

## Risk Assessment

<b>A</b>	<b>Date:</b> March 2022	<b>School:</b> St. Matthew's Catholic Primary School	<b>Team:</b> Whole school	<b>Location:</b> Whole school
	<b>Review Date:</b> at least fortnightly in first instance	<b>Ref:</b> 2021-22 March 22 amend	<b>Assessor:</b> C.sime	<b>Head Teacher:</b> C.Sime

<b>B</b>	<b>Assessment of Risk for:</b> <i>Whole school</i> - Protection from transmission of COVID-19 – Schools
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<b>C</b>	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
1	COVID-19: General	Staff Pupils Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Reference School infection control risk assessment, as required.</p> <p>Pupils and staff who test positive should not attend school whilst infectious. Pupils and staff should self-isolate for at least 5 days following a positive LFT/PCR test, they can take LFD tests on day 6 and day 7 of their self-isolation period and come out if they have two negative tests.</p> <p>If a parent or carer insists on a pupil attending school where they have a confirmed or suspected case of COVID-19, schools can refuse the pupil if in your reasonable judgement, it is necessary to protect other pupils and staff from infection</p> <p>Unvaccinated staff are no longer required to isolate if they are contacts of confirmed cases of COVID-19.</p> <p>School will revisit its outbreak management plan and keep informed of changes within the</p>	

			<p><u>contingency framework guidance</u>, to ensure it is well prepared for any future changes.</p> <p>Manager to regularly update and inform staff re government guidance regarding COVID-19 controls required:</p> <ul style="list-style-type: none"> <li>• Gov.uk <a href="http://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></li> <li>• Gov.uk Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> <li>• Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul> <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> <li>• HSE COVID19 latest information and advice</li> <li>• HSE Working safely during the coronavirus guide</li> <li>• Government guidance COVID-19: guidance for schools COVID-19</li> <li>• Government publication COVID-19: cleaning in non-healthcare settings</li> <li>• Government publication Best Practice: how to hand wash</li> <li>• Government guidance for food business on Coronavirus (COVID-19)</li> <li>• Government guidance COVID-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</li> </ul> <p>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.</p> <p>Staff may choose to access test kits, if required from their local pharmacy or by ordering online.</p> <p>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).</p> <p>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> <ul style="list-style-type: none"> <li>• Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes</li> </ul> <p>PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> <li>• Disposable half face mask</li> </ul>	
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2	COVID-19; General school environment	<b>Staff</b> <b>Pupils</b> <b>Visitors</b> <b>Contractors</b>	<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"> <li>• Entrances to building</li> <li>• Classrooms/entrances to classrooms</li> <li>• Corridors</li> <li>• Staff rooms</li> <li>• Toilets</li> <li>• Changing areas</li> </ul> <p>School staff to wear a face mask in crowded corridors, communal spaces, poorly ventilated areas</p>	

			<p>or areas where close contact with others is unavoidable.</p> <p>Visitors to school to wear face coverings when entering the reception area/building/moving around, communal spaces/attending meetings.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</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>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"> <li>• I am at present not suffering from any symptoms or have tested positive for coronavirus within the last 10 days.</li> <li>• I have not travelled abroad to any country on the 'amber list' within the last 10 days.</li> <li>• I have not been contacted by the NHS Test and Trace service within the last 10 days.</li> </ul> <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>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	Pupils	Staff are requested to send information electronically to avoid the use of internal mail services,	

	reception and offices	<p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p>where appropriate, daily briefing sent by email at 7.45am, staff responsibility to check emails daily for this purpose.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p>Windows will be opened at all times, 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><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Visitors</b></p> <p><b>Contractors</b></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 before and on completion of the meeting e.g.</p>	

			opening windows fully.	
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, at all times, to encourage as much natural ventilation as possible.</p> <p>CO2 monitors (provided by DFE, in all classrooms and these should be regularly checked to adjust ventilation accordingly) used daily to monitor ventilation. Any concerns to be reported to SLT immediately. Layers of clothing encouraged for all staff and children to cater for ventilation/open doors/windows.</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>Pupils will attend in PE kit for their designated PE day, this will eliminate the need for changing rooms.</p>	

	Early Birds and After school clubs	Staff Pupils	<p>Early birds will resume for all children from reception upwards, social distancing will continue to be used and all guidance followed if needed and a positive case is confirmed in a class.</p> <p>Bubbles do not need to be followed but 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	Staff Pupils Visitors Contractors	<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>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>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><b>Nappy or Pad Changing (PPE)</b></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	Staff	Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.	

		<p>Pupils</p> <p>Visitors</p> <p>Contractors</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>	
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.</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>School should complete online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p>	
10	COVID-19; Outbreaks	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<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.</p> <p>The <a href="#">online ordering platform</a> remains open for education settings to access lateral flow device (LFD) test kits free of charge, but should only be used if your <b>setting is experiencing an outbreak</b> and you have been advised to resume testing by a director of public health, your local authority, or a local health protection team</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p> <p>Remote education: current requirements remain in place, with duty to provide education for ALL children who are absent due to covid reasons. Where workforce issues arise, you may wish to use existing teaching, temporary and support staff more flexibly where required to ensure your setting remains open, whilst ensuring that you continue to have appropriate support in place for pupils with SEND. As pupils do not need to be kept in consistent groups, you may wish to consider combining classes.</p> <p>All schools should continue to report confirmed positive cases of COVID-19 to LCC online</p>	



			<p>platform <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p> <p>LCC will monitor cases and advise schools if they meet thresholds defined in contingency framework. Please inform <a href="mailto:SPOC@si.liverpool.gov.uk">SPOC@si.liverpool.gov.uk</a> if there is:</p> <ul style="list-style-type: none"> <li>• evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19</li> <li>• a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group</li> </ul> <p><b>CEV/Pregnant staff</b> DfE guidance no longer refers to RCOG guidance when referring to pregnant staff, but now solely refers to government <a href="#">guidance on pregnant employees</a>. Further information and advice will follow.</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>	

**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

<b>D</b>	<b>Controls</b> (Ser N° to correspond with Hazard Ser N°)	<b>E To be completed by the Manager</b>			
Ser N°	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>
1	TRAVEL- RETURNING TO SCHOOL  Up to date information on travel requirements can be found in the guidance below:  <a href="https://www.gov.uk">Red, amber and green list rules for entering England - GOV.UK (www.gov.uk)</a>	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.	Amended risk assessment November 21- upon arrival of monitors.	SLT		
3	Updates will be ongoing dependant on guidance from LCC and DFE.	Ongoing	SLT		
4	Updated following further guidance from LCC/Public health in relation to Omicron variant.	Ongoing restrictions related to limiting contact across school.	SLT		3 <sup>rd</sup> December 2021
5.	Updated following guidance regarding Omicron (January 2 <sup>nd</sup> 2022)  Updated changes regarding the temporary suspension of PCR tests (11.1.22)  Further limits placed on staff room mixing/virtual staff meetings  Revisited risk assessment following guidance 28 <sup>th</sup> February 2022	Ongoing	SLT		6th January 2022    March 2022

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**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: March 2022**

*Please note an electronic signature will suffice.*