensure they review safe working procedures and protocol daily until it is deemed unnecessary. • Cleaners wearing PPE equipment at all times. • Fogger has been purchased for use for EYFS. <p>See School Reopening Plan for further details on how the school are going to implement social distancing</p> | |
| 20 | Practicing Social Distancing with young people with an EHC plan, SEN Specific Needs or children of EYFS age. | <p>Staff</p> <p>Pupils</p> <p>Parents</p> | <p>Social Distancing rules are followed as far as reasonably practicable.</p> <p>Extra support.</p> <ul style="list-style-type: none"> • Pupils are encouraged to practice social distancing. • Parents/Carers are asked to reinforce this message at home. • Lesson plans/play activities are reviewed with social distancing in mind. • Teaching support staff are instructed to wash their hands regularly and to avoid touching their face. • Staff assistance is available to pupils who are having trouble wash their own hands. • Suitable personal protective equipment is available for any First Aid or Accidents that some younger children may have. Staff are advised to stand side on to deal with these situations if possible. • Once used all PPE is disposed of together. • Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. • Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids. • 1:1 Support for children have been advised to sit along side children when can to offer support using a higher chair so they don't have face to face contact with the supported child. • Specific children identified for individual risk assessments this is to ensure individual need are met in a safe manner. | LOW |
| 21 | Covid-19 virus; School day | <p>Staff</p> <p>Pupils</p> <p>Parents</p> | <p>Parents and children required to sign a Covid-19 agreement and behaviour policy has been reviewed and amended accordingly.</p> <p>All staff and children required to follow the "Catch it. Kill it. Bin it." Guidance. Staff members will instruct and remind children how to do this safely.</p> <p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain the recommended 2m social distancing rule at all times, where practicable • Teachers & TAs should not bend down to pupils' level when communicating in close quarter | LOW |



| | | | | |
|----|---|---|---|------------|
| | | | <ul style="list-style-type: none"> • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. • Children are not required to wear school uniform but are requested to wear clean and different clothes daily. • No provision of breakfast or after-school clubs. • Staff are NOT to go into each other's bubbles. • Staff are to wear face masks/ visors in communal areas. | |
| 22 | Covid-19 virus; Working and teaching within the school environment | <p>Staff</p> <p>Pupils</p> <p>Parents</p> <p>Visitors</p> <p>Contractors</p> | <p>Staff instructed in the following working practices: Aim to maintain the recommended 2m social distancing rule at all times, where practicable.</p> <p>Only use identified rooms:</p> <ul style="list-style-type: none"> • Staffroom & located staff overflow (intervention room) - no more than between 4 - 6 adults in at a time (instructed capacity on the doors of the rooms - designated areas). • Each class bubble has one teacher, TA to assist with covering class bubbles during playtime/lunchtimes. • Designated adult toilets located downstairs and - 1 adult at a time • Children's toilets- KS1 boys and girls are to be used by all Pod children. Toilets will be cleaned each day as a cycle cleaning routine; this has been assessed due to having more PODs opening within school it is unable for cleaning staff to clean after each and every use. • A cleaner is on site throughout the day as working hours have been adjusted to adhere to all cleaning requirements as more children and staff are returning. • Photocopy areas - 1 adult at a time (2m space identified- cleaning/gel provided for before/after use) • Offices – Staff to be the only ones to enter into those offices respectively. All other staff members to stand outside of these offices; thereby maintaining 2m distance. • Site manager's Office – 1 adult at a time • Medical room – to be used by 1 person at a time for isolation purposes only if needed • Outdoor playground spaces- designated areas have been identified on the school playground for designated Pods during brake times. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing (every 20-30mins for at least 20 sec. • Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing. • Classroom activities planned and structured with social distancing in mind; where possible classes and | LOW |



| | | | | |
|----|--|---|--|------------|
| | | | <p>other activities (music and sports) will be held outside when possible.</p> <ul style="list-style-type: none"> • School counsellor is in school 3 times per week and social distancing measures are in place. • If necessary, the school will liaise with Local Authority if a school cannot meet the governments guidelines due to staff shortages or space within the school. This may mean children and/or staff being relocated to another school or asked to teach another age group. • Where possible communication between parents and the school should be via text message/email or social media. Any parents wanting to speak with teaching staff should contact the school office by phone. • All visitors and contractors to school will be limited to essential personnel only i.e. catering staff, maintenance personnel for emergency repairs to fix defective boilers, etc. we will ensure any contractors are aware they must not visit the school if they or anyone they have come into contact with anyone who is symptomatic. | |
| 23 | Covid-19 virus; Requirement's when working and teaching within the school environment | <p>Staff</p> <p>Pupils</p> <p>Parents</p> <p>Visitors</p> <p>Contractors</p> | <p>Reception office/ Reception area</p> <ul style="list-style-type: none"> • Access to school through main gate/buzzer- and office staff to direct to correct area. • No parents or unauthorised visitors are allowed beyond the school gates. A member of staff will assist them at the main school gate adhering to the 2m distancing rule. • Hand sanitisers located in Reception area • Removal of as many items as possible to keep the are as clear and clean as possible • Office staff to sign in visitors • Window opened to increase ventilation in the space • Authorised office staff only to enter this office space. • Telephones are to be used by these staff members only and cleaned by these staff after use each day. • Other Staff to converse with them via the main reception desk; both standing 1m away from the threshold of the tape line (2m in total) • Walkie-talkies will be cleaned and wiped down before and after use. <p>Deputy Head/School Business Manager's and Senior Administrators Office</p> <ul style="list-style-type: none"> • Office for these three staff members use. • Other Staff members to converse with them from the door threshold. • Staff to converse with them via the door; both standing 1m away from the threshold (2m in total) • Window opened to increase ventilation in the space • Telephones are to be used by these staff members only and cleaned by these staff after use each day. • Staff members work at their allocated desks. | LOW |



| | | | | |
|--|--|--|--|--|
| | | | <p>SEND Coordinator and Pastoral Care Managers Office</p> <ul style="list-style-type: none">• Office for these three staff members use.• Other Staff members to converse with them from the door threshold.• Staff to converse with them via the door; both standing 1m away from the threshold (2m in total)• Window opened to increase ventilation in the space• Telephones are to be used by these staff members only and cleaned by these staff after use each day.• Staff members work at their allocated desks. <p>HT Office</p> <ul style="list-style-type: none">• Office for HT use a designated chair will be used for other staff to converse with the HT at the (2m distance) this will be cleaned down after every use.• Window opened to increase ventilation in the space• Telephone is to be used by HT only and cleaned after use each day. <p>Staff Room</p> <ul style="list-style-type: none">• Maximum of 4 members of staff in this room at 1 time adhering to the 2m distance rules and allowing for safe and socially distanced moment around the room.• Microwaves if used are cleaned after every use.• Telephones (if used) are cleaned by staff after every use.• Trash is put into a lidded bin.• Staff members are advised to bring in any crockery and cutlery for personal use and to take home daily• Any kitchen equipment used is cleaned and washed using the staffroom dishwasher.• Window opened to increase ventilation in the space. <p>Staff Room Overflow (Intervention Room)</p> <ul style="list-style-type: none">• Maximum of 6 members of staff in this room at 1 time adhering to the 2m distance rules and allowing for safe and socially distanced moment around the room.• Trash is put into a lidded bin.• Staff members are advised to bring in any crockery and cutlery for personal use and to take home daily• Any kitchen equipment used is cleaned and washed using the staffroom dishwasher.• Window opened to increase ventilation in the space <p>Site Manager's Room</p> <ul style="list-style-type: none">• One person permitted into the room at a time• Use of room limited to SM, cleaning staff and office staff members | |
|--|--|--|--|--|



| | | | |
|--|--|---|--|
| | | <ul style="list-style-type: none">• All controls in place to ensure safe handling of materials and substances• Telephone is to be used by SM only and cleaned after use each day.• SM is responsible to ensure own working environment is cleaned following the guidance. <p>Adult Toilets</p> <ul style="list-style-type: none">• One adult permitted at a time• Sufficient hygiene products available to maintain good hygiene. <p>Class Bubbles</p> <ul style="list-style-type: none">• Window opened to increase ventilation in the space Classrooms• Hand washing station in each room• Doors open if appropriate on the outside to allow access and fresh air to ventilate the rooms. Internal doors are to remain closed whilst the Pods are being used.• Pupils regularly reminded to maintain social distancing. Signage will be displayed.• Cleaners to regularly clean throughout the day.• Teachers to risk assess their classroom at the start of their rota and inform SLT of any changes needed before the room is used.• Staff members and SLT members will maintain ongoing dialogue both during the day and at other times when necessary.• In certain SEN environments, maintaining 2m social distancing will be near impossible – Central Government's Policy appears to be that for some pupil groups, not complying with social distancing is scientifically acceptable as children / young persons are at low risk from any serious consequences of covid-19, staff protection measures in this category should be reviewed. <p>The school will review measures to protect staff & pupils in this group, including:</p> <ul style="list-style-type: none">• Contact with staff whilst handling a pupil; review EHC plans and risk assess individual pupils in consultation with parents. Trial basis may be considered. Guidance: Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak - actions for educational providers and other partners www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people <p>Note; If a risk assessment determines that a child or young person's needs continue to be more safely met at home, regular contact will be maintained and work/activities provided following LA EHCP risk assessments.</p> | |
|--|--|---|--|



| | | | | |
|--|--|--|---|--|
| | | | <ul style="list-style-type: none"> • Pupils regularly reminded to maintain social distancing. • 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. • Clear guidance on this re-issued to parents and added to school's behaviour policy and agreed by Governors (September 2020). | |
|--|--|--|---|--|

Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place



| D | Controls (Ser N° to correspond with Hazard Ser N°) | E To be completed by the Manager | | | |
|--------|---|----------------------------------|---------|------------------------|---------------------------------|
| Ser N° | Additional Controls Required | Action to be Taken | By Whom | Target Completion Date | Task Completed (Signed & Dated) |
| 1 | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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



Useful Websites

| | |
|---|---|
| Health and Safety Responsibilities | https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools |
| | https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm |
| | https://www.hse.gov.uk/services/education/faqs.htm#a1 |
| Business Continuity Plan | https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings |
| Guidance for full opening – schools (published 2 nd July 2020) | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools |
| Current guidance on shielding | https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 |
| Current guidance on Clinically vulnerable | https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people |
| Other nonmedical vulnerable people | https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes |
| Providing extra mental health support | https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers |
| | http://www.educationsupport.org.uk/ |
| | https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380 |
| | https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools |
| Remote Education Support | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res |
| | https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources |
| | https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/ |
| | https://edtech-demonstrator.lgfl.net/ |
| | https://get-help-with-tech.education.gov.uk/about-bt-wifi |
| Coronavirus Symptoms | https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus |
| Stay at home guidance | https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance |



| | |
|--|---|
| Arranging a Test | https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested |
| Testing and Tracing | https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ |
| Contacting your Local Health Protection Team | https://www.gov.uk/guidance/contacts-phe-health-protection-teams |
| Guidance on staff wearing 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 |
| Site Manager/Caretaker | https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm |
| | https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown |
| | https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm |
| Cleaning | https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings |
| Catering | https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 |
| Safer Travel | https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers |
| Educational Visits | https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings |
| | https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits |
| Extra-curricular provision | https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak |
| Physical Education and Sports | https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation |
| | https://www.sportengland.org/how-we-can-help/coronavirus |
| | https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf |
| Science and Design Technology | http://www.cleapss.org.uk/ |
| | https://www.ase.org.uk/resources/health-and-safety-resources |
| | https://www.data.org.uk/for-education/health-and-safety |



Liverpool
City Council

Appendix A – Risk Assessment Template LCC Council



St Matthew's Catholic Primary School