

Schools Reopening – COVID - 19 Risk Assessment Checklist – provided by Knowsley Corporate Health & safety

Holy Family Catholic Primary School
Risk Assessments in response to
Global Pandemic of COVID-19 Coronavirus.


Initial assessment – May 2020.

Assessments to continue with risk assessments being updated on regular basis or as need arises.

Reviewed November 2020

Reviewed March 2021

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Risk assessment title	COVID 19 - Schools reopening	Risk assessment version ref	Version 5.9	 <i>Knowsley Council</i>
Service	Education	Safe system of work ref (if applicable)		
Employee group effected	School staff and pupils	School Name	Holy Family Catholic Primary School, Cronton.	
Assessor's name:	M Evans	Job title	Acting Headteacher	

Indicate below the reason for completion of this checklist by inserting a date

First risk assessment date	Scheduled risk assessment review	Accident or incident	New work equipment	New work processes	New employee or new role	Change to method of working	Change to the work environment
May 2020	March 2021			x		x	x

List other relevant documents: (or insert hyperlinks)

Coronavirus (COVID-19): Full Opening Plan, Coronavirus (COVID-19): Contingency Plan, Social Distancing Policy, Health and Safety Policy, Behaviour Policy, Infection Control Policy, Coronavirus (COVID-19): Test Kit Policy, Coronavirus (COVID-19): Rapid Testing Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy, Attendance and Absence Policy, Coronavirus (COVID-19): Vulnerable Individuals Risk Assessment

Further guidance can be found by following the link below: National lockdown:

[guidance on the use of face coverings in education](#)

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#history>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

[www.gov.uk\)https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#),

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf

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Risk Rating Matrix		Severity	Likelihood					
1 - 4 Low risk	The risk has been controlled to a level that no further actions are required. However care must be taken to ensure controls are monitored and maintained.			1 Improbable	2 Unlikely	3 Possible	4 Likely	5 Very likely
5 - 9 Medium risk	Look to improve the control measures at the next review i.e. within 12 months.		5 Catastrophic	5	10	15	20	25
10 - 15 Medium (but elevated) risk	Look to improve the control measures within a specified time scale i.e. within one week/month.		4 Severe	4	8	12	16	20
20 - 25 High risk	Stop activity taking place and make immediate improvements before continuing with the activity.		3 Moderate	3	6	9	12	15
			2 Minor	2	4	6	8	10
		1 Insignificant	1	2	3	4	5	

System of controls

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

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Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

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				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
1. Infections and possible injuries caused by poor maintenance or hygiene practices	All users of the school	Building not being reopened correctly	<ul style="list-style-type: none"> All legionella flushing has taken place at the prescribed intervals. Records have been updated. All water outlets have been flushed, with the building being closed or on a reduced operation all water outlets are classed as a low usage outlet. All systems checked for leaks and that there is hot water, if necessary All emergency lighting will be tested monthly (if testing has not continued). Recording the findings on the test sheet 	4	3	12	Medium elevated risk	<p>All checks have been carried out.</p> <p>Checks to emergency lighting have been carried out.</p> <p>Visit by LA H&S officers 29/5/20 to advise on risk assessments and strategies being implemented by the</p>

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			<ul style="list-style-type: none"> • <u>Fire Safety</u> The fire alarm will be tested weekly to ensure it is operational with a secure link to any monitoring station, recording the findings on a test sheet • All staff to inform HT or DHT of their arrival to school and when leaving the building. • Fire doors to be kept closed at all times. • Attendance registers to be kept in classrooms/bases and taken out by teacher in event of Fire. • Exit by nearest Fire Exit and muster at usual stations on the playground / field determined by proximity to the exit. • Children and staff to socially distance whilst mustering. • All internal escape routes and final exits will be checked to ensure the doors open and the escape routes are clear, taking into consideration the new classroom lay outs • The emergency evacuation procedures for the school have been reviewed taking into consideration additional time to leave the building and about social distancing at the designated muster points. • If the school has any active Personal Emergency Evacuation Plans (PEEP's) revisit the plan. If close contact with a pupil is 					<p>school. Further visit 11/6/20 to check school's progress before wider opening.</p> <p>Fire alarm test carried out every Monday by site manager. Full fire drill carried out 8/7/20.</p> <p>Further drill was carried out early in February.</p> <p>Completed</p> <p>Grass area on field to be used as mustering point to support children in ensuring 2m distancing.</p> <p>Children in new classrooms may be unfamiliar with escape routes. Ensure they are made aware through drill and preparation.</p> <p>For very young children close contact will be unavoidable. Following guidance 'Implementing protective measures in education and childcare settings' staff will not wear PPE as wearing a face mask in schools is not</p>

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			<p>unavoidable ensure staff have PPE close at hand.</p> <p>Test all intruder and panic alarms making sure the links to the monitoring station are in place.</p> <p>Staffing Levels</p> <ul style="list-style-type: none"> HT & DHT to carefully monitor staffing levels and arrange for temporary cover, if and when required. Careful monitoring of availability of trained First Aiders to ensure adequate cover throughout the day. HT will always ensure there is Designated Safeguarding Lead, or Deputy Designated Safeguarding Lead on site at all times. 					<p>recommended. However, if the infection rate is increasing and is a cause for concern staff will wear face covering during the day. Due to increase in positive cases locally all staff are now advised to wear face coverings at all times. These are being provided to staff. Staff will also be reminded about ensuring 2m social distancing whenever possible. If a child has symptoms and staff member has to wait with child in confined space PPE will be worn at this time. This will include gloves, masks and if there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. An isolation room (community room) has been identified for such a</p>

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								situation. The disabled toilet will be made available for anyone with symptoms. No-one will be allowed to use this toilet until it has been deep cleaned. Intruder alarms tested weekly. Alarm call outs have also occurred during the summer holidays
2. Risk of cross contamination of COVID 19	All users of the school	Cross contamination or spread of COVID-19 amongst colleagues and pupils	<ul style="list-style-type: none"> • Staff • Policies • All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Coronavirus(COVID-19):Full Opening Plan - Coronavirus(COVID-19):Rapid Testing Policy - Health and Safety Policy - Infection Control Policy - Social Distancing Policy - First Aid Policy - Behavioural Policy • Pupils are supported to understand and follow the relevant school policies and 	4	3	12	Medium (elevated risk)	

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			<p>procedures, including, but not limited to, the following:</p> <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - Social Distancing Policy - Behavioural Policy <p>Face Masks</p> <ul style="list-style-type: none"> • As part of the government guidance all visitors and staff are required to wear face coverings where social distancing is difficult between adults, e.g. in corridors and staff rooms. • The school does not require face coverings to be worn by those exempt from doing so, e.g. pupils with SEND who may struggle to wear one correctly or have their education impaired by wearing one. • 					<ul style="list-style-type: none"> • Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communication, are worn where appropriate. • Face visors or shields are not worn as an alternative to face coverings. • Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This should include instructions to:

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			<p>Rapid Testing</p> <ul style="list-style-type: none"> All rapid-result testing is carried out in line with the DHSC 'Terms and conditions for Covid-19 testing (Primary Schools)' guidance. All rapid-result testing is carried out in line with the Coronavirus (COVID-19): Rapid Testing Policy. The rapid-result testing scheme is carried out with staff members who have consented to take part. Self-testing only commences once all staff have been adequately briefed and provided with the relevant step-by-step guide for COVID-19 self-testing handout. All staff members who consent to take part are provided with the government's privacy notice and are required to read and confirm they understand this. All staff members who consent to take part are provided with the most up-to-date version of the 'COVID-19 Self-Test Instruction for Use Guide'. Staff will self-administer the LFD tests. 					<ul style="list-style-type: none"> Clean hands before and after touching a face covering. Store face coverings in individual, sealable plastic bags. Avoid wearing damp face coverings. The school has a contingency supply of face coverings. Self-testing is conducted by staff members twice a week (3 to 4 days apart), in the mornings before staff come into work. Staff are informed that the LFD test kits are not to be used if the staff member begins to develop symptoms of coronavirus. In this instance, the staff

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			<ul style="list-style-type: none"> Staff are informed that they must report the results of their tests to the NHS either online, or by phone, every time they take a test, even if the result is negative or void. Staff are informed that they must communicate their results with the school's designated COVID-19 coordinator every time they take a test, even if the result is negative or void. Staff who test positive following a rapid test are informed they must self-isolate until they secure a confirmatory PCR test. If the PCR test result is positive, they self-isolate for 10 days from the date of the original LFD test. Staff are told to contact the COVID-19 coordinator if they have an incident while testing at home. <p>[New] Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days.</p>					<p>member begins self-isolating immediately and books a PCR test.</p> <ul style="list-style-type: none"> Testing kits are stored in a secure environment which prevents access to unauthorised personnel. Testing kits are only issued to authorised staff members. Testing kits are stored indoors between a temperature of 2 to 30°C, in an environment which allows enough space for social distancing. Staff are instructed to administer their tests at home, and not on site. Staff are instructed to collect self-test kits

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			<p>NHS APP</p> <ul style="list-style-type: none"> All staff to be encouraged to use NHS Covid app in school, including in classrooms, as per DFE guidance. 					<p>from the designated collection point.</p> <ul style="list-style-type: none"> A test kit log is in use and kept up to date with the relevant information required. A test result log is in use and kept up-to-date with the relevant information required. The data held in the test kit log and test result log is stored in line with the school's Data Protection Policy at all times. The appointed COVID-19 coordinator is responsible for risk management and overseeing the staff self-testing scheme. Only the appointed COVID-19 coordinator or registration assistant

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			<ul style="list-style-type: none"> School will abide by self-isolation notification requirements from the app ensuring staff isolate if identified and requested to do so, through the app. Staff showing symptoms must not attend work. Staff to contact head teacher / deputy headteacher to arrange cover and start 10 self-isolation. As part of Government guidelines all staff and children have access to a COVID 19 test. As key workers all staff will have access to testing and school can book a test for any staff member through the government portal. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Tests can also be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. If the test result comes back as negative staff can return to work. If any member of staff are confirmed to have COVID 19 they must self-isolate for 10 days. If any member of staff's family has symptoms all members of the household are to isolate for 10 days. Refer to 'Stay at home guidance' 					<p>distributes staff kits and inputs data into test kit log or the test result log.</p> <p>The current situation is constantly changing. It is therefore strongly recommended that the COVID-19 update. Website is visited daily to check adequacy of current control measures.</p> <p>Assurances from Government have been made regarding access to testing for anyone displaying symptoms. For staff members, headteacher will use 'Coronavirus COVID-19 – getting tested' advice from DFE. Link to refer an employee for testing to be used.</p> <p>Schools receive daily updates from DFE which are also summarised by LA.</p>

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			<ul style="list-style-type: none"> Any staff member identified through the NHS Track and trace app and is requested to isolate, must do so. <p>Pupils</p> <ul style="list-style-type: none"> Governors and SLT will work with Knowsley Council to roll out testing in line with government advice e.g. Testing for primary staff under the weekly and daily testing programmes (announced on 15 December 2020 for secondary schools) will begin in the second half of January 2021 Inform parents or guardians of pupils, that if there are any signs of COVID 19 they are to ring the school and not to send the pupil into school. If the pupil is tested and the result comes back negative the pupil can return to school. If the pupil is not tested the head teacher must follow the same guidance regards isolation for the pupil as listed for staff. 					<p>Headteacher (HT) & SLT to keep informed of updates and fully aware current control measures.</p> <p>School to follow advice from LA regarding isolation of 'Bubble' ie the children and staff contained within the group of the staff member or child displaying symptoms of COVID-19.</p> <p>Parents to be informed of all procedures before the wider opening of the school.</p>

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3. Staff / pupils showing symptoms of COVID 19	All users of the school	Cross contamination or spread of COVID-19 amongst staff pupils and other users of the building.	Staff <ul style="list-style-type: none"> • If a member of staff starts showing symptoms of COVID 19 the employee is to leave work as soon as possible and follow government guidance for self-isolation. Once in self-isolation, managers will arrange for the staff member to be tested. • Records of who the staff member has been in contact with will be noted. • Record of where the staff member has been will be noted. • If staff are tested and the test comes back negative staff can arrange to return to work • If staff are tested and it comes back positive staff to stay in isolation until free of fever, feeling well enough and a minimum of 10 days have elapsed since the first onset of symptoms. • Employee should ensure that the head teacher is informed of any test results. Head Teachers must make arrangements to receive the test results. • If the staff member is tested positive, their class / group should be advised to self-isolate for 10 days. Advice will be taken from health protection team and LA. • If any member of staff or their immediate family are confirmed to have COVID 19 they must self-isolate for 10 days. If staff have 	4	2	8	Medium risk	<p>The current situation is constantly changing. LA has strongly recommended that the COVID-19 update. Website is visited daily by HT and DHT to check adequacy of current control measures. Summaries of these updates are also provided by the LA daily.</p> <p>Symptoms – school to purchase infrared non-contact thermometers to ensure greater accuracy of temperature readings. (These have now been purchased)</p> <p>If any symptoms temperatures of staff / children to be taken at least twice and to be recorded. Any pupil or staff member with a temperature of 38 or above will be sent home / parents called for immediately</p>

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			<p>access to COVID 19 testing this period of time may be reduced on production of a negative test.</p> <p>Pupils</p> <ul style="list-style-type: none"> • If a pupil starts showing symptoms of COVID 19 while in school isolate the pupil and contact the parent or guardian to collect the pupil from school. • If COVID -19 is suspected staff in close contact to wear the appropriate PPE, as indicated in the PPE guidance • When the pupil has left the school lock down the teaching zone used for isolation and deep clean all hard surfaces as soon as possible. • Records of who the pupil has been in contact with should be noted. • Record of where the pupil member has been should be noted. • If the pupil is tested positive, their class / group should be advised to self-isolate for 10 days. Advice will be sought from local health protection team and LA. • The pupil is allowed back in school following a test result that shows negative or following a period of isolation as indicated above. 					<p>Daily registers will contain information of staff members and children in each 'bubble'.</p> <p>Any movement out of the class base to be recorded by staff,</p> <p>Advice to be sought immediately from LA if any positive cases of COVID-19.</p> <p>Advice to be sought regarding actions whilst awaiting test result for remainder of 'Bubble' group.</p>

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4. Controlling the spread of COVID-19	All users of the school	<p>COVID-19 is transmitted by inhalation or ingestion in the same way that normal seasonal flu is transmitted.</p> <p>Contact: By hand to face/mouth/nose/eye.</p> <p>Droplet: By coughing and sneezing and aerosol droplets being inhaled</p> <p>Airborne: Fine droplets may stay in the air longer and</p>	<ul style="list-style-type: none"> The school day has been staggered so year groups are starting and leaving at different times to support non-crowding of collection points. Parents / Carers and all staff have been advised to wear face coverings during drop off and collection times. Breaks and lunch will be staggered to reduce number of children gathering. During exercise classes schedule in activities that can be performed outside observing social distancing measures. Keeping the inside of the building free. Government guidance states that primary schools, in order to deliver the full range of curriculum subjects, are able to implement smaller groups the size of a full class. Each year group / class will therefore become a 'bubble' Staff rooms and offices have been assessed for staff to use whilst still keeping social distancing rules. (Staggering of class schedules will also help social distancing in staff rooms). To help keep distances between the desks any unwanted furniture will be removed, desks will also be forward facing with children sitting side on to each other. 	4	2	8	Medium risk	<p>Government has now advised that, in order for schools to offer the full curriculum, children can be organised into bubbles of class or year group size. Nursery and Reception children will be one bubble.</p> <p>Music – when delivering music curriculum, sessions will take place in the school hall with all children maintaining social distance of 2m.</p> <p>Start / End of day to be organised and parents informed.</p> <p>Classrooms will be organised to ensure desks are facing forward.</p> <p>Any furniture / resources surplus to need will be removed from the classrooms.</p>

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		<p>spread the infection without close contact</p> <p>Reducing contact through restructuring the school day and lay out of the school</p>	<ul style="list-style-type: none"> Class sizes will be whatever number of children is in each class, however, nursery and reception children will form one bubble. Access and egress routes to be kept clear of desks. If the classroom has a final exit, pupils to use the classroom door to enter the school, so they do not have to walk through the building. This can include fire exits where necessary but must be closed and secured at the end of the day Pupils to eat lunch in the school hall. Hall to be divided into two separate areas to cater for two 'bubbles' at a time to have lunch. Children will be instructed to remain in their seats at all times. For the younger children, dinners will be brought to them. For older children they will collect dinners from the hatch whilst maintaining social distancing. None of the bubbles will be permitted to mix. 					<p>Groups (Bubbles) to be organised as class sizes.</p> <p>All PE lessons to be outdoors – dependent on weather.</p> <p>Additional cleaning hours to be purchased through SLA.</p>
5.Controlling the spread of COVID-19	All users of the school	Reducing contact through reducing access to the school grounds	<ul style="list-style-type: none"> Suitable signage will be situated around the area for parents. Staff will be positioned outside of the building to welcome children and to guide them to their classrooms. Late arrivals to school will use the main entrance and will be greeted by office staff who will ensure hand sanitizer is used on 	4	2	8	Medium risk	<p>In and out routes to be marked clearly for parents when dropping off / collecting children.</p> <p>Staggered start and finish times will support social distancing.</p>

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			<p>entering the building. The child will then be signposted / escorted to their class.</p> <ul style="list-style-type: none"> On leaving the class for home children to be held back in the classrooms until they are sure that the parent or guardian is there to pick them up. School stock deliveries to be left in a suitable safe position not blocking access or egress routes, staff from the school to move the stock to the place of storage. Delivery staff not to walk around schools. If contractors are working on site if possible arrange for work to be completed beginning/ end of the day when the school is less populated. No visitors to be allowed into the main building except for those carrying out any necessary checks. Signage to give clear guidance on visitors entering the school via main Regular visitors informed of school procedures with plan to ensure all visits are cancelled where applicable. Online meetings to be used to replace face to face meetings as far as possible. No face to face Parent’s meetings to be arranged unless for an emergency, 					<p>Parents to be given start and finish times with times being adhered to. Parents to wait in cars on carpark if they arrive before start / finishing times.</p> <p>Parents of Year 3- Year 6 children to leave children at school gates to enter school to cut down on numbers entering school grounds. Staff members to be on duty at gate to support entering and exiting. Large double gates to be opened for exit. Entrance gate to be side gate.</p> <p>At the end of the day any parents needing to wait for children on the playground must use social distancing.</p> <p>Staff to allow children to exit school when safe to do so.</p>

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What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
			<ul style="list-style-type: none"> In this instance, meetings with parents can only take place if social distancing rules can be observed and a meeting area is found (Headteacher office) that is not used by the majority of the school occupants. Only those as listed (staff, WizzKids staff, student placements, peripatetic teachers children) are allowed access into the building. Parents to contact school via phone call or email. If parents do need to come into school only 2 adults are allowed in the foyer at any one time. Parent's to continue to use emails / Parent App for contacting teachers. Office staff to ensure they distance themselves from office window when dealing with visitors. Monitoring of CO2 levels is ongoing. It is monitored mid morning, mid afternoon Staff will keep occupied spaces well ventilated. Once the school is in full operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. Where possible, the windows of occupied rooms are open. In cold weather, where 					<p>Staff to organise children leaving 1 at a time – calling children's names.</p> <p>Student placements to be given thorough training regarding procedures implemented.</p> <p>Wizz Kids – separate risk assessment is as an addendum to this RA. Whizz kids are not operating at the moment</p> <p>CO2 monitors have been purchased and will be placed in the smaller classroom and will be checked to confirm if there is adequate ventilation in the room .</p> <ul style="list-style-type: none"> natural ventilation – opening windows (in cooler weather windows should be opened just enough to

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			<p>this causes issues with thermal comfort, the following mitigations were put in place where possible:</p> <ul style="list-style-type: none"> - Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs - High level windows are opened in preference to low level to reduce draughts - Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes <ul style="list-style-type: none"> • The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. 					<p>provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors will also assist with creating a throughput of air • natural ventilation – External opening doors will be opened at break times (as long as they are not fire doors and where safe to do so)</p>
6. Controlling the spread of COVID-19	All users of the school	Reducing infection through improved hygiene.	<ul style="list-style-type: none"> • All access points in use at the school have hand cleaning facilities and on entering and leaving the building, hands are to be sanitised. • Hand sanitising points strategically placed around the school, especially outside toilets, inside dining halls and staff rooms and offices. 	4	2	8	Medium risk	<p>The current situation is constantly changing. LA strongly recommends that the COVID-19 update website is visited daily to check adequacy of current control measures. LA also provides daily summaries. HT & DHT ensure all</p>

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			<ul style="list-style-type: none"> • Fire doors on main access routes to be held open with the use of Dorgard. Fire doors without a Dorgard will remain closed, additional hand sanitation procedures have been implemented to reduce the likelihood from the spread of Covid 19. (Children and Teachers will wash their hands before leaving and entering the classroom) Cleaning schedules have been reprioritised to include: <ul style="list-style-type: none"> ○ Door handles door release buttons, and doors. ○ Light switches ○ Toilets and sinks ○ Food preparation areas (drinks station) ○ Hard floor surfaces. ○ Tables and hard surfaced chairs, with cleaning taking place at least twice times a day. • All soft and hard to clean toys and teaching aids have been removed from classrooms. • Outside play equipment unless its contact surfaces cannot be cleaned thoroughly after use, the equipment is not to be used. • Pupils have been provided with the necessary equipment they will need, books pencils calculators, avoid sharing of tools and equipment. 					<p>information is gathered regularly and informs planning.</p> <p>Every entrance/exit point to have hand sanitizers with clear notices to anyone entering / leaving the building.</p> <p>Additional cleaning hours to be purchased to aid cleaning throughout the day.</p> <p>Resources that cannot easily be cleaned to be removed from classrooms.</p> <p>Resources for EYS can be organised into activities for each day and then removed at the end of the day. The following day different resources can be used. Leaving a gap of more than 72 hours before reusing will ensure any potential germs will not have survived on</p>

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			<ul style="list-style-type: none"> • Cleaning materials present in areas used so if necessary staff can wash down tables and chairs throughout the day. • Encouragement of staff and building users to use tissues to cover mouth and nose when coughing or sneezing, (especially during times of high pollen) • Tissues disposed of in disposable bags as soon as possible. • Hands to be washed on entering the building and prior to leaving the building. • Hands to be washed regularly throughout the day, especially before and after toileting, before food and drink preparation and when they enter and leave the building for exercise 					<p>the surfaces of the equipment.</p> <p>Reading books to be changed weekly with collected books being stored away and not to re-used until at least 72 hours have passed.</p> <p>Marking of work. Provide opportunities for children to mark own work or provide a tray - dated - where exercise books can be left for 24 hours and then marked.</p> <p>Equipment will also be cleaned before it is put away.</p> <p>Playground equipment - parents to be informed that these cannot be used before / after school. Playground equipment can be used if before going outdoors children</p>

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								<p>wash/sanitize their hands and wash/sanitize their hands on their return to classrooms.</p> <p>All children to be provided with their own classroom resources – zip pocket with child’s name.</p> <p>All children to wash their hands regularly throughout the day with set times being planned into the day. Use of hand sanitizers to be used entering and leaving the building.</p> <p>Soap and paper towels to be provided in every classroom and hand sanitizer dispensers to be installed at each exit and entrance point in the school.</p> <p>Water bottles – children can bring packed lunch boxes/bags and water bottles into school. These</p>

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								are to be kept in a bag at the side of the child for ease of access. Coats, if required, will also be kept on the back of chairs to prevent overcrowding in cloakroom areas.
7. Controlling the spread of COVID-19	All users of the school	Reducing infection through the use of personal protective equipment (PPE)	<ul style="list-style-type: none"> If social distancing cannot be observed and close contact is unavoidable PPE is to be used by staff where necessary. Examples personal care for younger children, performing first aid, intervening if a pupil is in danger of harming themselves or others. All PPE stored in positions around the school so staff can access it without delay. School Key First Aider will monitor the levels and use of PPE and reorder when necessary, ensuring stock does not run out. The use of PPE will be guided by a risk assessment. If PPE has been used ensure none of the used PPE is taken off site. Double bag all used equipment and seal bag before disposing of it safely. Do not take used PPE home, ensure it is double bagged and disposed of correctly, in the main bin if it is over 72 hours to the next collection date. If the collection date is 	4	3	12	Medium elevated risk	<p>PPE to be made available for staff for incidents involving close contact.</p> <p>PPE to be kept in EYS and disabled toilet.</p> <p>Key First Aider to monitor stock levels of PPE.</p> <p>Training for staff on use of PPE and its disposal.</p> <p>When applying first aid, risk assessment to be carried out to consider if a mask should be worn but under most situations the wearing of gloves will be sufficient and is something children are already familiar with.</p>

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			under 72 hours waste to be stored securely until it is safe to dispose of in the main school bins					<p>Depending on the age of the child, they will be supported to clean wound, under the guidance and supervision of staff trained in First Aid.</p> <p>Trained First Aiders, when supervising outdoors, to carry waist bags containing gloves, wipes and bags for disposing of any used first aid kit.</p>
8. Controlling the spread of COVID-19	All users of the school	Reducing infection through communication with buildings occupants	<ul style="list-style-type: none"> School will communicate with all parents about the schools new operating procedures, highlighting any new rules and any changes in access to the school. Shared access corridors have clear markings/warning signs to remind users about social distancing and one-way corridors. Staff to monitor the corridor at key times to ensure pupils do not start congregating. If the need arises to communicate with other staff or building users always follow 'Social Distancing' measures. If possible try to keep a distance of at least 2 metres >6' 6" away from other people. 	4	2	8	Medium risk	<p>Booklet and possibly video to be shared with parents prior to wider opening of school.</p> <p>School briefings to be arranged to ensure all staff are aware of new ways of working. RA to be shared with all staff and staff to be consulted as part of process.</p> <p>Markings / Signage to be provided around the school</p>

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			<ul style="list-style-type: none"> Reiterate the social distancing message throughout the day, if instructing children on an activity reinforce the social distancing message (example collect equipment from the table one at a time the next person goes up when the last person has returned to the seat). Schools to display posters around the building as a reminder to pupils and staff to wash their hands regularly throughout the day for at least 20 seconds. Teachers to use prompts to help reinforce the importance of hand washing. The number of visits to the school by parents and business colleagues will be reduced. Only 2 adults to be allowed into the foyer at any one time. If possible use video messaging to meet with parents or colleagues. If people cannot meet via video, meetings with parents can only take place if social distancing rules can be observed and a meeting area is found that is not used by the majority of the school occupants. 					<p>where there is a possibility of children queueing.</p> <p>Support children’s understanding of 2m distance and the reason for maintaining this.</p> <p>Handwashing is part of the school’s daily routine.</p> <p>Parents wishing to speak to a member of staff must inform office staff. Member of staff will contact parent via telephone.</p> <p>Headteacher’s office may be used for any face to face meetings with parents but only in emergency / serious incidents.</p>
9. Covid – 19 cross	Staff and pupils	Personal contact between	<ul style="list-style-type: none"> A key member of the team involved in the pupil’s education is to be present to provide 	5	2	10	Medium (elevated risk)	Behaviour policy and plans to be reviewed and shared

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contamination		staff and pupils with educational and medical needs	continuity of service and reduce enhanced behaviour. <ul style="list-style-type: none"> • Staff to discourage contact with the pupil and explain the reasons. • All staff working with the pupil to be made aware of signs of elevated behaviour and what trigger pupil might show prior to aggressive actions. • If pupil starts showing signs of elevated behaviour start deescalating techniques • If the need of physical intervention occurs, staff to have appropriate PPE as in line with the PPE guidance and risk assessment. 					with relevant members of staff. Amendments to behaviour policy to be shared with parent /carers. PPE to be made available to staff in case of need of physical restraint. Individual Risk Assessment to be carried out and shared with child and parent/carer. Parent / Carer to sign risk assessment
10. Covid – 19 cross contamination	Staff and pupils	Administering first aid	<ul style="list-style-type: none"> • Pastoral care to be given from a distance. • If possible, small cuts and grazes to be cleaned and dressed by the person injured receiving guidance. • If possible injured person to collect all contaminated materials and securely bag it. • If treating a person the first aider to wear all gloves and if needed an apron. If there is a risk of droplets from child, staff to wear a mask and possibly eye protection. 	5	2	10	Medium (elevated risk)	Staff training regarding administration of first aid during pandemic. Staff to wear gloves and to support child in administering first aid to themselves (age dependent). If risk of droplets from child, staff to wear mask, apron and possibly eye protection.

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			<ul style="list-style-type: none"> If the need occurs to perform rescue breaths in CPR ensure that a face mask/barrier is used. Dispose of all used PPE in accordance with the guidance listed above 					<p>Staff to ensure children are cared for and reassured when using PPE some of which will be very unfamiliar to our children.</p> <p>Trained First Aiders, when supervising outdoors, to carry waist bags containing gloves, wipes and bags for disposing of any used first aid kit.</p>
11. Covid – 19 cross contamination	Staff,	Cross contamination of virus through transport.	<ul style="list-style-type: none"> All school non-essential trips have been cancelled. If private transport is used on school business, staff to travel in individual vehicles unless they are from the same family group. 	4	2	8	Medium	<p>No trips / sporting events to be organised.</p> <p>The school does not own a school vehicle.</p>
12. Covid – 19 cross contamination	Staff,	Cross contamination of virus in offices and staff rooms.	<ul style="list-style-type: none"> All staff areas to be restructured to help keep social distancing Staff not allowed to hot desk, office staff to have their own desk and not to use equipment from other workstations If using shared areas, print room kitchens etc. rotate use using the area one person at a time. After using the printer/photocopier wipe down all hand contact areas of the photocopier and door handles. 	4	2	8	Medium	<p>Chairs to be removed from staffroom to support social distancing. Staff to use same cup throughout the day.</p> <p>All crockery / utensils to be washed in the dishwasher.</p>

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			<ul style="list-style-type: none"> When making drinks, tea coffee etc. staff to make own and not make drinks for other team members. Staff using the staff kitchen will follow social distancing guidelines using kettles and food preparation areas one at a time, and wiping down all hand contact areas after use. Staff to keep same cup throughout the day. This, along with any cutlery / plates used to be placed in dishwasher. Dishwasher to be used every day. Any staff member emptying dishwasher is to use hand sanitizer / wash hands and to use plastic gloves before emptying dishwasher. 					<p>Staff to only use cutlery / dishes that have been cleaned in dishwasher.</p> <p>Disinfectant wipes to be left by all photocopiers / microwave. Staff to ensure touch screen / handles etc., are wiped after use.</p> <p>Staff to wipe down surfaces after food / drink preparation.</p>
13. Covid – 19 cross contamination	Staff and pupils	Cross contamination of virus in toilets.	<ul style="list-style-type: none"> Pupils and staff to clean hands before entering the toilet block and after using the toilet. Toilets identified by cleaning staff as areas that additional cleaning takes place. Remind children before toileting about social distancing. If children enter the toilet block and other children are in the room waiting for a cubicle, children to wait outside. On smaller toilets, doors to have a vacant/occupied sign to indicate when it is free. 	5	2	10	Medium (elevated risk)	<p>Signs in toilets to remind children to wash their hands.</p> <p>Hand sanitizer to be used by children before they go into the toilets.</p> <p>Children to be reminded of social distancing and to wait outside the toilets until free.</p> <p>Additional cleaning hours to be purchased to ensure regular cleaning of toilets throughout the day.</p>

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								One- way system for Upper Key Stage 2 toilets to be established to prevent children needing to cross paths when entering toilets.
14. COVID-19 infection.	Extremely vulnerable employees and those in receipt of NHS England shielding letter. Clinically Vulnerable	A full list of those identified as falling into the extremely vulnerable group can be found here https://www.gov.uk/government/news/major-new-measures-to-protect-people-at-highest-risk-from-coronavirus A full list of those	<ul style="list-style-type: none"> Shielding measures were paused from 1st August 2020 with the exception of areas where local lockdown is needed then shielding will continue. Employees who are extremely clinically vulnerable should not attend school and should continue to work from home. Clinically extremely vulnerable children should not attend school because of the risk of exposure to the virus. The school has made appropriate arrangements for children to be educated at home. Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector-specific measures in School national restrictions document to minimise the risks of transmission. 	5	2	10	Medium (elevated risk)	The current situation is constantly changing. It is therefore strongly recommended that the COVID-19 update . Website is visited daily to check adequacy of current control measures.

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		identified as falling into the clinically vulnerable group can be found here https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people						New definitions given to staff and will offer any CV staff a risk assessment meeting to ensure measures are in place.

Addendum – Control measures for safe use of hand sanitizer


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Uncontrolled use and storage of alcohol based hand sanitiser	Staff and pupils	<p>Alcohol vapours are flammable and may ignite if they come in to contact with an ignition source, causing burns to individuals or damage to property.</p> <p>If inadvertently ingested the alcohol may cause nausea, headache, dizziness and intoxication.</p> <p>Spillages on hard surfaces such as floors may make them slippery and lead to injuries.</p>	<p>Important note</p> <p>When stored properly and used correctly the risk of ignition from hand sanitiser is very low.</p> <ul style="list-style-type: none"> Bottles of hand sanitiser are stored upright, with their lids kept firmly closed, in dry and cool places. Care should also be taken when carrying personal containers and dispensers to avoid accidental spills onto clothing, into pockets, bags or vehicles. The quantity of sanitiser kept in classrooms and corridors is kept as low as is reasonably practicable and limited for day-to-day purposes. Large spills should be cleaned and dried immediately. Bottles are kept away from sources of heat and ignition such as sparks and open flame and are not stored on radiators, avoiding contact with acids and oxidising substances. Spillages of the sanitiser are cleaned promptly. 	4	2	8	Medium risk	<p>The information below relates to first aid treatment and is taken from a generic safety data sheet for hand sanitiser.</p> <p>Please refer to your own hand sanitiser products for general first aid measures.</p> <p>General description of first aid measures include:</p> <p>Rest, warmth and fresh air. Do not give victim anything to drink if they are unconscious. Get medical attention if any discomfort continues.</p> <p>Inhalation</p> <p>Place unconscious person on the side in the recovery position and ensure breathing can take place. If respiratory problems, artificial respiration/oxygen. Get medical attention if any discomfort continues.</p>

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			<ul style="list-style-type: none"> Items of clothing that becomes heavily contaminated with the solution should be removed promptly to reduce the risk of ignition. <p>Fire-fighting control measures. A number of safety data sheets record that the most suitable extinguishing medium for alcohol based sanitiser fires include, carbon dioxide or dry chemicals, alcohol resistant foam and sand.</p>					<p>Ingestion Immediately rinse mouth and drink plenty of water or milk. Keep person under observation. Do not induce vomiting. If vomiting occurs, keep head low. Transport immediately to hospital.</p> <p>Skin contact Wash off promptly and flush contaminated skin with water. Promptly remove clothing if soaked through and flush skin with water. Eye contact Make sure to remove any contact lenses from the eyes before rinsing. Promptly wash eyes with plenty of water while lifting the eye lids. Get medical attention promptly if symptoms occur after washing. If medical intervention is needed the safety data sheet/COSHH assessment for the hand sanitiser should be provided.</p>

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Uncontrolled use and storage of alcohol based hand sanitiser	Staff and pupils	Alcohol based sanitiser can cause serious eye irritation if the solution gets into the eyes. In high concentrations, inhalation of the vapour could cause drowsiness and dizziness in a person. Ingestion of the sanitiser may cause nausea, headache, dizziness and intoxication.	<ul style="list-style-type: none"> Bottles used in classrooms have lids kept closed, they are not left unattended, are kept out of reach of children and once empty are rinsed with clean water and disposed of responsibly. The control measures above limit the likelihood of harm occurring. The hand sanitiser is used in accordance with the “How to Handrub” poster see end column. Posters are displayed in appropriate locations. 	4	2	8	Medium risk	 <p>https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf</p>

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Likelihood scores					
Likelihood score	1	2	3	4	5
Description	Improbable	Unlikely	Possible	Likely	Almost certainty
Broad description of frequency	Probably never happen	Possible but not expected to happen	Might happen or recur	Will probably happen	Will happen, possibly frequently
Timed frequency	Occurs less than annually	Occurs annually	Occurs monthly	Occurs weekly	Occurs daily

Consequences/severity scores					
Consequence score	1	2	3	4	5
Description	Insignificant	Minor	Moderate	Severe	Catastrophic
Impact and harm caused	Minor injury requiring no medical help	Minor injury or illness requiring <3 days off work	Moderate injury or illness requiring 4-10 days off work. RIDDOR reportable	Specified injury or illness. Requires over 10 days off work or leading to long term incapacitation	Fatality Permanent ill health or disfigurement

AUTHORISATION

Head Teacher	M Evans	Signature		Date	21/ 1/20
Chair of Governors	J Wilson	Signature		Date	21/1/20
Service and location	Education – Holy Family, Cronton		Telephone/email	0151 424 3926 holyfamilycronton@knowsley.gov.uk	