

Risk Assessment

A	Date: 14 01 2021	School: Smithdown Primary School	Team:	Location: Smithdown Primary School, Chatsworth Drive, L7 6LJ
	Review Date: ongoing	Ref: LCC Full School Opening Resources Guidance V2; Model Risk Assessment	Assessor: Phil Horne (HT) & ASBC (Tony Shipley)	Head Teacher: Phil Horne

B	Assessment of Risk for: LCC / ASBC Adapted Model Risk Assessment for Covid-19 30/09/20 aligned with aligned with Government Guidance for full reopening of schools (updated) 30 12 2020 & Restricting attendance during the national lockdown: schools - Guidance for all schools in England January 2021			
---	--	--	--	--

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	<p>The school will display a signed copy of the STAYING COVID-19 SECURE IN 2020/21 confirming a Covid 19 risk assessment for the school has been completed (posted in the school's H&S file).</p> <p>This risk assessment will be published on the School's web site as transparent information system in line with Government advice.</p> <p><i>Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so). Sharing your risk assessment</i></p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>This risk assessment will be shared with all staff during staff training days at the beginning of September.</p> <p>GENERAL INFORMATION</p> <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>School Improvements Liverpool update 14 01 2021</p> <ul style="list-style-type: none"> advising staff to continue to attend ATS (Asymptomatic) test site staff to be given home test kits to have weekly LFT (Lateral Flow Test) tests (when DfE has provided guidance) 	<p>LOW</p> <p>Under current guidance for COVID-19</p>

		<p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy See LCC H&S Guidance Note GN18 & LCC PPE Check List. V3 update from LCC 'Reopening Schools ... 29th May Appendix H – LCC PPE Policy</p> <p>Reference School infection control risk assessment, as required: this Covid-19 Risk Assessment, plus Assessment 47 Infection Control & Communicable Diseases, plus guidance documentation GN29</p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance (10 days general, minimum of 10 days from start of symptoms).</p> <p>Pupils & staff returning from visits to other countries, not exempt on the 'bridge list' will self-isolate for 10 days or take a negative returning C-19 test after 5 days in line with Government requirements. 14 days in line with Government requirements.</p> <p>Case in School <i>The headteacher or appropriate member of the leadership team at the educational setting will be asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill. This is likely to be the classmates and teacher of that class. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts.</i></p> <p><i>All direct and close contacts will be excluded from school and advised to self-isolate for 10 days starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday the first day of the 10-day period is on the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms.</i></p> <p>Note; Parents and families of members of the bubble (close contacts in a C-19 case) do not need to isolate unless the bubble member develops symptoms. They get tested only if they develop symptoms.</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 Smithdown; one ECH plan to be reviewed. <p>Note; For pregnant women from 28 weeks' gestation, or with underlying health conditions such as heart or lung disease at any gestation, a more precautionary approach is advised. Women in this category should be recommended to stay at home. <u>This advice has been cited in full reopening of schools 07 08 2020 including the updated 30 12 2020 version</u></p>	<p>LOW Under current guidance for COVID-19</p>
--	--	--	---

		<p>See Covid-19 virus infection and pregnancy (Royal College Of Obstetricians & Gynaecologists). Currently, there is no evidence to suggest that COVID-19 causes problems with the baby's development or causes miscarriage. 2.2 Risk to Baby</p> <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria: <u>Staff who are clinically extremely vulnerable</u> <i>Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier.</i></p> <p><i>In local restriction tier 4 areas or <u>Lockdown from 05 01 2021</u>, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020. Staff should talk to their employers about how they will be supported, including to work from home where possible. Schools should continue to pay clinically extremely vulnerable staff on their usual terms.</i></p> <p><i>All other staff in local restriction tier 4 can continue to attend work (<u>including Lockdown if they cannot work from home</u>), including those living in a household with someone who is clinically extremely vulnerable.</i></p> <p><i>All staff can continue to attend school in local restriction tiers 1, 2 and 3. Under local restriction tier 3, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 30 12 2020</i></p> <p>Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above. <i>If a risk assessment is required for an extended duty of care, see model template on LCC SI Full School Opening Resources Version 2 – 26 08 20</i></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/ • Public Health England https://www.gov.uk/government/organisations/public-health-england • Department for Education https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school • Health and Safety Executive https://www.hse.gov.uk/ 	<p>LOW Under current guidance for COVID-19</p>
--	--	---	---

		<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 Covid-19 • Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable • Government publication COVID-19: cleaning in non-healthcare settings • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Government guidance for food business on Coronavirus (Covid-19) https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-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) • Guidance for full reopening: schools 07 08 2020 updated 28 08 2020 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Guidance; Actions for early years and childcare providers during the coronavirus outbreak 27 07 2020 https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures • Government publication Best Practice: how to hand wash https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing • Restricting attendance during the national lockdown: schools - Guidance for all schools in England January 2021 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf <p><u>COVID 19 ADVICE / CONTACTS</u></p> <p>Due to the rapidly changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p> <p>Headteacher will refer to current NHS Advice, web; https://111.nhs.uk/covid-19 or telephone 111. The DfE are providing COVID-19 advice Phone: 0800 046 8687 or Email: DfE.coronavirushelpline@education.gov.uk</p> <p>Headteacher will refer to current PHE (Contact Tel: 0344 225 0562) Guidance https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services</p>	<p>LOW</p> <p>Under current guidance for COVID-19</p>
--	--	---	--

		<p><u>Should a cases (C-19) arise at the school,</u> The School will contact LCC Chris Price's Team (C-19 <i>Single Point of Contact</i>); School Improvement Liverpool email; SPOC@si.liverpool.gov.uk, Tel: 0151 233 3901 to seek 'next step' advice. The local health protection team (HPT) for actions required can be consulted. Cheshire & Merseyside HPT, Suite 3B, 3rd Floor, Cunard Building, Water Street L3 1DS Tel: 03443350562 – chose Option 1 – Out of hours; 0151 434 4819</p> <p>Other general queries can be directed to; Chris Price (C-19 <i>Single Point of Contact</i>); School Improvement Liverpool email; SPOC@si.liverpool.gov.uk, Tel: 0151 233 3901</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Due to the changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</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"> Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes <p>The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.</p> <p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms <p>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</p> <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"> Disposable half face mask Disposable gloves Disposable aprons Where personal care is to be provided eye protection/surgical face mask <i>detail any other specific disposable PPE in use</i> N/A at present 	<p>LOW Under current guidance for COVID-19</p>
--	--	---	--

		<p>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. <u>Only in the case of suspected contaminated or contaminated waste. See Section 9</u></p> <p><u>Use of Face Masks; Tier Rating & Lockdown 05 01 2021</u></p> <p>Smithdown Primary has required visitors to the school building to wear face masks since the Autumn term. Advice for schools is changing and all staff in communal areas should wear masks. School Improvements Liverpool (email 14 01 2021) reinforced this message; <i><u>face coverings to be worn in areas such as kitchens and offices (when away from desk). Unless a person is medically exempt and at the discretion of the Headteacher</u></i></p> <p><u>In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</u></p> <p><u>Guidance for full reopening of schools (updated) 30 12 2020</u></p> <p><u>2. Where recommended, use of face coverings in schools</u></p> <p><i>The government is not recommending universal use of face coverings in all schools. Schools that teach children in Years 7 and above and which are in local restriction tier 1 will have the discretion to require face coverings for pupils, staff and visitors in indoor areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering.</i></p> <p><i>In particular, schools that teach Years 7 and above may decide to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors.</i></p> <p><i>Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings could have a negative impact on teaching and their use in the classroom should be avoided.</i></p> <p><u>Local restriction tiers: 2, 3 or 4</u></p> <p><i>When an area moves to local restriction tiers 2, 3 or 4, (and Lockdown 05 01 2021) in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social</i></p>	<p>LOW</p> <p>Under current guidance for COVID-19</p>
--	--	--	--

			<p><i>distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings.</i></p> <p><i>In the event of an area moving into local restriction tiers 2, 3 or 4, schools will need to communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.</i></p> <p>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.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running; Individual class storage & shower available for all staff</p> <p>Parents and Guardians kept informed via text bulletins, twitter, Smithdown Website, phone calls etc. regarding proposals for reopening including start finish times and any new local rules regarding drop of and pick up etc.</p> <p>Staff kept informed via email, online meetings (Zoom) and site meetings following social distance guidelines, 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 incident.</p> <p>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> <p>Reference made to HSE guidance for reporting under RIDDOR: HSE RIDDOR reporting of COVID-19</p>	<p>LOW Under current guidance for COVID-19</p>
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 where possible to the school grounds to dilute the numbers coming through them as much as possible. Smithdown Primary has two electronically controlled pedestrian gates in operation, plus three other gates leading directly to the playground for pupil access that will be used during the Pandemic. Gates manned when open for access & egress</p> <p>Markings are NOT laid out on the playground for classes to line up at the start and end of the school day – lines laid out to maintain 2m social distancing. Smithdown Primary School will not mark playgrounds.</p>	<p>LOW Under current guidance for</p>

		<p>Pupils will be dropped off outside of school gates and be directed straight to their classroom. Gates dilute access enough for all arriving & leaving to be the same time.</p> <p>Bubble year group are allocated designated playground times (timetabled)</p> <p>Any deliveries to the school e.g. stationery, cleaning chemicals will be securely stored and left isolated for 72 hours when possible, washing hands after the moving of the delivery.</p> <p>School first aid risk assessment to be reviewed, as required: <i>refer to WRA1 Workplace Indoor Risk Assessment – First Aid signage posted that identifies all First Aiders and locations of First Aid boxes.</i></p> <p>Cross corridor fire doors and other high occurrence touch points will be cleaned regularly throughout the working day to prevent contamination of constant touch points.</p> <p>Lifts to be used by authorised persons only wearing rubber gloves to prevent contamination. Lift controls will be regularly sanitised. Only one person in the lift at any one time (social distancing)</p> <p>School biometrics and touchscreen entry control systems are not disabled during the Covid-19 pandemic for staff fob registering entry & exiting site. Sanitiser available next to sign in system.</p> <p>Biometrics and/or other access control systems are not disabled for visitor use; Sanitiser available next to signing in system. Visitors during the pandemic will generally be discouraged from attending site unless there is no other option. Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments are in date and relevant to any Covid 19 changes. Smithdown are recording visitor contact details to ensure tracing can be completed should a C-19 case arise in close proximity to the visitor</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building + next to signing in screen • Classrooms/entrances to classrooms • Halls • Staff rooms • Offices • Toilets <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distance.</p> <p>Smithdown Primary School will instruct staff & pupils to keep left when passing in common areas (corridors and stair wells etc.).</p>	<p>COVID-19</p> <p>LOW Under current guidance for COVID-19</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. Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p><i>Note from; Covid-19-implementing-protective-measures-in-education-and-childcare-settings:While in general, groups should be kept apart, <u>brief, transitory contact, such as passing in a corridor, is a low risk.</u></i></p> <p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. Instead Praise/Awards assemblies will take place via zoom in this phase of the pandemic.</p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. Princess Primary staff will not use Smithdown staffroom.</p> <p>A maximum of 15 staff at any one time will use the main large staffroom. Beverages, etc., can be taken back to classrooms for consumption providing the cup has a lid (anti-scalding) at the Teacher's or Office desk. The science lab and 'old breakfast area' have been set up as a temporary staff rooms, this will accommodate up to 10 staff maintaining social distancing. Staff members who are related and in the same social bubble can sit together</p>	<p>LOW Under current guidance for COVID-19</p>
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. The use of lanyards will be suspended for visitors – staff personal lanyards can be worn</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Fabric Seating, display stands and magazines are removed.</p> <p>Screens are installed to areas where staff are required to have face-to-face interaction with visitors. Staff who are able to work from home, are encouraged to do so.</p> <p>Office windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations. School Improvements Liverpool reinforced this requirement in the LPHA email 14 01 21;</p> <ul style="list-style-type: none"> Desks in office to be 2m apart from each other if possible face coverings to be worn in areas such as kitchens and offices (when away from desk) at the discretion of the Head teacher <p>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other. Workstations are single user use. Sharing of workstations is not to be undertaken.</p>	<p>LOW Under current guidance for COVID-19</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. See 'fogger' for sanitation under cleaning – see Section 9</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</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>	<p>LOW Under current guidance for COVID-19</p>
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures. 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>LOW Under current guidance for COVID-19</p>
5	Covid-19 virus: Classrooms	<p>Staff</p> <p>Pupils</p>	<p>Primary Schools:</p> <ul style="list-style-type: none"> • Year Groups are kept in 'bubbles' and should not mix with other classes during the school day in classrooms • Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles. <p>Classes be kept together and mixing with other classes minimised, as much as possible.</p> <p>Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.</p>	<p>LOW Under current guidance for</p>

			<p>Classes WHEN back to normal capacity in line with government guidance. Smithdown Primary School will keep pupils in a 'Class or Year Group Bubble':</p> <p>Children are split into 'Year Bubbles' with no classroom holding more than 30 pupils as per government guidelines whilst ensuring seats can be laid out maintaining 1m plus distance:</p> <ul style="list-style-type: none"> • Pupils will then be kept in their Class ('Bubbles') and should not mix with other groups during the day. • The group should be allocated one classroom to contain the potential spread of the virus until restrictions are lifted • During the lockdown; key worker's children & vulnerable children will be kept in appropriate bubbles depending on numbers. See note from SIL to LPHA email 14 01 21. Nursery remain open under Government guidance • Wherever possible, staff supervising a cohort should also remain within this 'bubble' Note the exception to this will be specialist teachers who will ensure rigorous compliance with 2m social distancing and other procedures to combat the risk of C19: <ul style="list-style-type: none"> ○ Music ○ IT ○ PE ○ Language • Teachers should ensure that all staff and students wash their hands regularly throughout the day particularly when eating and at the start and end of activities. • Specialist teaching of music etc... should be done remotely if possible • Playtimes will be managed to ensure students keep a safe distance. • Equipment i.e. keyboards, laptops, I pads, etc. should be cleaned throughout the school day • A rota for staff maybe used at the Head teacher's discretion and all staff will be available to work on site if necessary <p><u>Guidance</u> <u>Music</u> <i>Music teaching in schools and colleges, including singing, and playing wind and brass instruments in groups</i> <i>When planning music provision for the next academic year, schools should consider additional specific safety measures. Although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Measures to take follow in the next sections.</i></p>	<p>COVID-19</p> <p>LOW Under current guidance for COVID-19</p>
--	--	--	--	---

		<p>Playing outdoors <i>Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.</i></p> <p>Playing indoors <i>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. It is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</i></p> <p>Singing, wind and brass playing <i>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.</i></p> <p>Social distancing <i>In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.</i></p> <p>Seating positions <i>Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.</i></p> <p>Microphones <i>Use microphones where possible or encourage singing quietly. By considering and adopting these cumulative risk mitigation measures, the overall risk will be reduced.</i></p> <p>Physical Activities in Schools; <i>Physical activity in schools 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. 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. Schools must only provide team sports on the list available at return to recreational team sport framework. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</i></p>	<p>LOW Under current guidance for COVID-19</p>
--	--	--	--

		<p><i>Schools should refer to the following guidance:</i></p> <ul style="list-style-type: none"> • <u>guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport</u> • <u>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</u> • <u>guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents</u> <p><i>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</i></p> <p><i>Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.</i></p> <p>Music & Physical Activity quotes from; Guidance for full opening of schools 28 08 2020</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school</p> <p>Cleaning of hands is encouraged when changing classrooms / areas for different activities.</p> <p>Classes should be kept together and mixing with other classes minimised, as much as possible.</p> <p>All desks face the same direction i.e. front of the classroom.</p> <p>Pupils are seated side by side as opposed to opposite each other.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. <u>Every child will have their own bag provided by school 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.</u></p> <p>Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles. <u>Resources will be timetabled (possibly per ½ term) for each bubble or cleaned after use.</u></p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p>	<p>LOW Under current guidance for COVID-19</p>
--	--	--	---

			<p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible. Windows and doors will be opened during lesson times to allow for (cross) ventilation of the room.</p> <p>Air conditioning units (main office and Business Manager's office) have been turned off but new guidance shows this is no longer necessary (HSE guidance 12 06 20). Typical split system air-conditioning can be used during this pandemic (C-19) https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p>	
6	Covid-19 virus: Dining areas	<p>Staff</p> <p>Pupils</p>	<p>Dining room be laid out so that 'bubbles' are separated whilst eating. Floor disk safe distance marking will be applied to dining room to indicate social distancing in the line for school dinners.</p> <p>Dining room be laid out to maintain 1m plus social distancing as far as is reasonable practicable. Smithdown kitchen/dining facility when used for school meals, will have all food served along with staff handing out cutlery, drinks and desserts. Pupils will sit close together, but will remain in their bubble.</p> <p>Floor safe distance marking will be applied to dining room to indicate social distancing in the line for school dinners.</p> <p>Smithdown will segregate the school hall into 3 distinct sections & two sittings to ensure 'Bubbles' are not compromised during lunchtime.</p> <p>Packed lunches sittings will be taken within their class bubble in the dining room to keep the bubble together.</p> <p>Note; NO BUFFET SERVICE will be used and the school will allocate each placing with cutlery on trays.</p> <p>Lunch times will be staggered to ensure 'bubbles' do not mix.</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room supervisors, cleaners and serving staff (& teachers) to maintain 2m social distancing wherever possible.</p> <p>Water drink fonts to be not be isolated and potable water provided for the pupil's own water bottle. (pupils have their own labelled water bottle that they take home every day)</p>	<p>LOW Under current guidance for COVID-19</p>
7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Start & end of the school day; start - gates open 08:45am and close at 0900am, pupils will go directly to their 'bubble' via specific entrances for their Bubble. Reception will enter and leave through new 'Reception gates'. All children will arrive leave at 3:00pm. 'Fire engine gates' will be opened at the end of the school day to allow great/spaced out flow for children and parents. Staff should keep a minimum of 2 metres when collecting and releasing students to their parents where possible.</p> <p>Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once.</p>	<p>LOW Under current</p>

			<p>Parents and guardians 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 and guardians are not allowed on the school playground, except Reception & Nursery parents who will deliver their child to the class in the morning.</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines. Each toilet will be cleaned regularly; 1100-1300 and a comprehensive daily clean of each toilet will be completed at the end of the school day with the Fogging machine.</p> <p>Conventional hand driers can be used and paper towels provided</p>	<p>guidance for COVID-19</p> <p>LOW Under current guidance for COVID-19</p>
8	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain 2m social distancing at all times, where practicable. • Teachers & TAs' should not bend down to pupils level when communicating in close quarter (not for EYFS and some KS1) • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing. Certain SEN and Nursery / EYFS environments, maintaining 2m social distancing will be near impossible – 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 rigorously enforced.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>Pupils regularly reminded to maintain social distancing.</p>	<p>LOW Under current guidance for COVID-19</p>

		<p>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.</p> <p><u>Intimate Care for EYFS & SEND</u> See below & web site links, extracts from; <i>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</i> 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#is-ppe-required-for-tasks-involving-changing-nappies-or-general-care-for-babies</p> <p>Intimate care; nappy changing and similar:</p> <ul style="list-style-type: none"> • <u>Is PPE required for tasks involving changing nappies or general care for babies?</u> <i>Staff should follow their normal practice when changing nappies and caring for babies more generally, provided the child is not showing symptoms of coronavirus. This includes continuing to use the PPE that they would normally wear in these situations, for example aprons and gloves. If a child shows symptoms, they should not attend a childcare setting and should be at home.</i> • <u>How should I care for young children or children with special educational needs who do not understand why they must stay apart or who ignore distancing guidelines?</u> <i>Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines.</i> <i>It is imperative that education, childcare and children's social care settings conduct risk assessments around managing groups of children within the setting. This should include limiting the number of children in each group and reducing this to provide more space in each classroom or learning area. As far as possible, small groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak.</i> • Also see; <u>Supporting children and young people with SEND as schools and colleges prepare for wider opening.</u> Extract from Section; <u>Updating Risk Assessments (please read all of this section in the on line document for SEND pupils);</u> <i>Following the partial closure of education settings from 20 March 2020, we asked local authorities to consider the needs of all children and young people with an EHC plan and to carry out a risk assessment. <u>Local authorities were asked to work with educational settings and parents or carers to determine whether children and young people would be able to have their needs met at home, and be safer there than attending an educational setting.</u></i> https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance <i>This Government information was updated 24 07 2020</i> <p><i>PPE is only needed in a very small number of cases:</i></p>	<p>LOW Under current guidance for COVID-19</p>
--	--	--	--

			<ul style="list-style-type: none"> • children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms <p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</p> <p>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</p>	<p>LOW Under current guidance for COVID-19</p>
9	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. Including fogging sanitiser use training 29 05 20 (Ste Gordon – Site Manager)</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. If a COSHH risk assessment not available and the chemical is required urgently; refer to the manufacturer's MSDS (material safety data sheet) available from the supplier or on-line from the manufacturer</p> <p>Reference existing school COSHH risk assessments: School H&S File Section 4, COSHH General Cleaning Chemicals 29a. also; Section 9, COSHH product risk assessments.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. Fixed playground equipment will be rotated between bubbles on a daily basis, e.g. Y3 Monday, Y4 Tuesday, etc. Equipment cleaned at the end of each day</p> <p>Sports/play equipment (bats, balls, skipping ropes, etc.), will be allocated permanently to each bubble/group and sanitised at the end of each school day.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings (15th July 2020)</p> <p>What you need to know (extract from <i>cleaning in non-healthcare settings</i>):</p> <ul style="list-style-type: none"> • cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. The area should be isolated for 72 hours where possible (rooms, not common space e.g. corridor) • wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished 	<p>LOW Under current guidance for COVID-19</p>

		<ul style="list-style-type: none"> • Smithdown; non-disposable cloths will be disinfected after us, plus using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles • if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron • wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning <p>School will be fully cleaned at the start/finish of each school day & other cleaning of higher risk areas throughout the day:</p> <ul style="list-style-type: none"> • Ensure waste bins (preferably a pedal bin in every classroom) are monitored and emptied regularly. • Ensure staff receiving deliveries wear gloves. <p>Cleaners on site; 1100-1300 and at end of day, plus TAs' & some teachers (who will undertake minor cleaning duties) on site throughout the school day and regularly touched items such as WHB taps, door handles, handrails etc. will be regularly wiped down and cleaned. Gate and main entrance door digital call points will be sanitised at the end of the working day or throughout the working day.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned (when possible after the room has been closed off for 72 hours) along with areas the person may have been.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> • Printers/photocopying machines • Door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces <p>Smithdown School has a 'fogging machine', Staff are trained in it's use and it is used daily by the Caretaker to sanitise various areas; Knitted fabric chairs & other furnishings (computer rooms, teacher's classroom chair and staffroom chairs, etc.) will be cleaned daily or every 3rd day (disinfectant effective up to 72 ours) with a 'fogging' disinfectant machine: Nursery and Reception classrooms will be 'fogged' more frequently. – any contaminated rooms can also be sanitised with this equipment;</p>	<p>LOW Under current guidance for COVID-19</p>
--	--	---	---

		<p><i>ULV/Fogging machines allows the disinfectant to be passed through the unit, which generates an airborne mist of micro-droplets. These droplets diffuse through the treated area and settle out onto surfaces, meaning that the material used will be active both as a space spray and a surface spray.</i></p> <p>Soft furnishings, (most toys) soft toys and toys that are hard to clean (such as those with intricate parts) are removed from classrooms and stored elsewhere. Knitted fabric chairs & other furnishings (computer rooms, teacher's classroom chair and staffroom chairs, etc.); will be cleaned daily with a 'fogging' disinfectant machine:</p> <p><u>Waste</u> <i>does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.</i></p> <p><i>Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.</i></p> <p><i>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</i></p> <ol style="list-style-type: none"> <i>1. Should be put in a plastic rubbish bag and tied when full</i> <i>2. The plastic bag should then be placed in a second bin bag and tied</i> <i>3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known</i> <p><i>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put indisposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</i></p> <p><i>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</i></p> <ul style="list-style-type: none"> <i>• keep it separate from your other waste</i> <i>• arrange for collection by a specialist contractor as hazardous waste</i> <p><i>There will be a charge for this service.</i></p> <p><i>Other household (domestic) waste can be disposed of as normal.</i></p> <p>15 07 2020</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>LOW Under current guidance for COVID-19</p>
--	--	--	---

10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors Contractors	<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. Headteacher will refer to current NHS Advice, web; https://111.nhs.uk/covid-19 or telephone 111 The DfE are providing COVID-19 advice Phone: 0800 046 8687 or email: DfE.coronavirushelpline@education.gov.uk</p> <p>Staff who are suspected as being infected at work will require the employer to complete a RIDDOR report to the HSE. https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</p> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</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 Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> • If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 10 days from the start of their symptoms. The 10 day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal. <p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: https://www.gov.uk/guidance/contacts-phe-health-protection-teams. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p> <p>Liverpool City Council are now managing the requirement to self-isolate a ‘bubble’ contact; Chris Price’s Team (C-19 <i>Single Point of Contact</i>); School Improvement Liverpool email; SPOC@si.liverpool.gov.uk, Tel: 0151 233 3901 to seek ‘next step’ advice.</p> <p><u>Should a case (C-19) arise at the school;</u> Liverpool City Council are now managing the requirement to self-isolate a ‘bubble’ contact; Chris Price’s Team (C-19 <i>Single Point of Contact</i>); School Improvement Liverpool email; SPOC@si.liverpool.gov.uk, Tel: 0151 233 3901 to seek ‘next step’ advice.</p>	LOW Under current guidance for COVID-19
----	--	--	--	---

		<p>The School can also seek advice from the local health protection team (HPT) for actions required. Cheshire & Merseyside HPT, Suite 3B, 3rd Floor, Cunard Building, Water Street L3 1DS Tel: 03443350562 – chose Option 1 – Out of hours; 0151 434 4819</p> <p>See Track & Trace system; order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p>	<p>LOW Under current guidance for COVID-19</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 **Under current guidance for COVID-19**

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	Actions required to combat Covid-19	Monitor Government updates for developing operational advice	Headteacher	ongoing	
2	This Risk Assessment is for the full Reopening of Schools September 2020. Reviewed on 2 nd November 2020. This risk assessment operating procedures will be reviewed should a failure be noted or after 14 days to ensure that the requirements are functioning	Monitor operational requirements to ensure satisfactory	Headteacher	ongoing	

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p>High Medium Low</p>	<p>Risk assessment signed off by: P. Horne (Headteacher)</p> <p>Signature: <i>N/A electronic</i></p> <p>Date: 14 01 2021</p> <p><i>Please note an electronic signature will suffice.</i></p>
----------	---	---