

Risk Assessment

A	Date: 28 th February 2022	School: Pinehurst Primary School	Team: Health and Safety Team	Location: Pinehurst Primary School
	Review Date: at least fortnightly in first instance	Ref: February 2022 Return to school (changes to guidance 24 th February 2022)	Assessor: Katy Morris, Staff and Governors at Pinehurst Primary School	Head Teacher: Miss Katy Morris

B	Assessment of Risk for: Protection from transmission of COVID-19 at Pinehurst Primary School Spring 2022
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	COVID-19: 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.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>General School infection control risk assessment in place.</p> <p>Pupils and staff who are symptomatic 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>CEV/Pregnant staff - DfE guidance no longer refers to RCOG guidance when referring</p>	Low

to pregnant staff, but now solely refers to government guidance on pregnant employees. Further information and advice will follow.

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.

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
- *detail any other specific disposable PPE in use*

			<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>Staff kept informed via email, online meetings etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <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; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School first aid risk assessment reviewed. N Garrett and J Tuner attended full training renewal July 2021.</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"> • Entrances to building • Classrooms/entrances to classrooms • Corridors • Staff rooms • Toilets 	Low

			<p>School have advised staff they may choose to wear a face mask in crowded corridors, poorly ventilated areas or areas where close contact with others is unavoidable.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Corridors, walkways and staircases have markings laid out to indicate side to walk on (two way traffic).</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>Water fountains should only be used with refillable bottles. Children encouraged to bring water bottles to school.</p> <p>If a pupil/staff member uses their mouth to drink from the water fountain, the affected area should be thoroughly cleansed before being used again.</p> <p>There is a limit placed on staff room numbers and staff are reminded regularly about controls and measures they can adopt including distancing, hand washing, mask wearing and ventilation.</p>	
3	COVID-19: School reception and offices	Pupils Visitors Contractors	<p>Staff are requested 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.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible.</p> <p>CO2 monitors are in place in classrooms.</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</p>	Low

			<p>and replenished as required.</p> <p>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.</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: Meetings	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Whole school meetings (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees:</p> <ul style="list-style-type: none"> Attendees encouraged to take LFT test prior to attending. If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. <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> <p>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p> <p>Parent group meetings to be carefully considered and planned. If on site meetings are</p>	Low

			<p>deemed essential:</p> <ul style="list-style-type: none"> • Parent group meetings to be held in as large a space as possible to allow for adequate distancing between attendees. • If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. • School encourages the use of outdoor space for parent groups where appropriate. • Indoor parent groups numbers are restricted appropriate to room size etc. <p>Attendees encouraged to take LFT test on the morning of the parent group prior to attending.</p>	
5	COVID-19: Classrooms	Staff Pupils	<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>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p>	Low
6	COVID-19: Dining areas	Staff Pupils	<p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room windows will be opened to allow natural ventilation.</p> <p>Additional Dining room capacity from school hall. Children to remain in their classes and alternate their lunches between hot and cold options.</p>	Low
7	COVID-19; Cleaning	Staff Pupils	<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>	Low

		<p>Visitors</p> <p>Contractors</p>	<p>Cleaners have appropriate PPE in line with COSHH risk assessments</p> <p>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 (10.30am – 3.00pm) and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <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>	
8	COVID-19; Ventilation	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window.</p> <p>Fans should not be used in poorly ventilated areas.</p> <p>Prior to the receipt of CO2 monitor re Government roll out: potentially poorly ventilated areas identified, including all areas where people work/teach and have large groups within, that have no mechanical or natural ventilation. CO2 monitors installed 26.11.21.</p> <p>Steps taken to improve ventilation or reduce occupancy/use of the area:</p>	Low

			<p><i>List poorly ventilated rooms and detail controls taken to reduce risk e.g.</i></p> <ul style="list-style-type: none"> • <i>Limit numbers entering and working within</i> • <i>Reduce time spent in area</i> • <i>Door kept open whilst within and left open when leaving to air room (unless fire door)</i> 	
9	COVID-19; 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.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</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 testing and follow current advice.</p> <p>Staff and children who test positive should not attend school whilst infectious</p> <p>If a parent or carer insists on a pupil attending school where they have a confirmed or suspected case of COVID-19, schools can refuse the pupil if in your reasonable judgement, it is necessary to protect other pupils and staff from infection.</p> <p>Unvaccinated staff are no longer required to isolate if they are contacts of confirmed cases of COVID-19.</p> <p>We will continue to report confirmed positive cases of COVID-19 to LCC online platform https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>LCC will monitor cases and advise schools if they meet thresholds defined in contingency framework.</p> <p>SPOC@si.liverpool.gov.uk informed if:</p> <ul style="list-style-type: none"> • evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19 • a cluster of cases where there are concerns about the health needs of 	Low

			<p>vulnerable staff or students within the affected group</p> <p>Procedures are under regular review in line with Government, DFE and local guidance.</p> <p>Testing</p> <ul style="list-style-type: none"> • The online ordering platform remains open for education settings to access lateral flow device (LFD) test kits free of charge, but should only be used if your setting is experiencing an outbreak and you have been advised to resume testing by a director of public health, your local authority, or a local health protection team. • Staff may choose to access test kits, if required, from their local pharmacy or by ordering online. • Staff and secondary-aged students in SEND settings, alternative provision settings, and SEND units within mainstream settings, or equivalent in further education colleges, are advised to continue regular twice-weekly testing. These settings will continue to receive LFD test kits free of charge for twice-weekly testing and are invited to place orders for test kits through the online ordering platform as usual. 	
10	COVID-19; Outbreaks	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to any raised COVID cases.</p> <p>We will continue to report confirmed positive cases of COVID-19 to LCC online platform https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>LCC will monitor cases and advise schools if they meet thresholds defined in contingency framework.</p> <p>SPOC@si.liverpool.gov.uk informed if:</p> <ul style="list-style-type: none"> • evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19 • a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group 	Low

Risk Level: High:
Medium:
Low:

Accident likely with possibility of serious injury or loss
Possibility of accident occurring causing minor injury or loss
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					

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> High Medium Low </p>	<p>Risk assessment signed off by:</p> <p>Signature: K Morris</p> <p>Date: 28.2.22</p> <p><i>Please note an electronic signature will suffice.</i></p>
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