



Great Crosby Catholic Primary School

Date 26/8/2020

General Risk Assessment for school activities **during Covid-19 Pandemic**

The school setting cannot be made a clinical sterile environment which would eradicate the possibility of any occupant becoming infected during the time they spend within the school; however, the probability can be reduced.

The following risk assessment and guidance has been developed to assess the hazards and risks, involved in carrying out general school activities during the current Covid-19 pandemic and to identify appropriate control measures to reduce them. In accordance with the guidance 22nd October 2020. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

General Statement from www.gov.uk

When we made the decision to ask schools to open only to a small number of children, this was done with the aim of reducing transmission of coronavirus (COVID-19), to protect the NHS and save lives. As the situation improved, we began to consider how we could bring more children and young people back into schools, and supported primary schools to do so from 1 June, focusing on some year groups being educated in small 'bubbles', and secondary schools from 15 June, with year 10 and 12 spending some time in school in small groups, with public health risk reduction measures in place. Since 15 June, primary schools have also had flexibility to bring back other pupils where they have space to do so.

Now, the circumstances have changed. The prevalence of coronavirus (COVID-19) has decreased, our NHS Test and Trace system is up and running, and we are clear about the measures that need to be in place to create safer environments within schools.

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's

future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

Engage with the NHS Test and Trace process

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works> updated 21/8/2020

“Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. <https://www.gov.uk/get-coronavirus-test>

Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).”

Reference should be made to

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

Cheshire and Merseyside HPT

Public Health England North West

Suite 3B

3rd Floor

Cunard Building

Water Street

Liverpool

L3 1DS

Email

Candmhpu@phe.gov.uk; PHE.candmhpu@nhs.net Telephone 0344 225 0562 (option 1)

A separate and specific risk assessment must be carried out if the activity or person is not covered in this general risk assessment.

Reference also made to <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

Systems of Control

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)

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

Number 5 must be properly considered, 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

Control Measures

Activity	BAME colleagues and children appear to be at greater risk of contracting Covid-19 and suffer more acute symptoms than non-BAME colleagues and children
Risk	Infection rate remains higher to colleagues and children who are in this group.
Control Measures	<p>While it may not yet be clear why the danger of contracting COVID-19 and subsequent mortality rates are higher for BAME colleagues and children.</p> <p>Individual risk assessments are to be carried out where the following control measures will be considered.</p> <ul style="list-style-type: none">• Can this work be done at home?• Could alternative work be undertaken at home or elsewhere across the school/trust (redeployment)?

	<ul style="list-style-type: none"> • Can face to face interactions be limited? • Have arrangements been made for remote working? • Additional use of appropriate PPE • Access to swab testing and prioritising at-risk groups and their family members. • Has the individual had any sickness in the past linked to their health condition? • Has the individual had a Vitamin D test showing deficiency? • What arrangements are you going to put in place to ensure regular contact/wellbeing? <p>Produced by the BAME ed Network May 2020. https://www.bameednetwork.com/resources/</p>
Activity	School, office and administration
Risk	Risk of coronavirus infection spreading to parents and staff at school
Control Measures	<ul style="list-style-type: none"> • Any pupil arriving at school with a face covering will be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Additional handwashing stations have been provided around school. • Parents bringing pupils onto site will be required to wear a face covering at all times. • For track and trace purposes, names and contact numbers of anyone attending the premises are being held for 21 days. On entering the building reception staff will make a separate list containing the name and contact number of all staff and visitors who enter the building. This list will be kept in locked cupboard and destroyed after 21 days. • Staff to observe social distancing at all times. Face shields are available for staff who wish to wear them, and we are now advising to wear covering of choice in communal areas of the school • Non-essential personal items have been removed and a clear desk policy is in place. • Staff are not to make non-essential trips around building and are discouraged from having face to face meetings. Emails, telephone calls and virtual meeting attendance will be used as much as possible for inhouse and out of school communications. • Visitor and parent meeting are arranged on a one to one basis and by appointment only. • Work areas are cleaning at the start and end of each day. • Equipment and materials are not to be shared wherever possible • Any shared items of equipment i.e. Printer or photocopier are to be used as in frequently as possible and are to be cleaned between use. • Visitors are to be asked to remain 2 metres from reception counters. • Office and reception areas to be cleaned at least twice in the working day. • Staff breaks are to be staggered.

	<ul style="list-style-type: none"> • Staff will have access to cleaning products to carry out additional cleaning as required. • The school will adopt a respiratory hygiene control measure by promoting the 'catch it, bin it, kill it' approach
Activity	Opening / Closing school setting to parents, pupils and staff
Risk	Risk of coronavirus infection spreading to children, parents and staff at school
Control Measures	<p>Headteacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed.</p> <p>The Headteacher will review daily the members of staff available and how their roles are undertaken. Especially staff who have underlying medical conditions as defined by government guidance. An audit of which staff who are available will be kept and which pupils they should work with.</p> <p>Teaching Assistants and Supply Staff to cover any gaps where possible. If not enough staff available, consider solutions with the Local Authority or Trust.</p> <p>A trained first aider should be on site at all times.</p> <p>If parents/carers need to attend school this should be limited to one person only.</p> <p>Social distancing measures are to be practiced at all times. As much as possible, children, young people, parents and staff should be spaced apart. All gatherings are to be avoided and discouraged.</p> <p>Pupils, students, staff and visitors should wash their hands:</p> <ul style="list-style-type: none"> • before leaving home • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school <p>Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing of later. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.</p> <p>Staff have all received guidance on equipment , PPE and cleaning. The school has employed 3 full time cleaners to be on site at all times.</p> <ul style="list-style-type: none"> •The school has purchased a "fogger" which will be used on rooms to sanitise all surfaces, the frequency of use will be carried out as the manufacturers recommendations.
Activity	School transport
Risk	Risk of coronavirus infection spreading to children, parents and staff at school

Control Measure	individual transport providers will be asked to provide Risk Assessments to ensure social distancing during journeys to and from school are in line with guidance.
Activity	Child/Adult appears to be unwell and it is believed that they have been exposed to COVID-19.
Risk	Risk of coronavirus infection spreading to children, parents and staff at school
Control Measure	<p>The School will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. • provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) • Anyone who displays symptoms of coronavirus (COVID-19) will be advised to get a test. • Tests can 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. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • Call NHS 111 and parent (if child) or relative (if adult) and explain reasons for suspicions of exposure and ask for the parent to come to school. Call 999 if they are seriously ill or injured or their life is at risk. • If the child / adult is not within school they should be not allowed to enter the building and sent immediately home. • If this is not an immediate option or they have been in school for some time, the Child/ Adult is to be sent to be isolated in a vacant room. Explain to them that they are safe and that you will close the door – make sure the blinds are up, so that they can be monitored and the window is open for ventilation. • They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. • If they need to go to the bathroom whilst waiting for medical assistance, they should use the accessible toilet by the main school office. • The child / adult is to be sent home as soon as possible. The toilet will need to be cleaned once they have left. Staff dealing with the child / adult should avoid all contact and should immediately wash their hands https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19

Activity	A school pupil / adult informs the school they are a suspected case of COVID-19 (pupil or school adult) from their home.
Risk	Minimal risk of coronavirus infection spreading to children, parents and staff at school once they are isolated at home.
Control Measure	<ul style="list-style-type: none"> No restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. <p>No need to close the setting or send other learners or staff home.</p>
Activity	A case of COVID-19 (pupil or school adult) is confirmed to the school.
Risk	Minimal risk of coronavirus infection spreading to children, parents and staff at school once they are isolated at home.
Control Measure	<ul style="list-style-type: none"> Contact with the local Public Health England Protection Team will be made to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of pupils or students and staff will be based on this assessment. The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team.
Activity	Moving around school
Risk	Risk of coronavirus infection spreading to children, parents and staff at school
Control	<ul style="list-style-type: none"> School has opened additional entrances to reduce congestion around one entrance previously used. Corridors and classroom spaces have been marked in line with current social distancing guidance. Signage has been purchased for both indoors and outdoors reminding everyone of the social distancing rules. School to introduce a system of staggered breaks to minimise

	<p>groups passing in corridors, communal and play areas.</p> <ul style="list-style-type: none"> • Year groups to remain in their respective class areas and play areas. • Minimise group sizes, pupils to stay with the same group and not mix and pupils to travel in single file 2m apart. • Visits to the toilet area should be monitored to ensure the number of pupils visiting is limited at any one time. • School to introduce a staggered system of regular breaks to minimise groups passing in corridors and communal areas. • Minimise group sizes and pupils to travel in single file 2m apart.
Activity	Transmission of COVID-19 due to visiting another location
Risk	Risk of additional exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.
Control	<ul style="list-style-type: none"> • All site visits and off-site meetings are avoided unless necessary. Remote working / meeting tools are used where possible. • Authorisation for offsite visits is provided by the Head Teacher or Chair of Governors. • Public transport is avoided where possible. • Meetings numbers are to be kept to a minimum and social distancing is observed. • Paperwork is sent via electronic means either before or after the visit. Minutes are distributed electronically. • In a case of non-compliance, staff cease the visit immediately and report issues to their Head Teacher.
Activity	Teaching and activities
Risk	Risk of coronavirus infection spreading to children, parents and staff at school
Control Measure	<ul style="list-style-type: none"> • Groups should be kept apart the school will avoid large gatherings such as assemblies, Rejoice celebrations or collective worship with more than one group. • Rooms are to be well ventilated but not too cold. We can achieve this by: <ul style="list-style-type: none"> ✓ opening high level windows in preference to low level to reduce draughts ✓ increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) ✓ providing flexibility to allow additional, suitable indoor clothing. ✓ rearranging furniture where possible to avoid direct drafts ✓ Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • It is recognised that normal teaching practices will not be possible. • Staff and pupils do not share pens, paper or any other objects. For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared. • Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned daily, along with all frequently touched surfaces. • Resources that are shared between classes or bubbles,

such as sports, art and science equipment will be cleaned frequently and meticulously between uses, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

- Consideration will be given to the ability of pupils to socially distance and arrangements put in place for the supervision of this. It is recognised that early years and primary children cannot keep 2 metres apart and they should be kept in 'bubbles'.
- Class Bubbles are organised into twosie two bubbles per year group with no combined bubbles and each have designated toilets that are cleaned throughout the day by on site cleaning staff. Every bubble has PPE equipment available for staff to use as necessary
- Staff have been advised they may wear face coverings if they choose to do so in classrooms but advised to wear face coverings in communal areas.
- Foot operated Lidded bins are available in each bubble to reduce risk of contamination through tissues
- Each bubble has a member of teaching staff and access to support member of staff.
- To further reduce risk of contact with other bubble groups, each area has tea/coffee stations.
- Classrooms, furniture, toilets and communal areas to be cleaned minimum twice daily. The school to be kept as sterile as practicable by the cleaners, and objects and surfaces to be frequently wiped using the wipes provided by the school.
- The school has purchased a "fogger" which will be used on rooms to sanitise all surfaces, the frequency of use will be carried out as the manufacturer's recommendations.
- Visits to the toilet area should be monitored to ensure the number of pupils visiting is limited at any one time. Toilets are to be well stocked and classrooms to have tissues and cleaning products available in line with CoSHH regulations.
- Children should work/play outside as often as this is possible
- Classroom materials are not to be shared.
- Used tissues to be placed by the child in a lined, foot operated covered, bins are to be emptied each evening.
- Class pupil numbers to be no more than the usual numbers in a class and a two metre distance from staff maintained
- Avoid touching activities, activities that share items or equipment.
- Children should bring their own named water bottle which needs to be sent home and cleaned each night. Only the child's whose name is on the bottle should handle the bottle, including collecting and filling it in school.
- Avoid bringing in any additional items from home into the school environment unless these are absolutely necessary and are appropriately treated before being distributed
- Children to have their own equipment provided and remain with this equipment, for instance, laptops, pens, books, glue. These need to be wiped frequently by teaching staff.

	<ul style="list-style-type: none"> To reduce the risk of cross-contamination further. The kitchen staff to deliver lunches to a designated place outside the bubbles These need to be wiped frequently by teaching staff.
Activity	Pupils who pose a threat of disruptive behaviour
Risk	Risk of coronavirus infection spreading to children, parents and staff at school
Control measure	<ul style="list-style-type: none"> A review of the pupil's current individual risk assessments should be undertaken to include the risk of COVID-19 situation. New individual risk assessments undertaken for pupils not previously assessed but are now considered to pose a risk in the current situation. The Behaviour Policy should be reviewed to ensure it covers COVID-19 and the sanctions which will be in place for any person who wilfully disrespects the control measures.
Activity	Breaks and Lunch time
Risk	Risk of coronavirus infection spreading to children, parents and staff at school
Control Measure	<ul style="list-style-type: none"> School kitchen (Sefton) will provide cooked meals / packed lunches and can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19). See separate risk assessment in line with https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 Children should be encouraged to observe social distancing and staggered lunch and breaktimes have been scheduled to maximise space on site Lunches will be eaten in classrooms within the year group bubble Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with CoSHH policy. Avoid all activities which involve touching or close proximity. Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. Pupils clean their hands after they have coughed or sneezed. When staff and children come into school they will be required to wash their hands. They will be asked to do this regularly throughout the day, before and after break and lunchtime. Children will be taught how to wash their hands thoroughly using government guidelines, video links and posters. Posters will be kept around the school to remind them of hand washing routines. External stations are available during break and lunchtimes..
Activity	Routine maintenance of premises, routine tests and inspections

Risk	Risk of coronavirus infection spreading to children, parents and staff at school
Control Measure	<ul style="list-style-type: none"> • Routine testing and inspections necessary for the premises to be operated safely will continue whilst observing the social distancing, cleaning and personal hygiene, as mentioned above. Routine testing and inspections to be conducted when the pupils are not on site. • All none essential work and capital work to be individually reviewed and a specific risk assessment to be conducted to minimise the spread of Covid-19 before the work is resumed or commenced. • All contractors will be required to provide copies of their risk assessments before any new works commence. • External Contractors should observe social distancing, wear appropriate PPE if necessary and sanitise or handwash before and after any job. <p>They should be instructed of the procedures in place before they commence any work.</p>