

Risk Assessment

A	Date: 15th May 2020 Reviewed 10.6.20 Reviewed 16.6.20 Reviewed 29.6.20	School: Pinehurst Primary School	Team: Schools	Location: Pinehurst Avenue, Liverpool L4 7UF
	Review Date: In response to updates and changes Communications due 8th June, 22nd June, 29th June	Ref: COVID 19 Phased reopening	Assessor: Miss Katy Morris in conjunction with Mrs June Simm Chair of Governors, SLT and wider school staff	Head Teacher: Miss Katy Morris

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
Ser N°				
1	Covid-19 virus: 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. Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy Reference School infection control risk assessment, as required Pupils who are symptomatic will not be allowed to attend school.	Low

			<p>Pupils with parents exhibiting symptoms 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 where relevant for all staff meeting the following criteria:</p> <ul style="list-style-type: none">• Vulnerable member of staff who have received a Government shielded letter.• Staff who have an extremely vulnerable household member. <p>Formal process in place for manager/colleagues to contact the worker if required, as detailed within applicable risk assessment above.</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/organisations/department-for-education• 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 and other educational settings	
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			<p>Parents and Guardians kept informed via bulletins etc. regarding proposals for reopening including start finish times and any new rules regarding drop off and pick up etc.</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, 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>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible. Pupils will be dismissed from different points on the school site.</p> <p>Timings for each Key Stage group, Year 1 and Year 6 groups are staggered.</p> <p>4 access gates in use.</p> <p>Areas of the playground are allocated for classes to line up at appropriate times in the day and in the event of fire.</p> <p>Permanent Grid lines on the playground to support lining up.</p> <p>School first aid risk assessment to be reviewed, as required.</p> <p>Hand sanitizer located at the entrance to the building and in classrooms in use.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 2m social distance.</p> <p>Corridors, walkways and staircases to only have one way traffic at any one time.</p>	Low

			<p>Maintained through staggered playtimes and lunchtimes.</p> <p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing in the event of meeting someone on the other side.</p> <p>Only key worker and vulnerable pupils to attend from 1.6.20. Year 6 to attend from 22.6.20. Year 1 to attend from 6.7.20. Any further groups attending to be reviewed based on school capacity with dining and toileting facilities.</p> <p>Classrooms have been laid out so that 2m social distancing (in all directions) can be maintained where possible.</p> <p>All desks face the same direction i.e. front of the classroom.</p> <p>Classes are split in half with no classroom holding more than 15 pupils as per government guidelines:</p> <ul style="list-style-type: none">• Pupils will then be kept in their small groups ('bubbles') and should not mix with other groups during the day• Wherever possible, staff supervising a cohort should also remain within this 'bubble' <p>Classroom size dictates group size of 9 or 10 and 15 in double rooms – Y3 and EYFS</p> <p>Classes should be kept together and mixing with other classes minimised, as much as possible.</p> <p>All classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods.</p> <p>Playground sectioned into two to allow for separate group playtimes.</p>	
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			<p>Dining room be laid out to maintain 2m social distancing as far as is reasonable practicable. One child per table. Barrier in the centre of the dining room to create two separate areas.</p> <p>Children to be served lunches pre-ordered to ensure social distancing.</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Year 1 children to eat lunches in their allocated classrooms. Classrooms to be wiped down after lunch.</p> <p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed from classrooms and stored elsewhere.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p>	
3	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School times and entrances for different classes are staggered to reduce the numbers attending the site at the start and finish of the day.</p> <p>Parents are requested to drop their children off alone i.e. not both parents attending at once. Older children are requested to walk by themselves if parents feel this is a safe and suitable option. .</p> <p>Parents 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 requested not to gather on the school playground and to maintain social distancing at all times.</p> <p>Groups should be kept together thereby minimising mixing with other groups as much as possible.</p>	Low

			<p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets. Designated toilets. Playground divided in to two areas.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines. Designated toilets for each group of pupils. Toilets cleaned at regular intervals, full cleaning regime at lunchtime and end of the school day.</p>	
4	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 the recommended 2m social distancing rule 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 (staff) whilst maintaining social distancing.</p> <p>Classroom activities planned and structured with social distancing in mind; where possible using 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>	Low
5	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>School has appropriate COSHH risk assessments in place.</p>	Low

		<p>Visitors</p> <p>Contractors</p>	<p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments.</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>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 end of each school day.</p> <p>Cleaners on site at lunchtimes to ensure regularly touched items such as door handles, handrails etc. are 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 areas the person may have been.</p>	
6	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 social distancing from isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Isolation room has been identified and equipment provided in the room.</p>	Low

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)
	<i>See action plan for additional details of measures taken following LCC, DFE and NEU Guidance</i>				

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: K. Morris</p> <p>Shared with: Governing Body, Staff</p> <p>Copy of Reopening Documents shared with LCC Health and Safety Unit 29.5.20, approval by Christopher Thompson 2.6.20</p> <p>Site visit undertaken by Christopher Thomson 10.6.20 and approval report received</p> <p>Signature: K. Morris</p> <p>Date: 22.5.20 / 10.6.20 / 16.6.20 / 29.6.20</p> <p><i>Please note an electronic signature will suffice.</i></p>
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