

## Risk Assessment

<b>A</b>	<b>Date:</b> 28/02/ 2022	<b>School:</b> St. Teresa of Lisieux Catholic Primary School	<b>Team:</b>	<b>Location:</b> Utting Avenue East, Norris Green, Liverpool, L11 1DB
	<b>Review Date:</b> Wk 28 <sup>th</sup> February 2022	<b>Ref:</b> Version 3	<b>Assessor:</b> Katie Warner	<b>Acting Head Teacher:</b> Katie Warner

<b>B</b>	<b>Assessment of Risk for:</b> 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	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</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>Reference School infection control risk assessment, as required: 21<sup>st</sup> May 2020</p> <p>Pupils and staff who are positive will be requested to isolate as per national guidance.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> <li>• New and expectant mothers</li> <li>• Extended duty of care</li> <li>• Stress</li> <li>• Individual pupil assessments</li> </ul> <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> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

			<ul style="list-style-type: none"> <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>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) –</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> <li>Disposable gloves</li> <li>Disposable aprons</li> <li>Where personal care is to be provided eye protection/surgical face mask</li> <li><i>detail any other specific disposable PPE in use</i></li> </ul> <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.</p> <p>All staff 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</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p>	<p>L</p> <p>M</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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			<p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</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 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:</p> <ul style="list-style-type: none"> <li>• HSE RIDDOR reporting of COVID-19</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
2	COVID-19; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School first aid risk assessment reviewed</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 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>L</p> <p>L</p> <p>L</p>

			<p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>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>Water fountains should only be used with refillable bottles.</p> <p>If a pupil/staff member uses their mouth to drink from the water fountain, the affected area should be thoroughly cleansed before being used again.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
3	COVID-19: School reception and offices	<p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are requested to send information electronically to avoid the use of internal mail services.</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 where practical, to encourage as much natural ventilation as possible</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 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</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

			signage is installed to advise users accordingly and cleaning materials are available.	
4	COVID-19: Meetings	Staff	Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.	L
		Pupils	Whole school meetings (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees.	L
		Visitors		
		Contractors	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.	L
			Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.	L
		Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.	L	
		Parent group meetings:		
		<ul style="list-style-type: none"> <li>• Parent group meetings to be held in as large a space as possible to allow for adequate distancing between attendees.</li> <li>• Indoor parent groups numbers are restricted appropriate to room size etc.</li> </ul>	L	
				L
				L
				L
				L

5	COVID-19: Classrooms	Staff Pupils	<p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p>	L L
6	COVID-19: Dining areas	Staff Pupils	<p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room windows will be opened to allow natural ventilation.</p>	L L
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>Classroom play equipment wiped down and cleansed 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 start/finish of each school day.</p> <p>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Classrooms where a pupil or staff member has tested positive during the school day will be deep cleaned along with other areas the person may have been.</p>	L L L L L L L L
8	COVID-19; Ventilation	Staff Pupils Visitors	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p>	L L

		Contractors	<p>Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window.</p> <p>Fans should not be used in poorly ventilated areas.</p> <p>Prior to the receipt of CO2 monitor re Government roll out: potentially poorly ventilated areas identified, including all areas where people work/teach and have large groups within, that have no mechanical or natural ventilation.</p> <p>Steps taken to improve ventilation or reduce occupancy/use of the area:</p> <p><i>List poorly ventilated rooms and detail controls taken to reduce risk e.g.</i></p> <ul style="list-style-type: none"> <li>• <i>Limit numbers entering and working within</i></li> <li>• <i>Reduce time spent in area</i></li> <li>• <i>Door kept open whilst within and left open when leaving to air room (unless fire door)</i></li> </ul>	L
				L
				L
				L
				M
				L
				M
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 ill during the school day, their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate/follow public health advice.</p> <p>Any areas, items and surfaces a positive person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Staff and pupils with a positive LFT test should not attend school whilst infectious.</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>The local authority will liaise with local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan.</p>	L
				L
				L
				L

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 an raised COVID cases locally in conjunction with Liverpool Public Health.</p> <p><b>One class placed to a bubble, lunches and play times will be structured so they don't mix with the rest of the school. Staff will continue to ensure the children regular wash/sanitise hands and put used tissues in tissue bin. Extra cleaning will continue</b></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>The local authority will liaise with local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan</p>	<p>M</p> <p>L</p> <p>L</p>
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**Risk Level: High:** Accident likely with possibility of serious injury or loss  
**Medium:** Possibility of accident occurring causing minor injury or loss  
**Low:** Accident unlikely with control measures in place

<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	CO2 monitors	Take delivery and install	CMc/AT/MD	17 <sup>th</sup> September 2021	Dec 21
2	Outbreak Management Plan	Complete	AT	w.c 6 <sup>th</sup> September 2021	

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