

Risk Assessment

A	Date: 05/01/21	School: Archbishop Blanch CE High School	Team:	Location: 80 Earle Road, Liverpool.
	Review Date: 25/01/21	Ref: Spring V1	Assessor: John Byrne	Head Teacher: C Madeloso

B	Assessment of Risk for: <i>Model</i> 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	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Following announcement of National lockdown school will only be having pupils on site who meet the government criteria as children of key workers or vulnerable pupils. Learning will be delivered on line to all pupils, pupils whether in school or at home will access the same lessons.</p> <p>A rota of staff will be maintained to ensure adequate staffing is available on site to supervise pupils in school and maintain ongoing support services. Other staff will be largely working from home delivering online learning to pupils.</p> <p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>All staff have received detailed briefing on process and procedures that will be employed over lockdown period. This will be reinforced regularly via staff and departmental briefings.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p>	LOW

			<p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy</p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers • Extended duty of care • Stress • Individual pupil assessments <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable member of staff and/or pupil who has received a Government shielded letter. Any staff in this category will be working from home. • Staff who have an extremely vulnerable household member. • Staff who live with a vulnerable person <p>Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above.</p> <p>Manager to regularly update and inform staff re government guidance regarding covid-9 controls required:</p> <ul style="list-style-type: none"> • Gov.uk https://www.gov.uk/ • Public Health England https://www.gov.uk/government/organisations/public-health-england • Department for Education https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice 	
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			<ul style="list-style-type: none"> • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools Covid-19 • Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable • Government publication COVID-19: cleaning in non-healthcare settings • Government publication Best Practice: how to hand wash • Government guidance for food business on Coronavirus (Covid-19) • Government guidance Covid-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) <p>Due to the changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p> <p>Sign in sheet for visitors requesting Track and Trace information and ensuring those with symptoms do not enter the school premises.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> • Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes <p>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> • Disposable half face mask • Disposable gloves • Disposable aprons • Where personal care is to be provided eye protection/surgical face mask • <i>detail any other specific disposable PPE in use</i> <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p>	
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			<p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running</p> <p>Parents and Guardians kept informed via email bulletins etc. regarding changes to start finish times and any new local rules regarding drop of and pick up etc.</p> <p>Staff kept informed via email, online meetings etc.</p> <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 <p>Arrangement made with partner schools St Margaret's and St Hilda's to share facilities should need arise.</p>	
2	Covid-19 virus; General school environment	Staff Pupils	As numbers attending school will be limited (approximately 50 pupils) entrance will be through main school gates.	LOW

		<p>Visitors</p> <p>Contractors</p>	<p>Staff and visitors to wear face coverings in all communal areas and on corridors..</p> <p>Pupils to wear face coverings in between lessons when on corridor and in communal areas, apart from when eating / drinking.</p> <p>Pupils on site will be grouped into bubbles and will be allocated specific areas of the school which they will be using for all lessons.</p> <p>School first aid risk assessment has been reviewed, first aiders have been given advice re dealing with Covid -19 symptoms.</p> <p>School access control system has been reviewed, hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <ul style="list-style-type: none"> • Access control systems are still in operation, however touch free sensors have been installed on key doors, Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments are therefore unchanged. <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Corridors • Staff rooms • Toilets • Changing areas <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distance.</p> <p>Corridors, walkways and staircases have tape markings laid out to indicate side to walk on (two way traffic) were required. Building has been segregated for use by different year groups and this will enable a one way system to be maintained wherever practical.</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary. Additional staff will be on duty at break/lunch periods and lesson changeovers.</p>	
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			<p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p> <p>Whole school assemblies and collective worship are not to take place in person during the Covid-19 pandemic. These will be undertaken in 'bubbles' where appropriate.</p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p>	
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. The use of lanyards will be suspended. All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed. Screens have been installed to areas where staff are required to have face-to-face interaction with visitors. Access to office areas is limited to essential personnel.</p> <p>Office/Classroom windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations. Screens installed where it is not possible to move workstations or it is considered that the work activity is essential. Desk configurations and allocation are such that staff are not seated facing each other. Workstations are single user use. Sharing of staff workstations is not to be undertaken. Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p>	LOW

			<p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number 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. Access to copiers will be via card access, biometric access has been suspended. Pupils will not be given access to copiers.</p> <p>Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available. Daily staff briefings and CPD sessions are being held via zoom/Microsoft teams.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p>	LOW
5	Covid-19 virus: Classrooms	Staff Pupils	<p>Classes should be kept together and mixing with other classes/year groups minimised, as much as possible.</p>	LOW

		<ul style="list-style-type: none">• Years are grouped into 'bubbles' class 'bubbles' are not practical due to the range of subjects being taught. Due to numbers attending year 7 and 8 will be in separate bubbles other year groups will form one bubble as there are very few pupils attending on site in older year groups. There will also be a bubble for pupils requiring additional SEN Support from staff.• bubbles are to be kept separate from other bubbles and mixing with other bubbles minimised, as much as possible. Each bubble has been allocated their own classrooms and a separate area in the dining hall for each bubble group.• Older pupils are encouraged to maintain social distancing within groups where possible. <p>All desks face the same direction i.e. front of the classroom.</p> <p>Pupils are seated side by side as opposed to opposite each other.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. Pupils have been issued with a list of standard equipment required for their sole use.</p> <p>Any Resources shared between bubbles should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Secondary Schools and Colleges – rotation of staff between classes/bubble swill be managed as much as possible to limit movement.</p> <p>Cleaning/sanitising of hands is encouraged when changing classrooms for different activities.</p>	
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			<p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p>	
6	Covid-19 virus: Dining areas	<p>Staff</p> <p>Pupils</p>	<p>Due to limited numbers attending all pupils will use dining hall but separate areas within the Dining hall will be made available for each bubble to ensure that 'bubbles' are separated whilst eating.</p> <p>At Lunch times bubbles kept separate to ensure 'bubbles' do not mix.</p> <p>Dining room tables and chairs will be wiped down after use.</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible.</p>	LOW
7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School start/finish times will be the same for all pupils. There will be no breakfast or after school provision to minimise risk of different bubbles mixing during the day.</p> <p>Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once.</p> <p>Parents and guardians are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school.</p> <p>Parents and guardians requested not to gather outside the schools and to maintain social distancing at all times.</p> <p>Each bubble will have an allocated area to use at break times (including lunch) to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p>	LOW

			Where possible the numbers of pupils using toilets will be managed. Each bubble will have an allocated set of toilets for their use only.	
8	Covid-19 virus; Working and teaching within the school environment	Staff Pupils Visitors Contractors	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain 2m social distancing at all times, where practicable. • For pupils requiring 1:1 support staff have been issued with PPE and given guidance on procedures to be followed. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. <p>Staff have been briefed on process to be adopted for bubbles during lockdown to ensure a consistent approach is maintained.</p> <p>Lessons and activities will be delivered via online platforms for all pupils. Pupils in school will have access to a laptop to ensure they can access lessons in parallel with pupils learning from home.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>Staff delivering remote lessons from school will be allocated a specific classroom to use to ensure social distancing is maintained.</p> <p>Pupils and staff have been briefed in how to access remote learning platforms.</p>	LOW
9	Covid-19 virus; Cleaning	Staff Pupils Visitors Contractors	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p>	LOW

			<p>Use of classroom equipment will be minimised however any equipment used will be 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>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> • Printers/photocopying machines • Lift buttons and door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been.</p>	
10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate.</p> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p>	LOW

			<p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> • If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 7 days from the start of their symptoms. The 7-day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal. <p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: https://www.gov.uk/guidance/contacts-phe-health-protection-teams. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p>	
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Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1					

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;">Low</p>	<p>Risk assessment signed off by: Mrs C Madeloso</p> <p>Signature: </p> <p>Date: 06/01/21</p> <p><i>Please note an electronic signature will suffice.</i></p>
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