

Risk Assessment

A	Date: 1 st February 2021	School: Middlefield Community Primary School	Team:	Location:
	Review Date: at least fortnightly	Ref:	Assessor: David Potter	Head Teacher: David Potter

B	Assessment of Risk for: 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
1	Covid-19 virus: General	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy</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"> • New and expectant mothers • Extended duty of care • Stress • Individual pupil assessments <p>Covid-19 specific extended duty of care risk assessment considered and carried out</p>	Med

			<p>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.• Staff who have an extremely vulnerable household member.• Staff who live with a vulnerable person <p>Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above.</p> <p>Manager to regularly update and inform staff re government guidance regarding covid-9 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• Government publication Best Practice: how to hand wash• Government guidance for food business 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) <p>Due to the changing advice on Covid-19, managers should ensure they review safe</p>	
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			<p>working procedures and protocols daily, until such time when it is deemed unnecessary.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> • Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes <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</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.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed 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 where necessary e.g. cycling, walking, running</p> <p>Parents and Guardians kept informed via email bulletins 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, online meetings etc.</p>	
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			<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"> • HSE RIDDOR reporting of COVID-19 	
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School gate and doors open at 8:25am. Children can arrive at any time up to 8:55am</p> <p>2 x SLT and pastoral team members are at the gate and playground every morning to dilute the numbers of parents coming through as much as possible.</p> <p>Parents will drop off at the school gate apart from N and Reception (+ 'vulnerable' groups)</p> <p>Signage will make it clear at which points parents may not enter</p> <p>Parents must wear face coverings if entering the school site at drop offs and hometime</p> <p>Children go immediately to classes via specified doors to ensure bubbles cannot mix</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 or similar are located at:</p> <ul style="list-style-type: none"> • Entrances to building • Classrooms/entrances to classrooms • Corridors • Staff rooms • Toilets 	Med

			<ul style="list-style-type: none"> Changing areas <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>A staggered finish time will dilute numbers on the playground and ensure an orderly hometime. R, 1 & 2 at 3pm N, 3-6 at 3:15pm</p> <p>Arrangements are in place to ensure that children from different bubbles are not in corridors or walkways at the same time.</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</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 or online.</p> <p>The use of the school staff rooms is limited to maximise social distancing between colleagues (max 4 adults at a time). Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</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 i.e passing notes.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed as appropriate.</p> <p>Screens (office window remains closed) are installed to areas were staff are required to have face-to-face interaction with visitors.</p> <p>Staff who are able to work from home, are encouraged to do so.</p> <p>Staff who receive shielding letters are to immediately revert to home- working arrangements.</p>	Med

			<p>Office windows will be opened where practical, to encourage as much natural ventilation as possible. In colder weather, this may include having windows ajar for periods, before being fully opened to 'purge' the air.</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 unless at a safe distance.</p> <p>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 or time 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</p>	Med

			<p>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 meeting rooms to avoid attendees congregating in adjoining areas prior to and following meetings.</p>	
5	Covid-19 virus: Classrooms	Staff Pupils	<ul style="list-style-type: none"> • Classes 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 <u>and must not mix with other bubbles.</u> <p>Classes should be kept together and mixing with other classes strictly minimised, as much as possible.(brief transitory passing)</p> <p>All desks face the same direction i.e. front of the classroom except EYFS.</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. (Individual wallets of equipment)</p> <p>Resources shared between bubbles, such as sports, art and science equipment, <u>should be cleaned frequently and meticulously and always between use by different bubbles,</u> 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>	Med

			<p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Classroom activities planned and structured; where possible and appropriate classes can be held outdoors.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities. If this is not possible, sanitiser should be used.</p> <p>Pupils regularly reminded to maintain social distancing when not in the bubble.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible. In colder weather, this may include having windows ajar for periods, before being fully opened to 'purge' the air.</p>	
6	Covid-19 virus: Dining areas	<p>Staff</p> <p>Pupils</p>	<p>Dining room to 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.</p> <p>Where this is not possible, PPE must be used.</p> <p>The staffroom has a maximum capacity of 4 members of staff at any time</p>	Med
7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>School finish times for Nursery, EYFS, Infants and Juniors are staggered to reduce the numbers attending the site at the finish of the day.</p> <p>Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once.</p>	Med






		Contractors	<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 must wear face coverings if entering the school site at drop offs and hometime</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>Wherever 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"> • Aim to maintain 2m social distancing at all times, where practicable. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. <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>Staff are not permitted to queue at the photocopiers</p>	Med

			<p>SLT and Pastoral staff wear face coverings at all times when supervising activities, in communal areas, when moving across bubbles or when working/dealing with children.</p> <p>All other staff wear face coverings at home times and in communal areas of school- for example the school library, corridors etc</p> <p>Staff may choose to wear a face covering- mask or screen at any point during the school day- including when working with children. This is optional.</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>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 finish of each school day.</p> <p>Cleaner on site in the middle of the the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</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 	Med

			<ul style="list-style-type: none"> • Lift buttons and door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces <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 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.</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>	Med

			If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.	
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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	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	Any staff instructed to shield are to work from home with immediate effect.	Arrangements for working at home clarified- clear instructions and relevant resources	DP and MH	Immediate	 4/1/21
2	In line with National Guidance, children on site limited to critical workers and vulnerable pupils only	Parents informed and updated regularly on criteria and safety information.	DP	Immediate and ongoing	 5/1/21
3	Wherever possible- an equitable rota system in place to limit numbers of staff on site and their time spent on site	Weekly rota trying where possible to alternate staff between on site provision and online provision delivered from home.	DP and MH	Immediate and ongoing	 8/1/21
4	In addition to clearly directed use of face coverings for certain times and duties- Staff are informed that the wearing of face coverings/ shields etc is now permissible whilst undertaking any activity. School will purchase face shields to facilitate anybody who wishes to wear these.	DP to purchase shields and place in central location (Staffroom) for any staff who wish to have one.	DP	Friday 15 th January 2021	
5	Staff to be provided with Covid Self-Test kits and clear instructions for use, including reporting arrangements.	DP and MH attend DFE webinars and organise safe collection. Ensure that staff are clearly instructed on use and reporting arrangements	DP, MH	Once tests are received from DFE	 27/1/21
6	Use of staffroom is still permissible as per this risk assessment. However, as more space is currently available in school, staff are encouraged to limit their time in the staff room to reduce their own risk further.	DP to email all staff	DP	1 st February 2021	 1/2/21

F

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

High

Medium

Low

Risk assessment signed off by:David Potter

Signature: 

Date: 12th January 2021

Please note an electronic signature will suffice.