

Risk Assessment

A	Date: 5 th January 2022	School: Wavertree CE	Team:	Location:
	Review Date: at least fortnightly in first instance	Ref:	Assessor:	Head Teacher: Mrs A. Brooksbank

B	Assessment of Risk for: 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. 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	Low

			- 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 to undertake twice weekly home tests whenever they are due on site until the advice is 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 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. Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.	
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			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, Zoom meetings and messaging. Face to face staff meetings will be suspended until further notice. Parents and Guardians kept informed via email, website etc. regarding LA/Government updates including start finish times and any new local rules regarding drop of and pick up 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. Reference made to HSE guidance for reporting under RIDDOR: • HSE RIDDOR reporting of COVID-19 Supply and student teachers will be advised of school's Covid procedures and will be required to adhere to all safety measures in place. Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance. Storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running. Clothes must be stored inside bags in the wardrobe in the staffroom.	
2	COVID-19; General school environment	Staff Pupils Visitors Contractors	School first aid risk assessment reviewed, as required. Two digital thermometers are on site for use when necessary 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 and touchscreens.	Low

			Staff are required to wear a face mask in crowded corridors, poorly ventilated areas or areas where close contact with others is unavoidable. The staffroom is restricted to a maximum of four people. Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance. Corridors, walkways and staircases have markings laid out to indicate direction of travel. Staff verbally reinforce controls in corridors, walkways and stairwells where necessary. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.	
3	COVID-19: School reception and offices	Pupils Visitors Contractors	Staff are requested to send information electronically to avoid the use of internal mail services. All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. Windows will be opened where practical, to encourage as much natural ventilation as possible Telephones are not to be shared where practical. Staff should transfer calls rather than pass handsets to colleagues. 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.	Low
4	COVID-19: Meetings	Staff Pupils Visitors	Attendance at face to face meetings is limited to those essential attendees only. Critical information is cascaded to other staff. Meeting rooms should be adequately ventilated with external windows opened during meetings.	

		Contractors	Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting. 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. Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings. Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.	
5	COVID-19: Classrooms	Staff Pupils	For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which should not be shared. Cleaning of hands is encouraged when changing classrooms for different activities. Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible. Classrooms should be aired thoroughly when empty e.g. opening windows fully. CO2 monitors are to be used in all classrooms to identify the quality of air. Classrooms are to be fully ventilated immediately if levels reach 1500 ppm.	Low
6	COVID-19: Dining areas	Staff Pupils	Dining room tables and chairs will be wiped down between sittings. Dining room windows will be opened to allow natural ventilation.	Low
7	COVID-19; Cleaning	Staff Pupils Visitors Contractors	All cleaning staff are experienced and have received appropriate training. 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. Cleaners have appropriate PPE in line with COSHH risk assessments	Low

			Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. School will be fully cleaned at the start/finish of each school day. Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. 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.	
8	COVID-19; Ventilation	Staff Pupils Visitors Contractors	Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible. When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied. Desk type fans can be used to promote fresh air flow from an open window. Fans should not be used in poorly ventilated areas.	Low
9	COVID-19; Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors Contractors	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 identified as having close contact will test daily according to public health advice. If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary. Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible. Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice. Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance. A PCR test will be required to check the LFT test result.	Low

			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. 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 notify the local authority SPOC team if they have a positive case. 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.	
10	COVID-19; Outbreaks	Staff Pupils Visitors Contractors	Schools has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to raised COVID cases locally. 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	Low

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: High Medium Low	Risk assessment signed off by: Signature: A Brooksbank Date: 5.1.22 <i>Please note an electronic signature will suffice.</i>