

## Risk Assessment

<b>A</b>	<b>Date:</b> 22.02.2021	<b>School:</b> Wellesbourne Primary and Nursery School	<b>Team:</b> Education	<b>Location:</b> Abbotsford Road
	<b>Review Dates:</b> 5.03.2021	<b>Ref:</b>	<b>Assessor:</b> Governing Body Chris Price (LCC)	<b>Head Teacher:</b> Marj Mallon

<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. DHT will monitor adherence to all procedures – daily. These will feedback to HT and procedure will be reviewed if necessary, as appropriate.</p> <p>Liverpool City Council COVID-19: <a href="#">Personal Protective Equipment (PPE) Policy</a></p> <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>	LOW

			<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.</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><li>• Department for Education <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school</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 guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</li></ul>	
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			<ul style="list-style-type: none"> <li>• Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable</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 daily, until such time when it is deemed unnecessary. HT will review guidance and share daily guidance with all staff. DHT will monitor working procedures daily. Staff will be advised to speak to phase leaders / DHT with any concerns – this may be via email or telephone if the member of staff is not on site and need not be left until the member of staff who has a concern is on site - this will be fed back to HT.</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>PPE to be stored in Music Room.</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.</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>All school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible.</p> <p>Visitors to school are asked to wear face coverings on the school grounds.</p> <p>5 'bubbles' will use 5 different entrances and exits; children will feed in to the building separately. Signage will encourage children to keep to the left on staircases and in corridors.</p> <p>School first aid risk assessment reviewed, September 2020</p> <p>Each bubble contains at least one qualified first aider and this person will administer first aid if needed.</p> <p>Any COVID related medical needs, the child must be directed to the office, a member of the office staff, DHT or HT will follow the school policy re responding to symptomatic children. The child will be isolated in the music room, with full ventilation, until collected from school and the music room fully cleaned afterwards.</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</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. Staff requested to wear face coverings when on the corridors.</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 (7 members of staff) 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.</p> <p>Staff are advised to leave the site by 4.00 pm each night.</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.</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. 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>A perspex screen has been placed over the reception window.</p> <p>A maximum of two families allowed in the waiting area and adults asked to wear face coverings.</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.</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>Bubbles will be kept the same and the same staff will support the same children throughout the term.</li> </ul> <p>Bubbles will not mix.</p> <p>If bubble numbers exceed 14 children will be split in to two groups, using the two classrooms in the year group and the two adults will support, the same adult will stay with the same group.</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.</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>Bubbles are to take place in the same setting wherever possible to limit the numbers moving around the school. Other areas of the school timetabled for bubble use, shared resources eg computers will be sanitized before and after use.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</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, when children are not in the room.</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.</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.</p>	
7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</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.</p>	

			<p>Parents and guardians are requested to wear face coverings on the school grounds.</p> <p>Movement around the school premises is minimised and staggered.</p> <p>Break times (including lunch) staggered for bubbles and mixing minimised: 2 bubbles in sitting one, separated in hall and in separate areas on the playground and 3 bubbles in sitting 2 separated in dining hall and on playground.</p> <p>One child in the toilet at a time.</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 and timetabled.</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>	
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 will be called to come and collect them. Pupils will be isolated in the mentor 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 <sup>o</sup> to correspond with Hazard Ser N <sup>o</sup> )	<b>E To be completed by the Manager</b>			
Ser N <sup>o</sup>	<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><b>Signature: M Mallon</b>  <b>Date: 16.07.2020</b>  <b>Last reviewed: 22.02.2021</b></p> <p><i>Please note an electronic signature will suffice.</i></p>
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