

Risk Assessment



A	Date: September 2021	School: St. Matthew's Catholic Primary School	Team: Whole school	Location: Whole school
	Review Date: at least fortnightly in first instance	Ref: 2021-22 version 1	Assessor: C.Sime	Head Teacher: C.Sime

B	Assessment of Risk for: <i>Whole school</i> - Protection from transmission of COVID-19 – Schools
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	COVID-19: General	Staff Pupils Visitors Contractors	All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. There is adequate supervision, where required, to ensure procedures are correctly adhered to. Reference School infection control risk assessment, as required. Pupils and staff who are symptomatic will be requested to isolate as per national	

guidance.

Managers must also review all of the following applicable individual risk assessments where relevant:

- New and expectant mothers
- Extended duty of care
- Stress
- Individual pupil assessments

Manager to regularly update and inform staff re government guidance regarding COVID-19 controls required:

- Gov.uk www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19
- Gov.uk Public Health England <https://www.gov.uk/government/organisations/public-health-england>
- 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 publication COVID-19: cleaning in non-healthcare settings
- Government publication Best Practice: how to hand wash
- Government guidance for food business on Coronavirus (COVID-19)
- Government guidance COVID-19: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

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

Staff are encouraged to complete an LFT test prior to return to school on 1st September. Staff (and regular visitors/volunteers, external agencies) to undertake twice weekly home tests whenever they are due on site until the end of September when advice will be reviewed.

School will encourage vaccine take up and enable staff who are eligible for a vaccination to attend booked appointments where possible (even if during term time).

Pupils (not Primary School aged) to undertake twice weekly home tests whenever they are due on site until the end of September when advice will be reviewed.

There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:

- Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes

PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:

- Disposable half face mask
- Disposable gloves
- Disposable aprons
- Where personal care is to be provided eye protection/surgical face mask
- *detail any other specific disposable PPE in use*

All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.

All staff informed that hands should be washed regularly as per Government guidance-signage in all toilet areas/classrooms/shared spaces etc.

Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.

Signage around school encouraging staff and pupils to maintain good hand hygiene.

School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.

Staff kept informed via email, online meetings etc.

Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.

All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.

			<p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> HSE RIDDOR reporting of COVID-19 	
2	COVID-19; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School first aid risk assessment reviewed, as required</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads, photocopiers and touchscreens.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> Entrances to building Classrooms/entrances to classrooms Corridors Staff rooms Toilets Changing areas <p>Face masks no longer need to be worn, however school will advise staff and/or pupils to wear a face mask in crowded corridors, poorly ventilated areas or areas where close contact with others is unavoidable. In September face masks will be required until a clearer picture of the situation in Liverpool is established.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Corridors, walkways and staircases have markings laid out to indicate side to walk on (two-way traffic).</p> <p>All staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>Staff room to be used by staff at break and lunch times due to staggered times there will be manageable numbers using at any one time. Staff must maintain and clean this area after use and keep through flow of ventilation -opening windows/doors at all times.</p>	

			<p>Water fountains should only be used with refillable bottles.</p> <p>If a pupil/staff member uses their mouth to drink from the water fountain, the affected area should be thoroughly cleansed before being used again.</p> <p>For individuals or groups of self-isolating pupils, remote education plans are in place and school will provide this provision when necessary.</p> <p>All contractors and visitors are instructed to report to the main school reception upon arrival.</p> <p>All contractors and visitors are asked for verbal or written evidence to confirm that:</p> <ul style="list-style-type: none"> • I am at present not suffering from any symptoms or have tested positive for coronavirus within the last 10 days. • No member of my household are displaying symptoms or have tested positive for coronavirus within the last 10 days. • I have not travelled abroad to any country on the 'amber list' within the last 10 days. • I have not been contacted by the NHS Test and Trace service within the last 10 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>Where possible, school will endeavour to ensure contractors and visitors attend outside of normal school operating hours if safe to do so,</p> <p>The school will adopt a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible</p>	
3	COVID-19: School reception and offices	<p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are requested to send information electronically to avoid the use of internal mail services, where appropriate, daily briefing will continue at 8.15am, staff responsibility to attend this or obtain notes after which. .</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and</p>	

			<p>cleaned and sanitised before reissue.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible- in all classrooms/office spaces and rooms which are used daily.</p> <p>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.</p> <p>Telephones not to be shared. Staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are asked to call back or a message taken for a call back from relevant member of staff.</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>	
4	COVID-19: Meetings	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Attendance at meetings is limited to those essential attendees only, held in large room with adequate ventilation. Meetings are timetabled using Google calendar for parents/staff/visitors and agreed with SLT. Critical information is cascaded to other staff.</p> <p>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>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p>	

			<p>Limited number of parents (1 family at a time) allowed in office reception area, those waiting must stay outside.</p> <p>Whole school meetings (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees- Infant hall with all doors/windows open, seating/staff spread out</p> <p>Attendees encouraged to take LFT test on the morning of the meeting prior to attending.</p> <p>If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged.</p> <p>Parent group meetings:</p> <p>Parent group meetings to be held in as large a space as possible to allow for adequate distancing between attendees.</p> <p>If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged.</p> <p>School encourages the use of outdoor space for parent groups where appropriate.</p> <p>Indoor parent groups numbers are restricted appropriate to room size etc.</p> <p>Attendees encouraged to take LFT test on the morning of the parent group prior to attending.</p>	
5	COVID-19: Classrooms	Staff Pupils	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Shared spaces in each building e.g. libraries, spare classrooms, must be cleaned after use and left ventilated. These must be timetabled and booked to avoid large numbers.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p>	

			<p>Physical Education should take place outside where possible to maximise ventilation.</p> <p>Resources that are shared between different learning groups, such as Science, Art, DT and sports equipment, will be cleaned frequently / after each use.</p> <p>All outdoor sports and supervised activities for children can take place without restrictions on attendance. Activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.</p> <p>If communal areas are used for group activities / lessons they should be cleaned down after use.</p> <p>All communal areas in use should remain well ventilated.</p> <p>Activities such as singing should be carried out following latest government guidance / risk assessment.</p> <p>Pupils will attend in PE kit for their designated PE day, this will eliminate the need for changing rooms.</p> <p>School will remain vigilant and aware of the additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.</p>	
	Breakfast and After school clubs	Staff Pupils	<p>Early Brids will resume for all children from reception upwards, classes with avoid mixing will all guidance followed.</p> <p>Equipment cleaned regularly and hand washing and ventilation rules followed as classroom rules.</p>	
6	COVID-19: Dining areas	Staff Pupils	<p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room windows and doors will be opened to allow natural ventilation before, during and after each sitting.</p>	

7	COVID-19; 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.</p> <p>Cleaners have appropriate PPE in line with COSHH risk assessments</p> <p>Classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day.</p> <p>Cleaners on site at additional times to ensure regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been.</p> <p>Nappy or Pad Changing (PPE)</p> <p>Disposable gloves and aprons are provided and worn Staff will wear fluid resistant type IIR surgical mask and disposable eye protection (where there is a risk of splashing).</p>	
8	COVID-19; Ventilation	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Desk type fans can be used to promote fresh air flow from an open window.</p>	

			<p>Fans should not be used in poorly ventilated areas.</p> <p>Prior to the receipt of CO2 monitor re Government roll out: potentially poorly ventilated areas identified, including all areas where people work/teach and have large groups within, that have no mechanical or natural ventilation.</p> <p>Steps taken to improve ventilation or reduce occupancy/use of areas:</p> <ul style="list-style-type: none"> • <i>Limit numbers entering and working within small group rooms</i> • <i>Reduce time spent in corridors/office/photocopier areas</i> • <i>Door kept open whilst within and left open when leaving to air room (unless fire door)</i> 	
9	COVID-19; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate/follow public health advice.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</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 NHS Test and Trace and get tested and to follow the current advice.</p> <p>Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. A PCR test will be required to check the LFT test result.</p> <p>If PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school, as long as they are not symptomatic.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact local authority SPOC team if they have a positive case. They will</p>	

			liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.	
10	COVID-19; Outbreaks	Staff Pupils Visitors Contractors	<p>Schools has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to a raised COVID cases locally. In the first instance in September school will continue to avoid classes mixing until the picture is clear of the situation in Liverpool</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/ School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response</p>	
11	Transport	Staff Pupils	<p>Public Transport</p> <p>Staff and pupils are advised to follow current government guidelines. Wearing of face masks whilst travelling on public transport is advised, but no longer mandatory.</p> <p>The school will endeavour to encourage staff and pupils to walk or cycle to school. There will not be a walking bus facility this school year and all parents and pupils will be encouraged to walk to and from school and follow designated drop off points around school. Leaving the premises promptly- this will be managed by school staff daily.</p> <p>A full separate risk assessment must take place if school minibus is used and agreed by SLT</p> <p>Car Sharing</p> <p>All Staff and pupils will avoid car sharing where possible.</p> <p>If car sharing is essential, windows should be opened to maximise ventilation with passengers seated front to back.</p>	

12	Educational visits	Staff Pupils	<p>Educational visits that are integral will take place following the completion of an individual risk assessment.</p> <p>Individual local authority guidance will be followed if traveling between counties.</p> <p>Local government transport guidance will be followed</p>	
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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	TRAVEL- RETURNING TO SCHOOL Up to date information on travel requirements can be found in the guidance below: Red, amber and green list rules for entering England - GOV.UK (www.gov.uk)	Parents and carers will be informed to follow guidance at beginning of term and upon returning to school.	All staff		
2	CO2 monitor updates added, when machine arrives further information added where necessary.	TBC	SLT		
F					

Once additional controls are implemented, what will the overall risk level be:

High

Medium

Low

Risk assessment signed off by:

Signature: Mrs C. Sime

Date: 27th August 2021

Please note an electronic signature will suffice.