Liverpool City Council

Risk Assessment

A	Date: 4th January 2022	School: Middlefield Community Primary	Team: All Stakeholders	Location: School
	Review Date: 18th January 2022	Ref:	Assessor: David Potter	Head Teacher: David Potter

B	Assessment of Risk for: Protection from transmission of COVID-19 – Schools

C Ser Nº	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	COVID-19: General	Staff Pupils Visitors Contractors	All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. There is adequate supervision, where required, to ensure procedures are correctly adhered to. Pupils and staff who are symptomatic will be requested to isolate as per national guidance. Managers must also review all of the following applicable individual risk assessments where relevant: • New and expectant mothers • Extended duty of care • Stress • Individual pupil assessments Manager to regularly update and inform staff re government guidance regarding COVID-19 controls required: • Gov.uk www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 • Gov.uk Public Health England	

https://www.gov.uk/government/organisations/public-health-england
- Health and Safety Executive https://www.hse.gov.uk/

Referring to the following guidance and publications, as applicable:
- HSE COVID19 latest information and advice
- HSE Working safely during the coronavirus guide
- Government guidance COVID-19: guidance for schools COVID-19
- 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)

Due to the changing advice on COVID-19, managers should ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.

Staff to undertake twice weekly home tests and submit results to NHS Track and Trace. Tests available in Head Teachers office.
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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

PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:
- Disposable half face mask
- Disposable gloves
- Disposable aprons
- Where personal care is to be provided eye protection/surgical face mask
- Disinfectant spray
- Disinfectant wipes
- Hand sanitiser

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.

			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.	
			Signage around school encouraging staff and pupils to maintain good hand hygiene.	
			School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.	
			Staff kept informed via email, online meetings etc.	
			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.	
			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.	
			Reference made to HSE guidance for reporting under RIDDOR: • HSE RIDDOR reporting of COVID-19	
2	COVID-19; General school environment	Staff Pupils Visitors Contractors	School first aid risk assessment reviewed, as required. 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. Hand sanitizer stations located at: • Entrances to building • Classrooms/entrances to classrooms • Corridors • Staff rooms • Toilets • Changing areas Face masks to be worn by staff and visitors in all communal areas of school apart from	

			those medically exempt.	
			All parents/carers must wear a face coverings around the school site and indoors unless medically exempt.	
			Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.	
			Corridors, walkways and staircases – Children and Staff use the RIGHT HAND SIDE in order to have space.	
			Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.	
			Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.	
			Water fountains should only be used with refillable bottles.	
			One way system in place at the pedestrian gate at beginning and end of the school day.	
3	COVID-19: School reception and offices	Pupils Visitors Contractors	Staff are requested to send information electronically to avoid the use of internal mail services. All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. Windows will be opened where practical, to encourage as much natural ventilation as possible 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. Telephones not to be shared. Staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number	

			to call back.	
			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.	
4	COVID-19: Meetings	Staff Pupils Visitors Contractors	Staff meetings should be virtual wherever possible. Attendance at physical meetings is limited to those essential attendees only. Critical information is cascaded to other staff. Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings. Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting. 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. Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings. Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.	
5	COVID-19: Classrooms	Staff Pupils	For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. Cleaning of hands is encouraged when changing classrooms for different activities. Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible. Classrooms should be aired thoroughly when empty e.g. opening windows fully.	

			C02 monitors in use in classroom areas to monitor air quality. if these show poor air quality the HT is to be informed to take appropriate action	
6	COVID-19: Dining areas	Staff Pupils	Children stay in strict year group 'bubbles' during lunch sittings and playtimes and do not mix with other year groups. Dining room tables and chairs will be wiped down between sittings. Dining room doors will be opened to allow natural ventilation.	
7	COVID-19; Cleaning	Staff Pupils Visitors Contractors	All cleaning staff are experienced and have received appropriate training. 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. Cleaners have appropriate PPE in line with COSHH risk assessments Classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. School will be fully cleaned at the finish of each school day. Additional cleaner employed in the middle of the school day the school day and regularly touched items such as door handles, handrails etc. will be wiped down and cleaned. 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.	
8	COVID-19; Ventilation	Staff Pupils	Staff to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.	

		Visitors	When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.	
		Contractors	C02 monitors in place to monitor air quality- if these show poor air quality the HT is to be informed to take appropriate action	
			Desk type fans can be used to promote fresh air flow from an open window.	
			Fans should not be used in poorly ventilated areas.	
9	COVID-19; Pupils and staff who become symptomatic during the school day	Staff

Pupils

Visitors

Contractors | Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate/follow public health advice.

If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.

Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.

Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice.

Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. A PCR test will be required to check the LFT test result.

If PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school, as long as they are not symptomatic.

School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/

School should contact local authority SPOC team if they have a positive case. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response. | |

10	COVID-19; Outbreaks	Staff	School has a contingency plan in place in the event that an outbreak threshold is met ie 4 connected cases in 10 days.	
		Pupils	Schools has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to raised COVID cases locally.	
		Visitors		
		Contractors	School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/ School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response	

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

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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)

F			
Once additional controls are implemented, what will the overall risk level be: **High** **Medium** **Low**	**Risk assessment signed off by:** **Signature:** **Date: 9th December 2021** *Please note an electronic signature will suffice.*		

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