

## Risk Assessment

<b>A</b>	<b>Date:</b> 1 <sup>st</sup> September 2021	<b>School:</b> Blackmoor Park Infant School	<b>Team:</b> Buildings and Grounds	<b>Location:</b> Leyfield Road, West Derby
	<b>Review Date:</b> at least fortnightly in first instance	<b>Ref:</b> 20210901 A	<b>Assessor:</b> John Cavanagh	<b>Head Teacher:</b> Jo Hitchmough

<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>
Ser N°				
1	COVID-19: General	Staff Pupils Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. All staff have been emailed the site procedures to sign after they have read them.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to. Head teacher/Business manager</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy</p> <p>Pupils and staff who are symptomatic will be requested to isolate as per national guidance.</p> <p>SLT will 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>SLT 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="https://www.gov.uk/government/collections/guidance-for-schools-">www.gov.uk/government/collections/guidance-for-schools-</a></li> </ul>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>

			<p><a href="#">coronavirus-covid-19</a></p> <ul style="list-style-type: none"> <li>Gov.uk Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> <li>Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul> <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> <li>HSE COVID19 latest information and advice</li> <li>HSE Working safely during the coronavirus guide</li> <li>Government guidance COVID-19: guidance for schools COVID-19</li> <li>Government publication COVID-19: cleaning in non-healthcare settings</li> <li>Government publication Best Practice: how to hand wash</li> <li>Government guidance for food business on Coronavirus (COVID-19)</li> <li>Government guidance COVID-19: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</li> </ul> <p>Due to the changing advice on COVID-19, SLT will ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.</p> <p>Staff to undertake twice weekly home tests whenever they are due on site until the end of September when advice will be reviewed.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> <li>Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes</li> </ul> <p>PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> <li>Disposable half face mask</li> <li>Disposable gloves</li> <li>Disposable aprons</li> <li>Where personal care is to be provided eye protection/surgical face mask</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>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>MEDIUM</p> <p>LOW</p>
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			<p>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>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>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</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, as required: 3<sup>rd</sup> September 2021.</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>Face masks no longer need to be worn, however school advises staff to wear a face mask in crowded corridors, poorly ventilated areas or areas where close contact with others is unavoidable.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>

			<p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Corridors, walkways and staircases have markings laid out to indicate side to walk on (two way traffic).</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>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</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 signage is installed to advise users accordingly and cleaning materials are available.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>

4	COVID-19: Meetings	Staff	Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.	LOW
		Pupils	Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.	LOW
		Visitors		
		Contractors	Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.	LOW
			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.	LOW
			Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.	LOW
			Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.	LOW
			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>• If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged.</li> <li>• School encourages the use of outdoor space for parent groups where appropriate.</li> <li>• Indoor parent groups' numbers are restricted appropriate to room size etc.</li> </ul>	LOW
			Attendees encouraged to take LFT test on the morning of the parent group prior to attending.	LOW
5	COVID-19: Classrooms	Staff	For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.	LOW
		Pupils		

			<p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <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>	<p>LOW</p> <p>LOW</p> <p>LOW</p>
6	COVID-19: Dining areas	<p>Staff</p> <p>Pupils</p>	<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>	<p>MEDIUM</p> <p>LOW</p>
7	COVID-19; 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>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 and between activities where possible.</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 become symptomatic during the school day will be deep cleaned along with other areas the person may have been.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>
8	COVID-19; Ventilation	<p>Staff</p> <p>Pupils</p>	<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</p>	<p>LOW</p> <p>LOW</p>

		Visitors	then left ajar when the room is re-occupied.	
		Contractors	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.	LOW
			Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.	LOW
			Desk type fans can be used to promote fresh air flow from an open window.	LOW
			Fans should not be used in poorly ventilated areas.	LOW
			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.	LOW
			Steps taken to improve ventilation or reduce occupancy/use of the area:	LOW
			Poorly ventilated rooms and detail controls taken to reduce risk e.g. <ul style="list-style-type: none"> <li>• Limit numbers entering and working within</li> <li>• Reduce time spent in area</li> <li>• Door kept open whilst within and left open when leaving to air room (unless fire door)</li> </ul>	
9	COVID-19; Pupils and staff who become symptomatic during the school day	Staff	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/follow public health advice.	LOW
		Pupils		
		Visitors	If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.	LOW
		Contractors	Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.	LOW
			Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice.	LOW

			<p>Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. A PCR test will be required to check the LFT test result.</p> <p>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.</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>School should contact 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.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>
10	COVID-19; Outbreaks	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Schools has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to an raised COVID cases locally.</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>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</p>	<p>LOW</p> <p>LOW</p>

**Risk Level: High:**

**Medium:**

**Low:**

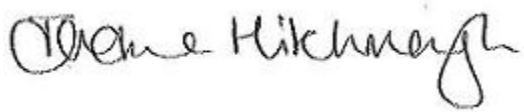
Accident likely with possibility of serious injury or loss

Possibility of accident occurring causing minor injury or loss

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	Site isolation room will be central to the building - Disabled toilet will be taken out of action for this purpose.	Deep clean room and put PPE, Sanitizer	Site manager	03.09.21	
2	Contact all contractors to request copies of their own risk assessments - they must be aware of this document & have read it before carrying put any duties.	Email contractors	Site manager	Weekly where applicable	
3	All doors will be opened each morning & closed each night to minimise touching of handles & Maglock system.		Site manager	Every day	

<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>Low</b></p> <p><b>Date: 01.09.2021</b></p>	<p><b>Risk assessment signed off by:</b></p> <p style="text-align: center;"></p> <p><b>Signature:</b></p>
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