

Risk Assessment: Whole School Autumn 2020



A	Date: 01.09.20 (reviewed 08.09.20) (reviewed 17.09.20) (reviewed 19.10.20)	School: St Francis de Sales Catholic Infant and Nursery	Team: Whole School	Location: School
	Review Date: To be reviewed every 4 weeks or as necessary: 16.11.20	Ref: 4	Assessor: J McCann L Melia	Head Teacher: Lisa Melia

B	Assessment of Risk for: Protection from transmission of Covid-19 during pandemic for all school activities, including visits from outside agencies in support of SEND children.			
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	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. Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy Pupils who are symptomatic will not be allowed to attend school.	

			<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. Visitors and contractors who are symptomatic will not be permitted to enter school premises.</p> <p>Visitors and contractors will be required to comply with the school's arrangements for managing risk as per this risk assessment, including taking particular care to maintain distance from other staff and pupils. This will run alongside Risk Assessments provided by individual visitors and contractors.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none">• New and expectant mothers• Extended duty of care• Stress• Individual Pupil assessments <p>Covid-19 specific extended duty of care risk assessment previously considered and carried out where relevant for all staff who met the following criteria:</p> <ul style="list-style-type: none">• Vulnerable member of staff who have received a Government shielded letter.• Staff who have an extremely vulnerable household member.• Staff who live with a vulnerable person• BAME <p>Formal process in place for manager/colleagues to contact the worker if required, as detailed within applicable risk assessment above.</p> <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/	
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			<ul style="list-style-type: none"> • Where personal care is to be provided eye protection/surgical face mask • <i>Staff may also choose to wear a face visor. This must be kept in a secure place at the end of the school day if it is to be stored on site (eg out of reach of children on a clean surface)</i> <p>All used PPE should be double bagged and disposed of appropriately in designated yellow bins which are located Nursery and the Dining Hall.</p> <p>All used PPE should be double bagged and disposed of appropriately within a yellow bin located in the Nursery (<i>nappy bin</i>) and the Dining Hall (<i>yellow bin</i>).</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>All visitors and contractors informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running (to be kept in staff bags and stored in the top of the cloaks area cupboards/teacher cupboard).</p> <p>Parents and Guardians kept informed via school jotter/Seesaw/text messaging service regarding proposals for reopening including start finish times and any new local rules regarding drop of and pick up etc <i>when necessary</i>.</p> <p>Staff kept informed via email, online meetings etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the <i>incident as necessary</i>.</p> <p>All incidents reported to <i>SPOC</i> using the LCC online accident and incident report (<i>MDS</i>) form.</p>	
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2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible – Peter Rd (both sets of gates) Hale Rd and Margaret Rd.</p> <p>A one-way system will be in operation.</p> <p>Markings are laid out on the playground for parents to follow to their child’s classroom doors – arrows laid out to maintain 2m social distancing. Markings around classroom doors – parents not allowed to cross.</p> <p>All parents/carers must wear a face mask at all times when on the school site unless exempt. If a parent/carer informs a member of staff that they are exempt, they must provide evidence of this, ie lanyard, screen saver etc.</p> <p><i>All staff must wear a face mask/visor when moving around the school. They do not need to be worn within class bubbles.</i></p> <p>School first aid risk assessment to be reviewed, as required annually.</p> <p>Visitors to use hand sanitizer prior to using school biometrics and touchscreen entry control system. Staff to use fobs to sign in and out.</p> <ul style="list-style-type: none"> • If biometrics and/or other access control systems are disabled, Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments will be reviewed. <p>Hand sanitizer stations located at the entrance to the building, the foyer and in each base.</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 arrow markings laid out to indicate side to walk on (two-way traffic).</p> <p>Staff and pupils are requested to keep close to the left-hand side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p> <p>Children to return to school on a phased approach – Y2s 02.09.20, Y1s 07.09.20, Rec 14.09.20, Nur 21.09.20.</p> <p>Children will remain within their class bubbles and classrooms at all times – breaktime, lunchtime, PE, PPA.</p> <p>Children should not mix with other class bubbles during the day and mixing with other classes minimised as much as possible.</p> <p>Wherever possible, staff supervising a cohort should also remain within this ‘bubble’</p> <p>Timetables revised where possible to reduce movement around the school premises.</p> <p>Dining room be laid out to maintain class bubble social distancing as far as is reasonable practicable. Only two classes at any one time to use the dining room. Children served at their tables with colour coded trays for each year group. Other classes to eat lunch in their classroom (see lunch time timetable) and lunch brought to the classroom by assigned LSA. Trolleys carrying the food to the classrooms are wiped down in between class uses by a member of the kitchen staff.</p> <p>Dining room tables and chairs will be wiped down between sittings.</p>	
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			<p>maintained a 2m distance at all times. We also require visitors to wear PPE. If visitors are working with children on an observation basis, they must maintain a 2m distance, while wearing PPE. If visitors to SEND children do not need to work with them in their classroom environment and do not need the space of the dining room, we will make our Therapy Room available to them. The Therapy Room will be laid out so that social distancing is enabled to take place.</p> <p>Professionals visiting SEND children will need to inform the school SENDCo (Una O’Kane – Acting SENDCo) or the child’s class teacher, of the nature of their visit – eg teaching / assessment, consultation or observation. They will need to advise if they are able to work with the child at a distance of 2 meters. Advance notice of these visits is mandatory.</p> <p>Visitors to SEND children will need to have informed consent from parents. Verbal consent can be taken from parents – this must be recorded with the date of consent.</p> <p>Visitors and Contractors must ensure that they are non-symptomatic and they must advise the school of how they plan to minimise risk during their visit, ideally in the form of a risk assessment from their organisation.</p> <p>Visitors and Contractors must ensure that their service is aware of their location. Visitors and Contractors are required to minimise the number of settings visited in one day to reduce the risk of spreading infection.</p> <p>Visitors and Contractors will need to advise the SENDCo / Class Teacher of any equipment the child will need during the visit so that this can be prepared in advance.</p>	
3	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School start and finish times for different classes are staggered to reduce the numbers attending the site at the start and finish of the day: <i>Y2 9.00-3.15, Y1 8.45-2.45, Rec 9.00-3.00, Nursery 8.30-4.00.</i></p> <p><i>Reception parents and KS1 parents are kept separate to facilitate more effective social distancing to take place.</i></p>	

			<p>Parents are requested to drop their children off alone i.e. not both parents attending at once.</p> <p>Parents are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school.</p> <p>Parents requested not to gather on the school playground and to maintain social distancing at all times.</p> <p>Classes should be kept together thereby minimising mixing with other classes as much as possible.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets (see lunchtime and breaktime rotas).</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines.</p> <p>Visitors to SEND children will be able to use the Dining Hall (from 2pm daily). The Therapy Room will also be made available and sessions timetabled in order that cleaning can take place before and after each session.</p> <p>Visitors to our school for SEND children will be allowed onsite if they have not crossed other bubbles of children in other settings, or they have worn full PPE (face mask/visor), and have not been closer than 2 meters for more than 15 mins or closer than 1 meter for more than 1 minute with any one child.</p>	
4	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>Staff, pupils and visitors 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. • Limit number of surfaces touched, where possible. 	

		Contractors	<ul style="list-style-type: none"> • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing and use of hand sanitizer (after each session when a SEND specific visitor has worked on a 1:1 or small group with a child(ren)). <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing.</p> <p>Classroom activities planned and structured with social distancing in mind; increased use of outdoor space (particularly the 'mile track when completed).</p> <p>Changing of classrooms for different activities is avoided, unless an emergency occurs eg leak, power disruption.</p> <p>When teachers without a class cover a class, they do so with a 48-hour window before and after accessing another bubble.</p> <p>When SMT or SENDCo are observing in classrooms, social distancing measures of 2m/use of face coverings will be followed at all times unless the member of SMT is 'assigned to the class for that particular week.'</p> <p>Meetings with parent as will take place via a virtual platform, such as Zoom or Teams.</p> <p>Meetings with professionals who attend school will take place with social distancing measures in place.</p> <p>Pupils regularly reminded to be aware of social distancing wherever possible.</p> <p>Visitors working with children will do so in a room that is well ventilated.</p>	
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5	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Reference existing school COSHH risk assessments in place.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</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>Large playground equipment wiped down and cleansed between uses eg breaktime/lunchtime and at the end of the school day.</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 end of each school day. Toilets cleaned also at 10.30am, lunchtime and 2.30pm.</p> <p>All members of staff to be aware of need to wipe down frequently used surfaces throughout the school day and regularly touched items such as door handles.</p> <p>All staff to be aware to wipe down lunch areas where they have sat to eat their lunch (main hall and staff room).</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with areas the person may have been.</p> <p>Staff, visitors and contractors must wear clean clothes which have not been used in another context, if possible.</p> <p>Visitors and contractors must wipe down all cases, materials and resources with antibacterial / viral wipes before the visit.</p> <p>Visitors and contractors must carry antibacterial / viral wipes, tissues and hand sanitiser.</p> <p>Visitors are required to work in a room which has not been in recent use and / or has been cleaned using anti-bacterial materials, and well ventilated.</p> <p>Staff, visitors and contractors must wash or sanitise hands upon entering our school.</p>	
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6	Covid-19 virus; 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. The isolation areas are: small classroom for Nursery, quiet room for Reception and Y1, main foyer for Year 2. Staff will be sent home to self-isolate. If these areas are already occupied by symptomatic children, a well-ventilated area will be created within individual classrooms, and other children moved away. See guidance: https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</p> <p>Visitors working with a child who appears unwell must alert a member of staff in order to follow the school's risk assessment and policies.</p> <p>If staff are unable to maintain social distancing from isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>All symptomatic pupils or staff advised to get tested and request results.</p> <p>Class 'bubble' to be sent home and advised to self isolate in line with guidance once a child/ member of staff has been confirmed as Covid positive.</p>	

			https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open	
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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	Staff will be offered the use of face visors to be worn when working with small groups of children/1:1.	Face visors to be purchased and available from 02.09.20	J McCann	04.09.20	

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;">High Medium Low</p>	<p>Risk assessment signed off by:</p> <p>Signature: <i>L Melia</i></p> <p>Date: 22/10/20</p> <p><i>Please note an electronic signature will suffice.</i></p>
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