

Risk Assessment

A	Date: 01 09 2020	School: Leamington Primary School	Team:	Location: Leamington Rd, Liverpool L11 7BT
	Review Date: To be reviewed at least fortnightly in first instance	Ref: LCC Reopening School provision Guidance V2, appendix A, Model Risk Assessment	Assessor: Paul Vine (HT), M. Egerton-Jones, (Staff Welfare), P. Monaghan (Chair of Gvs) & ASBC Ltd (Tony Shipley)	Head Teacher: Paul Vine
B	Assessment of Risk for: LCC/ ASBC Adapted Model Risk Assessment for Covid-19; 02 07 20 (including minor update 26 08 20) aligned with LCC SI Full School Opening Resources Version 2 – 26 08 20 & Government Guidance for full reopening of schools 07 08 2020 (update 28 08 20)			
C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
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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 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. <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).</i></p> <p>Sharing your risk assessment 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>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: <i>this Covid-19 Risk Assessment, plus Assessment 47 Infection Control & Communicable Diseases, plus guidance documentation GN29</i></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 (14 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 14 days in line with Government requirements.</p>	LOW Under current guidance for COVID-19

			<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 <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</u></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:</p> <ul style="list-style-type: none"> • Vulnerable member of staff and/or pupil who has received a Government shielded letter. This requirement was finished 01 08 2020. See advice 18 08 2020 The government advises that; clinically extremely vulnerable & clinically vulnerable pupils and staff can return to school, in staff cases; if is not practicable to work from home. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 • Staff who have an extremely vulnerable household member. See advice above 18 08 2020 • Staff who live with a vulnerable person See advice above 18 08 2020 <p>Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above. 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</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>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 publication Best Practice: how to hand wash 	<p>LOW Under current guidance for COVID-19</p> <p>LOW Under current guidance for COVID-19</p>
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- 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>

COVID 19 ADVICE / CONTACTS

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.

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

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>

Should a case (C-19) arise at the school, the school will contact 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

Other general queries can be directed to; Chris Price (C-19 *Single Point of Contact*);

School Improvement Liverpool [email; SPOC@si.liverpool.gov.uk](mailto:SPOC@si.liverpool.gov.uk), Tel: 0151 233 3901

There is adequate supervision, where required, to ensure procedures are correctly adhered to.

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.

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:

- Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes

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.

LOW
Under
current
guidance for
COVID-19

		<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 N/A at present</i> <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.</u> <i>See Section 9</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 e.g. cycling, walking, running. Not applicable at present at Leamington; shower available and a room will be made available if required</p> <p>Parents and Guardians kept informed via email bulletins and social media, plus telephone when required. regarding proposals for reopening including start finish times and any new local rules regarding drop off and pick up etc.</p> <p>Staff kept informed via email, online meetings & socially distant, at School, room 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: HSE RIDDOR reporting of COVID-19</p>	<p>LOW Under current guidance for COVID-19</p>
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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 (Leamington 4 gates to be open) 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 at the start of the school day – lines laid out to maintain 2m social distancing. Leamington will not mark playgrounds as pupils will be directed straight to their classroom from the playground.</p> <p>Bubble year groups are allocated designated playground space (yards marked accordingly)</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. Leamington have installed a <i>Dorgard</i> system (sonic release door foot bolt, activated when fire alarm sounds) to hold cross corridor or protected shaft (stairs) fire doors open to prevent contamination of constant touch points and maintain fire protection integrity.</p> <p>School biometrics and touchscreen entry control systems are disabled during the Covid-19 pandemic for staff fob registering entry & exiting site:</p> <ul style="list-style-type: none"> • biometrics and/or other access control systems are disabled for staff without a fob & visitor access will be logged in and out manually on a record sheet by reception staff. 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 need to be reviewed. No change at present to the listed risk assessments. • Visitor’s policy shared with all visitors and on the school website. • Door Entry call pad will be sanitised regularly throughout the day, visitors will hand sanitise before entering the building (alcohol gel). <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Classrooms/entrances to classrooms • Halls • Staff rooms • 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>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>One-way system for movement is not viable at Leamington</p>	<p>LOW Under current guidance for COVID-19</p>
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			<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><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>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. <i>See above</i></p> <p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken via zoom.</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.</p> <p>A maximum of 8 staff at any one time will use the staffroom. Beverages, etc., can be taken back to classrooms for consumption providing the cup has a lid (anti-scalding) at the Teacher’s desk. The kitchen has been designated as a temporary staff room whilst pandemic continues (a maximum of 8 staff can use this space). 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.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed.</p> <p>Screens are installed to areas were 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.</p> <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. 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. <i>See ‘fogger’ for sanitation under cleaning – see Section 9</i></p>	<p>LOW Under current guidance for COVID-19</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.</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.</p> <p>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	Staff Pupils	<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. • Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles. <p>Teacher Working Zone; the Class Teacher has a >2m space at the front of the class area to maintain social distancing.</p> <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>Classes are back to normal capacity in line with government guidance. Leamington Primary School will keep pupils in 'Year Group Bubbles':</p>	<p>LOW Under current guidance for COVID-19</p>

		<p>Children are split into 'Year Group 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 (Kingdoms) 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 • Wherever possible, staff supervising a cohort should also remain within this 'bubble' Note the exception to this: <ul style="list-style-type: none"> ○ Music ○ PE • 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. • Playtimes should be reviewed to ensure pupils keep a safe distance. Leamington will allocate each kingdom its own space with only two kingdoms on the yard at any one time. (short 10 minute breaks generally) • Equipment i.e. keyboards, laptops, ipads, etc., should be cleaned throughout the school day and after each use. They have to be booked out and cleaned with Dettol wipes provided. <p><u>Guidance</u></p> <p>Music <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><i>Playing outdoors</i> <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><i>Playing indoors</i> <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><i>Singing, wind and brass playing</i> <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><i>Social distancing</i> <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>LOW Under current guidance for COVID-19</p>
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6	Covid-19 virus: Dining areas	Staff Pupils	<p>Dining room be laid out so that two 'bubbles' are separated whilst eating over two sittings. Leamington will segregate the school hall into 2 distinct sections & three sittings to ensure 'Bubbles' are not compromised during lunchtime. Reception will eat lunch in the infant hall. Tables will be cleaned after each sitting.</p> <p>Packed lunches sittings will be taken within the dining room with their bubble.</p> <p>Lunch times will be staggered to ensure 'bubbles' do not mix. <i>See above</i></p> <p>Dining room supervisors, cleaners and serving staff (& teachers) to maintain 2m social distancing wherever possible. All adults in the dinner centre will be expected to wear a face mask/visor at all times.</p> <p>Potable water provided for the pupil's own water bottle.</p>	<p>LOW Under current guidance for COVID-19</p>

7	Covid-19 virus; School day	Staff Pupils Visitors Contractors	<p>Start & end of the school day; pupils will go directly to their ‘bubble’ classroom and be collected / leave directly from that classroom. Staff should keep a minimum of 2 metres distance when collecting and releasing pupils to their parents</p> <p>Parents are requested to drop their children off alone at the gate i.e. not both parents attending at once. Only one parent is allowed to collect their child at the end of the school day</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>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. Toilets will be cleaned regularly on a daily basis:</p> <ul style="list-style-type: none"> • Pupil & staff toilets are cleaned regularly. • Hand driers can be used and paper hand towels & pedal bins provided 	<p>LOW Under current guidance for COVID-19</p>
8	Covid-19 virus; Working and teaching within the school environment	Staff Pupils Visitors Contractors	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain the recommended 2m social distancing rule at all times, where practicable. • Teachers & TAs’ should not bend down to pupils level when communicating in close quarter • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. • School rules have been changed to encompass Covid guidance – part of the pupil induction will involve family and understand of requirements <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> <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>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. See Leamington behavioural contract</p> <p>Intimate Care for EYFS & SEND</p>	<p>LOW Under current guidance for COVID-19</p>

See below & web site links, extracts from; *Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)*
<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>

Intimate care; nappy changing and similar:

- *Is PPE required for tasks involving changing nappies or general care for babies?*
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.
- *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?*
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.
*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.*
- *Also see; Supporting children and young people with SEND as schools and colleges prepare for wider opening.*
*Extract from Section; **Updating Risk Assessments (please read all of this section in the on line document for SEND pupils);** 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. 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. <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
This Government information was updated 24 07 2020*

PPE is only needed in a very small number of cases:

- *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*

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)
<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>

LOW
 Under current guidance for COVID-19

9	Covid-19 virus; 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. 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</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>The school playground will be split into bubble discrete areas until further notice.</p> <p>Leamington outdoor gym equipment and trim trail will be closed down until further notice.</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 were 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 • Leamington School; 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 throughout and at the finish of each school day:</p> <ul style="list-style-type: none"> • Ensure waste bins (preferably a pedal bin in every classroom) are monitored and emptied regularly. 	<p>LOW Under current guidance for COVID-19</p>
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		<ul style="list-style-type: none"> • Ensure staff receiving deliveries wear gloves. <p>Cleaners on site throughout the school day (also some school teachers & TAs' assisting with very minor cleaning duties) and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. main entrance door digital call point will be cleaned regular throughout the working day.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned 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>Knitted fabric chairs & other furnishings (computer rooms, teacher's classroom chair and staffroom chairs, etc.) will be cleaned daily</p> <p>Leamington School has a 'fogging machine', staff are trained in its use. 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 regularly All classrooms will be 'fogged' on a Monday and Thursday. – any contaminated rooms can also be sanitised with this equipment;</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><i>The key to successful use of ULV is the production of an optimum size of spray droplet. It must be small enough to remain airborne without being too small to hit surfaces – research has shown the optimum droplet size to be around 15 microns. These droplets are small enough to be carried on air currents into small cracks and crevices that are hard to reach using conventional cleaning and spraying, yet still heavy enough to settle out within an hour, so that treated areas can be re-entered with the minimum of delay.</i></p> <p>Knitted fabric chairs & other furnishings (computer rooms, teacher's classroom chair and staffroom chairs, etc.); will be cleaned every 48 hours with a 'fogging' disinfectant machine:</p> <p><u>Waste</u> does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19. 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.</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>	<p>LOW Under current guidance for COVID-19</p>
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			<p>1. Should be put in a plastic rubbish bag and tied when full</p> <p>2. The plastic bag should then be placed in a second bin bag and tied</p> <p>3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known</p> <p>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.</p> <p>If the individual tests negative, this can be put indisposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> keep it separate from your other waste arrange for collection by a specialist contractor as hazardous waste <p>There will be a charge for this service.</p> <p>Other household (domestic) waste can be disposed of as normal.</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</p> <p>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>LOW</p> <p>Under current guidance for COVID-19</p>

			<p>Should a case (C-19) arise at the school, the school will contact 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>	
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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 **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. 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	
Updates					
11.09.2020	Staff advised to wear face coverings in all communal areas. Vulnerable staff have to wear a face shield/mask at all times.	Implemented 14.09.2020	Headteacher	14.09.2020	
11.09.2020	Parents/Adults dropping children off expected to wear a face covering waiting at the gate and on the yard.	Implemented 14.09.2020	Headteacher	14.09.2020	

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Once additional controls are implemented, what will the overall risk level be:

High

Medium

Low

Risk assessment signed off by: Paul Vine Headteacher

Signature: *N/A electronic*

Date: 01 09 2020

Please note an electronic signature will suffice.