

TEMPLATE - Sefton Risk Assessment Form – Schools – COVID-19

Great Crosby Catholic Primary School

Guidance – August 17th 2021:

School Risk Assessments:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment>

- Elimination: stop an activity that is not considered essential if there are risks attached.
- Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
- Engineering controls: design measures that help control or mitigate risk.
- Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).
- Having gone through this process, personal protective equipment (PPE) should be used in circumstances where the guidance says it is required (<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>).

Update:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999741/SEND_update_guidance_Step_4.pdf

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance?utm_source=18%20August%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

Our outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Task / activity	Re-opening of School – Sept 2021	Department	Nursery and Primary provision
Location		Assessor(s)	P A Speed

RA Ref	August updates	Assessment Date	18 th August 2021	Review Date	31 st October 2021 or on the issuing of further guidance
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Hazard Description	People	Harm or loss	Existing risk control measures	Risk rating			Proposed Action / additional controls (if any)	Action Owner	Action Target Date or frequency if ongoing	Target risk rating			Status	
				L	C	R				L	C	R		
The premises														
1	Working in poorly maintained environment	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public. Clinically extremely vulnerable and other vulnerable persons.	Injury, ill health, fatality, or other loss such as property damage due to exposure to chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, asphyxiating gases and biological agents. Ill health, fatality due to potential of legionella bacteria (legionnaires disease), asbestos release, etc working in the	Copies of building insurance, and COVID-Secure Risk assessments are available. COVID-Secure school risk assessment is published on the School website Statutory and mandatory compliance inspections, testing and maintenance is carried out. <ul style="list-style-type: none"> Fire risk assessment, fire protection and prevention measures. Fire extinguishers are checked for a record of regular maintenance, Gas certs, Water management (Legionnaires) Fixed wiring certs and portable appliance arrangements, Ventilation (mechanical and natural), Kitchen equipment (full clean cycles), where relevant, Additional information is reviewed where appropriate, including:	x			All assessments are carried out according to the annual schedule or as and when any building adjustments have taken place	PAS /SB	As per the Cunliffes schedule	X			Continuing

			<p>presence of a poorly maintained environment.</p> <p>Ill health or fatality due to inhalation of smoke and fumes or property damage.</p>	<ul style="list-style-type: none"> • Calibration of equipment • Lifts and lifting equipment (including roller shutter doors and flag poles), • Panic alarms, • Asbestos disturbance or deterioration, • Pest control. <p>Fire risk assessment and other information has been amended to reflect:</p> <ul style="list-style-type: none"> • capacity, • changes to normal access, egress and travel routes through premises, • increased levels of cleaning substances and sanitiser (highly flammable substances), • Changes at reception areas or entrances, • Where final exit doors have additional security arrangements in place to control access / egress. 									
2	<p>Transmission of Coronavirus throughout the school setting.</p> <p>Falls from height. Traps and nips.</p>	<p>Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.</p> <p>Clinically extremely vulnerable and other vulnerable persons.</p>	<p>Ill health or fatality due to exposure to COVID-19 from airborne contamination.</p> <p>Anxiety due to fear of exposure or changes to procedures and behaviours.</p> <p>Serious or fatality due to falls from open windows.</p>	<p>Occupied spaces are well ventilated.</p> <p>Poorly ventilated areas and changes to ventilation such as school events in crowded spaces are identified e.g. school plays with parents and guests.</p> <p>Natural ventilation is maintained where possible, whilst ensuring a comfortable working, teaching and learning environment.</p> <p>Where windows are open, additional risks are assessed and restrictors and other measures are in place to address the risks.</p> <p>Mechanical ventilation is used to support natural ventilation. It is adjusted to increase the ventilation rate wherever possible and checked</p>	X		<p>Where CO2 monitors and other occupational hygiene or health monitoring is in place, staff must be competent to use the equipment and analyse the data. Monitors must be appropriately installed, sited and calibrated as per the manufacturer's instructions.</p> <p><i>(NB: DfE is working with the Scientific Advisory Group for Emergencies (SAGE) and NHS</i></p>	SLT	From opening				In place

				<p>to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, systems are adjusted to full fresh air or, if this is not possible, then systems are operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>A planned maintenance programme is in place for all mechanical ventilation systems, in accordance with the manufacturers' recommendations.</p> <p>https://www.cibse.org/coronavirus-covid-19</p>			<i>England on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.)</i>					
3	Exposure to hazardous substances (CoSHH)	<p>Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.</p> <p>Clinically extremely vulnerable and other vulnerable persons.</p>	<p>Ill health or fatality due to exposure to COVID-19 and other hazardous substances (absorption, inhalation, ingestion, etc).</p> <p>Anxiety due to fear of exposure or changes to procedures and behaviours.</p>	<p>A cleaning programme is in place, with additional arrangements in the event of a suspected or confirmed case of COVID-19.</p> <p>This is regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.</p> <p>There is a careful and informed choice of substances to be used. Non-hazardous substances are used where possible. Datasheets are available to produce CoSHH assessments. CoSHH assessments are available and accessible to staff. Training is in place for use of substance and for donning / doffing, use, maintenance and disposal of PPE (Personal Protective Equipment Regulations).</p> <p>PPE is in place for staff who are exposed to hazardous substances and where there is a requirement</p>	X	X	<p>2 x full time cleaning staff will continue to clean high touch points and high volume locations throughout the day</p> <p>Fogging of rooms will remain in place at [prior to the beginning of the school day</p> <p>Non toxic substances and soap detergent used to clean</p> <p>Signage remains to remind staff of how to use PPE if required.</p>	SLT/Cleaning staff	Daily on a continuous cycle	X		In Place

				<p>under the Control of Substances Hazardous to Health.</p> <p>The risk of exposure to biological agents and viruses and controls measures (hierarchy of controls) are monitored to limit risk of transmission.</p>									
4	<p>Incorrect or inefficient waste stream in place</p>	<p>Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.</p> <p>Clinically extremely vulnerable and other vulnerable persons.</p>	<p>Ill health or fatality due to exposure to contaminated waste.</p>	<p>Waste is contained in lidded bins. Arrangements are in place to storage waste for up to 72hrs, where it is believed to be contaminated. Staff are briefed on the donning, doffing and disposal of PPE, hand and respiratory hygiene.</p>	X		<p>Lidded bins continue to be in place with double bagging in place.</p>	<p>Site Manager</p>	<p>From opening</p>	X			<p>In Place</p>
Attending School Premises													
5	<p>Transmission of Coronavirus within the school setting or travelling to or from the setting.</p>	<p>Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.</p> <p>Clinically extremely vulnerable and other vulnerable persons.</p>	<p>Ill health or fatality due to exposure to COVID-19.</p> <p>Anxiety due to fear of exposure or changes to procedures and behaviours.</p>	<p>Risk assessments and communications are in place to inform everyone of site rules, control measures and behavioural expectations of anyone attending the site.</p> <p>Key contractors and partners based at school or who visit school are informed and updated on the school's control measures and ways of working.</p> <p>No-one will attend if they are displaying symptoms of COVID-19. They will be sent home and will be required to self-isolate. Testing arrangements will be made.</p>	X		<p>All operational guidance and risk assessment available to all staff</p>	<p>PAS</p>	<p>Available to all staff prior to opening 1st September 2021</p>	X			<p>In place</p>

				Where a parent or carer insists on a symptomatic pupil attending school, the school can refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Decisions would be carefully considered in light of all the circumstances and public health advice. Attendance – Coding is in place for recording absences due to COVID-19.										
7	Transmission due to poor hand hygiene	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public. Clinically extremely vulnerable and other vulnerable persons.	Ill health or fatality due to exposure to COVID-19. Anxiety due to fear of exposure or changes to procedures and behaviours.	Good hand hygiene is maintained. Reminders and monitoring is in place to support safety behaviours. Campaigns, safety information, signage (Safety signs and signals regs) and resources (https://e-bug.eu/) are in place to manage good hand hygiene behaviours, ensuring everyone continues clean their hands regularly, with soap and water or hand sanitiser.	X			Additional hand washing stations will continue to be used	All staff	From September 2nd	X			In place
8	Transmission due to poor respiratory hygiene	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public. Clinically extremely vulnerable	Ill health or fatality due to exposure to COVID-19. Anxiety due to fear of exposure or changes to procedures and behaviours.	Respiratory hygiene is maintained. Reminders and monitoring is in place to support safety behaviours. Campaigns, safety information, signage (Safety signs and signals regs) and resources (https://e-bug.eu/) are in place to manage good respiratory hygiene behaviours. The 'catch it, bin it, kill it' approach continues to be communicated and monitored.	X			Control measures are well established within school for all returning pupils and staff. Early years staff will teach the catch it, kill it, bin it method when children arrive in school Lidded bin in situ around school	All staff Early years staff	From beginning of term and on going	X			In place

		and other vulnerable persons.		Lidded pedal bins are situated throughout the premises. An area is available for holding potentially contaminated waste.			Double bag procedures in place						
9	Transmission from asymptomatic and symptomatic staff, pupils and others	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public. Clinically extremely vulnerable and other vulnerable persons.	Ill health or fatality due to exposure to COVID-19. Anxiety due to fear of exposure or changes to procedures and behaviours.	Public health advice on testing, self-isolation and managing confirmed cases of COVID-19 is available. Staff, pupils, carers, contractors and others affected have been informed of arrangements i.e. procedures in place. An outbreak management plan is in place and sits with the Emergency Plan and Business Continuity Plan.	X		Information shared Outbreak management plan updated August 2021	PAS		X			Ongoing until next review
10	Exposure to a person with COVID-19 symptoms or a positive Test	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public. Clinically extremely vulnerable and other vulnerable persons.	Ill health or fatality due to exposure to COVID-19. Anxiety due to fear of exposure or changes to procedures and behaviours.	Pupils, staff and other adults follow public health advice on when to self-isolate. They remain away from school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home e.g. if they are required to quarantine. If anyone attends school who is symptomatic, however mild, they return home, avoiding public transport where possible and follow public health advice. If a pupil is awaiting collection, they remain in a well-ventilated room (fresh air), on their own (only if safe to do so). Appropriate PPE is available and will be worn if close contact is necessary.	X		Self isolation rules shared with staff parents and available on website	SLT	From 16 th August 2021	X			

				Rooms are thoroughly cleaned when the area is vacated.										
11	Exposure to a person with COVID-19 symptoms or a positive Test	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public. Clinically extremely vulnerable and other vulnerable persons.	Ill health or fatality due to exposure to COVID-19. Anxiety due to fear of exposure or changes to procedures and behaviours.	Asymptomatic testing – Over the summer months , staff continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. School provides tests for twice weekly asymptomatic testing for staff over the summer period if they are attending school settings. Testing is widely available over the summer and kits can be collected either from the local pharmacy or ordered online. Staff are to continue to test twice weekly at home until the end of September, when this will be reviewed.	X			Asymptomatic testing for staff will resume prior to return to school . Results recorded by SLT	SLT	August 31 st until end of September				
				Confirmatory PCR tests – Staff and pupils with a positive lateral flow device (LFD) test result self-isolate in line with guidance. They will access the free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual continues to self-isolate. A PCR test taken within 2 days of the positive lateral flow test, with a negative result overrides the self-test LFD test and the pupil can return to school, as long as they do not have COVID-19 symptoms.		X								

12	Exposure to a person with COVID-19 symptoms or a positive Test	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public. Clinically extremely vulnerable and other vulnerable persons.	Ill health or fatality due to exposure to COVID-19. Anxiety due to fear of exposure or changes to procedures and behaviours.	<p>(From Step 4) close contacts are identified via NHS Test and Trace (not Ed settings). Schools may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. The Support continues to work with the health protection teams in the case of a local outbreak.</p> <p>Pupils, staff and other adults follow public health advice.</p> <p>(16 August 2021) children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. They will be informed they are contact and advised to take a PCR test. (18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. If not vaccinated, will be required to self-isolate).</p> <p>Staff etc not fully vaccinated will be required to self-isolate if a contact.</p>	X			New guidance shared with all staff and Governors and a parent information sheet available on website	PAS	From 1 st September	X				
Operations															
13	Exposure to a person with COVID-19 symptoms or a positive Test.	Staff, pupils, parents and carers. Clinically extremely vulnerable and other vulnerable persons.	Ill health or fatality due to exposure to COVID-19. Anxiety due to fear of exposure or changes to procedures and behaviours.	<p>Support is available for anyone who is required to self-isolate or who is unwell with COVID-19.</p> <p>Capacity is available to deliver high quality remote education. Reasonable adjustments are available for pupils with SEND can successfully access remote education.</p> <p>Free school meals are provided to any pupils who are eligible for benefits-related free school meals</p>	X			Remote education in place for all pupils and daily contact with pupils to continue during isolation unless pupil is ill	SLT	From 2 nd September	X				

			Anxiety or fear if unable to attend the school for work or educational purposes.	and who are learning at home during term time.										
14	Incorrect use of DSE / workstation equipment / furniture.	Staff	Injuries associated with DSE such as Repetitive strain injuries or eye strain.	DSE forms are completed (School setting and home, if relevant), equipment is provided and training is in place for the correct use of equipment.	X									
15	Lack of transport availability due to COVID-19. Transmission of Coronavirus during travel.	Staff, pupils, parents and carers. Clinically extremely vulnerable and other vulnerable persons.	Ill health or fatality due to exposure to COVID-19. Anxiety due to fear of exposure or changes to procedures and behaviours. Anxiety or fear if unable to attend the school for work or educational purposes.	School transport is included in the arrangements for controlling transmission of harmful viruses and bacteria. Arrangements are in place where school transport provision is restricted due to staff availability or implementation of additional cleaning regimes. Staff and parents or carers are informed of the rules and impacts on travelling abroad and quarantine.	X		Transport risk assessments and cleaning regimes provided from transport company prior to use	PAS	From 6 th September					
16	Transmission of Coronavirus during travel / educational visits.	Staff, pupils, parents and carers, staff from partnership orgs, contractors, suppliers, public. Clinically extremely vulnerable	Ill health or fatality due to exposure to COVID-19. Anxiety due to fear of exposure or changes to procedures and behaviours.	General guidance from the Outdoor Education Advisory Panel (OEAP). The school identifies gaps in COVID-19 related cancellation insurance. Checks are in place to ensure adequate financial protection or insurance is in place. International visits are deferred before the start of the autumn term. Planning for international visits considers travel legislation and		X	No international visits planned for school year 2021/2022 All other educational visits and /or residential will require thorough risk assessments from provider prior to booking	SLT	During September 2021					

		and other vulnerable persons.		<p>guidance for England, the wider UK, the counties traveling through and to. Contingency plans are in place to account for last minute changes, vaccination, testing, quarantine rules.</p> <p>Additional advice is sought from insurance providers and the Risk Protection Arrangement (RPA) / British Insurance Brokers' Association (BIBA) / Association of British Insurers (ABI) to assess the protection available.</p> <p>ATOL or ABTA refund credit notes may be used to rebook educational or international visits.</p> <p>Full and thorough risk assessments are available for educational visits. They are reviewed to reflect current guidance. Emergency plans are in place.</p>										
Health and Well-being														
17	Exposure to a person with COVID-19.	<p>Staff, pupils, parents and carers, staff from partnership orgs, contractors, suppliers, public.</p> <p>Clinically extremely vulnerable and other vulnerable persons.</p>	<p>Ill health or fatality due to CEVs exposure to COVID-19.</p> <p>Anxiety due to fear of exposure or changes to procedures and behaviours.</p>	<p>Specific risk assessments are undertaken for any staff, agency workers, contractors, etc who are clinically extremely vulnerable, clinically vulnerable or vulnerable for any other reason.</p> <p>All CEV staff, children and young people continue to attend work and education settings unless advised by their GP or clinician not to attend.</p>		X		All CEV staff have risk assessments and individual decisions taken regarding extra precautions. All CEV staff are double vaccinated	PAS					In place
18	Exposure to a person with COVID-19.	Staff, pupils, parents and carers, staff from partnership orgs,	Ill health or fatality due to CEVs exposure to COVID-19.	Clinically extremely vulnerable (CEV) staff may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.				All RA for CEV reviewed	PAS	September 1st				In place

		contractors, suppliers, public. Clinically extremely vulnerable and other vulnerable persons.	Anxiety due to fear of exposure or changes to procedures and behaviours.	Vaccination programmes are available. Testing is available to all staff.										
19	Transmission of Coronavirus within the school setting or travelling to or from the setting.	Staff, pupils, parents and carers, staff from partnership orgs, contractors, suppliers, public. Clinically extremely vulnerable and other vulnerable persons.	Ill health or fatality due to CEVs exposure to COVID-19. Anxiety due to fear of exposure or changes to procedures and behaviours.	Staff and pupil wellbeing and support is available. Wellbeing of staff and pupils is monitored. Stress risk assessments are completed for staff who experience a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. Resources and support is available. Resources and support is available for pupils who experience a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood.	X			Mental health first aider and Learning Mentor are in place Well-being is monitored and reported to Governors Access to online and face to face counselling services available if required	PAS	Ongoing	X			In place
20	Violent or aggressive behaviours	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public. Clinically extremely vulnerable and other vulnerable persons.	Cuts, contusions, anxiety or poor health. Ill health or fatality due to exposure to harmful viruses.	Violent or aggressive behaviours (adults and children) are not tolerated and policies and procedures are in place to manage and address behaviours. New individual risk assessments undertaken for pupils not previously assessed but are now considered to pose a risk in the current situation.	X			If appropriate individual plans will be drawn up for pupils and will include risk of transmission If required individual RA will be undertaken	PAS/SenCo	From beginning of term				

Emergencies and Outbreak Management													
21	<p>Transmission of Coronavirus from infected persons.</p> <p>Staff availability and possible staff shortage</p>	<p>Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.</p> <p>Clinically extremely vulnerable and other vulnerable persons.</p>	<p>Contamination from direct contact leading to ill health or fatality due to exposure to harmful viruses.</p> <p>Anxiety due to fear of exposure or changes to procedures and behaviours.</p>	<p>All staff and pupil accidents and incidents are reported. All confirmed cases of COVID-19 are reported. RIDDOR reports are completed for staff where there is evidence of workplace transmission.</p> <p>Trained first aiders (FAW and Paed FA, as appropriate), fire wardens, designated safeguarding lead and SEN staff are always on site.</p> <p>School senior staff monitor the mental and physical health and wellbeing of staff and pupils and respond accordingly, with support from occupational health, health and safety advisers and Personnel teams.</p>	X			In place	PAS/LM	From 1 st September and throughout	X		In place
22	Further threats of local outbreaks.	<p>Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.</p> <p>Clinically extremely vulnerable and other vulnerable persons.</p>	<p>Contamination from direct contact leading to ill health or fatality due to exposure to harmful viruses.</p> <p>Anxiety due to fear of exposure or changes to procedures and behaviours.</p> <p>Anxiety or fear if unable to attend the school for work or educational purposes, or changes to arrangements at the school.</p>	<p>Outbreak management plan is in place to introduce changes for a temporary period.</p> <p>Changes are introduced on the advice of the local Director of Public Health in consultation with Governors and Sefton Council departments</p>		X		Plan in place and updated August 2021	PAS/Governing Board	New Version from 18 th August	X		In place