

## Risk Assessment

<b>A</b>	<b>Date:</b> 4 <sup>th</sup> April 2022	<b>School:</b> Pleasant Street	<b>Team:</b>	<b>Location:</b> Pleasant Street, Liverpool L3 5TS
	<b>Review Date:</b> 2 <sup>nd</sup> May 2022	<b>Ref:</b> PHE NW Covid-19 RP for Schools version 7.0	<b>Assessor:</b> N. Verdin (HT) & ASBC (Tony Shipley)	<b>Head Teacher:</b> N. Verdin

<b>B</b>	<b>Assessment of Risk for:</b> Protection from transmission of COVID-19 – Schools. <b>LCC / ASBC Adapted Model Risk Assessment for Covid-19 01/09/21 aligned with PHE NW COVID-19 Resource Pack for Schools Version 7.0 (August 2021)</b>
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<b>C</b>	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
Ser N°				
1	COVID-19: General	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>This risk assessment will be published on the School's web site as transparent information system in line with Government advice</p> <p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. <b>Staff fully briefed from the start of the pandemic and conversant with standard operating procedures (SOP) most procedures that have been in place since March 2020</b></p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Pupils and staff who are symptomatic will be requested to follow national guidance <b>April 2022.</b></p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> <li>• New and expectant mothers</li> <li>• Extended duty of care</li> <li>• Stress</li> <li>• Individual pupil assessments</li> </ul> <p><b>Note:</b> For pregnant women from 28 weeks' gestation, or with underlying health conditions such as heart or lung disease at any gestation, a more precautionary</p>	

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approach is advised, **but not now a 'blanket' work from home**. See updated UK Gov advice on this, emphasis on *social distancing*. [Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](#) 20<sup>th</sup> July 2021  
Also see; See Covid-19 *virus infection and pregnancy* (Royal College Of Obstetricians & Gynaecologists). Currently, there is no evidence to suggest that COVID-19 causes problems with the baby's development or causes miscarriage. 2.2 *Risk to Baby*.  
Updated Guidance  
[2021-08-25-coronavirus-covid-19-infection-in-pregnancy-v14.pdf \(rcog.org.uk\)](#)

**CEV/Pregnant staff (March 2022)**

DfE guidance no longer refers to RCOG guidance when referring to pregnant staff, but now solely refers to government [guidance on pregnant employees](#). Further information and advice will follow.

Manager to regularly update and inform staff re government guidance regarding COVID-19 controls required:

- Gov.uk [www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19](http://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19)
- Gov.uk Public Health England  
<https://www.gov.uk/government/organisations/public-health-england>
- Health and Safety Executive <https://www.hse.gov.uk/>

Referring to the following guidance and publications, as applicable:

- HSE COVID19 latest information and advice
- HSE Working safely during the coronavirus guide
- Government guidance COVID-19: guidance for schools COVID-19
- 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)

Due to the changing advice on COVID-19, managers should ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.

**April 2022**

Updated guidance from the government states that whilst it is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional, if they were to test positive, they should not come into school and try to isolate for 3 days after the day they took the test. After 3 days, if they are well enough, they can return to school.

Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend school.

Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school and resume normal activities when they no longer have a high temperature, and they are well enough to attend.

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:

- Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes

PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:

- Disposable half face mask
- Disposable gloves
- Disposable aprons
- Where personal care is to be provided eye protection/surgical face mask
- *detail any other specific disposable PPE in use*

All used PPE (*see note below*) should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.

***Waste (including used PPE) does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19 (so unless it is suspected of being contaminated).***

*Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.*

*Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):*

- 1. Should be put in a plastic rubbish bag and tied when full*
- 2. The plastic bag should then be placed in a second bin bag and tied*
- 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known*

*This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.*

*If the individual tests negative, this can be put indisposed of immediately with the normal waste.*

*If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste.*

*You must:*

- keep it separate from your other waste*
- arrange for collection by a specialist contractor as hazardous waste*

*There will be a charge for this service.*

All staff informed that hands should be washed regularly as per Government guidance.

Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.

Signage around school encouraging staff and pupils to maintain good hand hygiene.

School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.

Staff kept informed via email, online meetings etc.

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.

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.

Reference made to HSE guidance for reporting under RIDDOR:

			<ul style="list-style-type: none"> <li>HSE RIDDOR reporting of COVID-19</li> </ul>	
2	COVID-19; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School first aid risk assessment reviewed, as required: <i>refer to WRA1 Workplace Indoor Risk Assessment – First Aid signage posted that identifies all First Aiders and locations of First Aid boxes.</i> Also; June 2021: All relevant first aid information is documented in the school Health and Safety Policy (Section 15).</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> <li>Entrances to building</li> <li>Classrooms/entrances to classrooms</li> <li>Corridors</li> <li>Staff rooms</li> <li>Toilets</li> <li>Changing areas</li> </ul> <p>Face masks no longer need to be worn, however school may allow staff and/or pupils to wear a face mask in individual circumstances. <i>Staff given opportunity to wear face masks when meeting with parents / external agencies. Pleasant Street School will, if advised by PHE, reintroduce face masks as a requirement.</i></p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Corridors, walkways and staircases have markings laid out to indicate side to walk on (two way traffic).</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>Water fountains should only be used with refillable bottles. <i>Children to refill personal bottles from classroom taps. Any pupil without a bottle will be provided with a plastic beaker.</i></p>	

3	COVID-19: School reception and offices	Pupils Visitors Contractors	<p>Staff are requested 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.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>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> <p>Telephones not to be shared. 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. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	
4	COVID-19: Meetings	Staff Pupils Visitors Contractors	<p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff. <a href="#">April 2022 face to face meetings in place with due regard to ventilation.</a></p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Whole school meetings (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees:</p> <p>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p> <p>Parent group meetings:</p> <ul style="list-style-type: none"> <li>• Parent group meetings to be held in as large a space as possible to allow for adequate distancing between attendees.</li> <li>• If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged.</li> </ul>	

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			<ul style="list-style-type: none"> <li>School encourages the use of outdoor space for parent groups where appropriate.</li> <li>Indoor parent groups' numbers are restricted appropriate to room size etc.</li> </ul>	
5	COVID-19: Classrooms	Staff Pupils	<p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.  <b>Pleasant Street School has a 'fogging machine'. 3 staff are trained in its use and it is used daily by the Caretaker to sanitise various areas;</b> Knitted fabric chairs &amp; other furnishings (computer rooms, teacher's classroom chair and staffroom chairs, etc.) will be cleaned daily <b>or every 3<sup>rd</sup> day (disinfectant effective up to 72 ours) with a 'fogging' disinfectant machine:</b> Any contaminated rooms will be sanitised with this equipment before reuse.</p>	
6	COVID-19: Dining areas	Staff Pupils	<p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room windows will be opened to allow natural ventilation.</p>	
7	COVID-19; 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. <b>If COSHH risk assessment not available and the chemical is required urgently; refer to the manufacturer's MSDS (material safety data sheet) available from the supplier or on-line from the manufacturer</b></p> <p>Cleaners have appropriate PPE in line with COSHH risk assessments</p> <p>Classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. <i>In addition, see 'fogging machine' section 5 above.</i></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 of each school day <i>(with fogging taking place on a timetabled schedule at the end of the day).</i></p> <p>Staff on site throughout the school day will ensure regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p>	

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			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 (including fogging).	
8	COVID-19; Ventilation	Staff Pupils Visitors Contractors	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window.</p> <p>Fans should not be used in poorly ventilated areas.</p> <p>Prior to the receipt of CO2 monitor re Government roll out: All areas where people work/teach and have large groups within, have either mechanical (library) or natural ventilation.</p> <p>Steps taken to improve ventilation or reduce occupancy:</p> <ul style="list-style-type: none"> <li>• <i>Limit numbers entering and working within Library</i></li> <li>• <i>Reduce time spent in area</i></li> <li>• <i>Use of fans within Library.</i></li> </ul> <p><b>*CO2 Monitors in class from November 2021</b></p>	



9	COVID-19; 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 (high temperature) 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 and pupils to follow public health advice (<b>Section 1 April 2022</b>).</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p> <p>School should contact local authority SPOC team if they have a positive case. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.</p> <p><b>Managing Positive Cases (March 2022) – update Section 1 April 2022</b></p> <ul style="list-style-type: none"> <li>• Staff and children who test positive should not attend school whilst infectious</li> <li>• If a parent or carer insists on a pupil attending school where they have a confirmed or suspected case of COVID-19, schools can refuse the pupil if in your reasonable judgement, it is necessary to protect other pupils and staff from infection.</li> <li>• Unvaccinated staff are no longer required to isolate if they are contacts of confirmed cases of COVID-19.</li> </ul> <p><b>Managing Outbreaks (March 2022)</b></p> <p>Continue to report confirmed positive cases of COVID-19 to LCC online platform <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p>	
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			<p>LCC will monitor cases and advise schools if they meet thresholds defined in contingency framework.          Inform <a href="mailto:SPOC@si.liverpool.gov.uk">SPOC@si.liverpool.gov.uk</a> if there is:</p> <ul style="list-style-type: none"> <li>evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19</li> <li>a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group</li> </ul>	
10	COVID-19; Outbreaks	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Schools has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to an raised COVID cases locally.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p> <p>School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response</p>	

**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

<b>D</b>	<b>Controls</b> (Ser N° to correspond with Hazard Ser N°)	<b>E To be completed by the Manager</b>			
Ser N°	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>
1	Actions required to combat Covid-19	Monitor Government updates for developing operational advice	Headteacher	ongoing	
2	This Risk Assessment is for the September 2021 Autumn Term (Revised LCC Model RA) – this & previous risk assessments have been reviewed regularly to comply with Gov. advice. Continue review procedures fortnightly to ensure it is a functioning system	Monitor Government updates for developing operational advice	Headteacher	ongoing	

<b>F</b>	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> <b>High</b>                      <b>Medium</b>                      <b>Low</b> </p>	<p><b>Risk assessment signed off by: Neil Verdin (Headteacher)</b></p> <p><b>Signature:</b> <i>N. Verdin</i></p> <p><b>Date:</b> 04 04 2022</p> <p><i>Please note an electronic signature will suffice.</i></p>
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