

### Risk Assessment

<b>A</b>	<b>Date:</b>	<b>School: Wellesbourne Primary and Nursery School</b>	<b>Team: Education</b>	<b>Location: Abbotsford Road</b>
	<b>Review Dates:</b> 28.09. 2020 4.09.2020, 11.09.2020, 18.09.2020 2.10.2020, 16.10.2020 23.10.2020, 6.11.2020 20.11.2020, 4.12.2020 18.12.2020	<b>Ref:</b>	<b>Assessor:</b> Governing Body Chris Price (LCC)	<b>Head Teacher:</b> <b>Marj Mallon</b>

<b>B</b>	<b>Assessment of Risk for:</b> Protection from transmission of Covid-19 during pandemic including all school activities
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. All staff will receive risk assessment, government guidance and guidance prompt posters.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to. Phase Leaders will monitor adherence to procedures within their phase wings and DHT will monitor this in shared areas – daily. These will feedback to HT and procedure will be reviewed in necessary, as appropriate.</p> <p>Liverpool City Council COVID-19: <a href="#">Personal Protective Equipment (PPE) Policy</a></p>	LOW

			<p>Reference School infection control policy – available on Teacher Drive</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.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"><li>• Extended duty of care</li><li>• Stress</li><li>• Individual pupil assessments</li></ul> <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:</p> <ul style="list-style-type: none"><li>• Staff / pupils who have an extremely vulnerable household member.</li><li>• Staff / pupils who live with a vulnerable person</li></ul> <p>HT to complete, collate and store the above information. SENDCo to liaise with parents and provide information and support communication.</p> <p>Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above. Individuals will be contacted directly and confidentially – this will be monitored two weekly. (4.09.2020, 18.09.2020 2.10.2020, 16.10.2020, 23.10.2020, 6.11.2020, 20.11.2020, 4.12.2020, 18.12.2020)</p> <p>Manager to forward guidance, in a timely manner, to staff regarding COVID-19 controls when received from the following bodies:</p> <ul style="list-style-type: none"><li>• Gov.uk <a href="https://www.gov.uk/">https://www.gov.uk/</a></li><li>• 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>	
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		<ul style="list-style-type: none"><li>• Disposable aprons</li><li>• Where personal care is to be provided eye protection/surgical face mask PPE to be stored in Mentor Room.</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. Signage around the school reinforces this for staff and children.</p> <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. Lidded bins will be provided in the classrooms and by year group sinks.</p> <p>Staff to identify to senior leader if they need additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running. Female Changing Room – Disabled toilet on first floor (8.00am – 8.30am). Male Changing Room – Disabled toilet ground floor (8.00 am – 8.30am)</p> <p>Parents and Guardians kept informed via ParentApp, Seesaw and web site etc. regarding changes to start finish times and any new local rules regarding drop of and pick up etc.</p> <p>Staff kept informed via email, daily ebriefings and 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>	
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			<p>All incidents reported, in the first instance to HT who will then report 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>	
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible.</p> <p>Markings are laid out on the playground for classes to line up, when and if appropriate but this will be avoided during morning arrival and break times (including lunch) as children will feed in to the building separately. Signage will encourage children to keep to the left on staircases and in corridors. Arrows, on the floor and stairs, will support children to know which is the left and to follow these. There will be year group bubble staggered starts at the start of the school day and children will drift in individually.</p> <p>School first aid risk assessment reviewed, September 2020</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. Signage by screen to encourage staff and visitors to sanitize their after use.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> <li>• Entrances to building</li> <li>• Classrooms</li> <li>• Staff rooms</li> <li>• Toilets</li> <li>• Offices</li> </ul> <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>Keep to the left signs in corridors, walkways and staircases to indicate side to walk on (two way traffic).</p>	

			<p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</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.</p> <p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in 'bubbles' where appropriate.</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. Staff advised they may wear face coverings in communal areas. Staff advised that a maximum of 7 people should be in the staff room at any one time. Staff advised that library can be used for staff break out place at lunch time.</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. All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed.</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.</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>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>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>	
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. Staff are advised they may wear face coverings at these meetings. 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.</p> <p>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>	

5	Covid-19 virus: Classrooms	Staff  Pupils	<p>Nursery School and EYFS provision</p> <ul style="list-style-type: none"> <li>Minimise mixing within settings e.g. different rooms for different age groups</li> </ul> <p>Primary Schools:</p> <ul style="list-style-type: none"> <li>Classes are kept in year group 'bubbles' and should not mix with other year groups during the school day.</li> <li>Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles.</li> </ul> <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. Year 2 have identified difficulties with children having adequate space on the tables with packs on them, resulting in packs ending up on the floors and being damaged. Pencil pots will be provided with use limited to row of tables.</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.</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. ICT and music to be taught in the classroom setting. Additional support teachers to be based in year groups for the full week – to reduce the risk of contaminating bubbles.</p>	
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			<p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Specialist rotation of staff between classes (for PPA etc) will be managed as much as possible to limit movement. Staff advised to ensure social distancing at all times, to wipe areas used and to follow heightened hygiene practise.</p> <p>Shared areas and break out room layouts follow the same layout considerations as general classrooms.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p>	
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Dining room be laid out so that 'bubbles' are separated whilst eating.</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 to maintain 2m social distancing wherever possible. Dining room supervisors are advised that they may wear face coverings.</p> <p>Reception lunchtimes will be in the Centre.</p>	
7	Covid-19 virus; School day	Staff Pupils	<p>School start times for different bubbles are staggered to reduce the numbers attending the site at the start and finish of the day.</p>	

		<p>Visitors</p> <p>Contractors</p>	<p>Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once.</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 requested not to gather on the school playground and to maintain social distancing at all times. Parents and carers advised to meet in more specific areas at the end of the day to reduce the risk of cross contamination: Y2 now grassy area, Y4 now quiet area.</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 of pupils using toilets will be managed.</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"> <li>• Aim to maintain 2m social distancing at all times, where practicable.</li> <li>• Limit number of surfaces touched, where possible.</li> <li>• Keep hands away from face as much as possible.</li> <li>• Regularly perform appropriate hand washing.</li> </ul> <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</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.</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>Existing school COSHH risk assessments in place.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>Playground equipment and 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>Cleaner on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned, after playtime and after lunchtime.</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"> <li>• Printers/photocopying machines</li> <li>• Lift buttons and door entry keypads</li> <li>• Door, fridge and cabinet handles</li> <li>• Light switches</li> <li>• Kitchen surfaces</li> </ul> <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>	
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10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils 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. Pupils will be isolated in the <b>Music</b> room until collected. Staff member who is supporting the pupil must wear PPE. The room must be kept ventilated and the staff member must keep a minimum of 2m from the symptomatic child.</p> <p>Staff who become symptomatic will be immediately sent home sent home to self-isolate.</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"> <li>• 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.</li> <li>• If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 7 days from the start of their symptoms. The 7-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.</li> </ul> <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: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>. 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>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</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

D	<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					

<b>F</b>	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"><b>Low</b></p>	<p>Risk assessment signed off by:</p> <p>Signature: M Mallon</p> <p>Date: 16.07.2020</p> <p>Reviewed 31.08.2020</p> <p>Reviewed: 11.09.2020</p>
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	<p><i>Please note an electronic signature will suffice.</i></p>
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