

**Guidance for Completing a Risk Assessment – COVID-19 -HOLY SPIRIT CPS. This risk assessment is for full opening. Please see appendices for partial opening.**

Risk assessments should be updated to reflect any changes, whether opening the school for the first time in September or widening staff and pupil occupancy. If the school has remained closed, a risk assessment will be required to ensure the building and people (staff, pupils, contractors, suppliers / delivery drivers, pupils, visitors, etc) health and safety issues have been addressed.

**Approach – 5 Steps to Risk Assessment** <https://www.hse.gov.uk/risk/controlling-risks.htm>

**1. Identify the hazards**

A hazard is anything with the potential to cause harm or other form of loss.

Consider hazards from arriving at the site boundary whether in a motor vehicle, bicycle or on foot. For the purposes of the Covid-19 risk assessment, you may also need to consider how staff and pupils travel as you may need to adapt your risk controls.

Think about the premises, activities, processes, equipment or substances. Take a logical approach through the areas staff may work such as offices, staff room, classrooms, stores, kitchens and dining halls. Consider the facilities and equipment used and the activities.

Once you have a list, you may need to check other risk assessments, manufacturers' instructions or data sheets for chemicals and equipment, accident or ill-health information, non-routine operations (e.g. maintenance, cleaning operations), or long-term hazards to health (e.g. exposure to bacteria and viruses, exposure to harmful substances, high levels of noise, common causes of work-related mental ill health).

NB: Social distances or cleaning would not be hazards. These should be identified as risk controls measures, so think about your list of hazards.

**2. Decide who might be harmed and how**

Think broadly of anyone who may be affected by your activities and how they respond to hazards. You also need to capture anyone who may be classed as vulnerable. <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/>

<https://www.hse.gov.uk/mothers/>

<https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

**3. Evaluate the risks and decide on precautions**

Your risk assessment should only include what you could reasonably be expected to know - you are not expected to anticipate unforeseeable risks.

Look at what you're already doing, and the control measures you already have in place.

Once you have recorded the existing controls, look at the potential consequences (worst case scenario) any information available such as accident information to determine the likelihood. You may need additional controls to reduce the score to its lowest level possible.

Likelihood:	1	2	3	4	5
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	Very Unlikely	Unlikely	Fairly Likely	Likely	Very Likely
Consequences:					
5. Catastrophic	5	10	15	20	25
4. Major	4	8	12	16	20
3. Moderate	3	6	9	12	15
2. Minor	2	4	6	8	10
1. Insignificant	1	2	3	4	5

**4. Consider whether additional controls are required**

Use your risk rating to identify whether additional action/controls are required (see below matrix.) Use the hierarchy of risk below to consider what controls could be applied.

20-25	<b>Stop</b> – stop activity and take immediate action
15-19	<b>Urgent action</b> – take immediate action and stop activity if necessary, maintain existing controls rigorously
11-14	<b>Action</b> – improve within specified timescale
6-10	<b>Monitor</b> – look to improve at next review or if there is a significant change
1-5	<b>No action</b> – no further action but ensure controls are maintained and reviewed

Ask yourself: Can I get rid of the hazard altogether? If not, how can I control the risks so that harm is unlikely? When you evaluate the precautions, you need to follow the hierarchy of controls

<https://www.hse.gov.uk/risk/evaluate-the-risks.htm> –

Hierarchy	Description	Application to COVID-19
<b>Elimination:</b>	Can the hazard be removed? <b>This is the most effective hazard control.</b> For example, if employees must work high above the ground, the hazard can be eliminated by moving the piece they are working on to ground level to eliminate the need to work at heights.	Virtual meetings, home schooling.
<b>Substitution:</b>	<b>The second most effective hazard control</b> , involves replacing something that produces a hazard (similar to elimination) with something that does not produce a hazard E.g. replacing a harmful cleaning substance for a less harmful one.	
<b>Engineering Controls:</b>	<b>The third most effective means of risk control</b> is engineered controls. These do not eliminate hazards, but rather isolate people from hazards. E.g. “ <b>Enclosure and isolation</b> ” creates a physical barrier between personnel and hazards, such as using remotely controlled equipment.	E.g. Physical barriers to direct pedestrians or to prevent or restrict access. Screens to protect staff and pupils. Hands free equipment.
<b>Administrative Controls:</b>	Administrative controls are changes to the way people work. Examples of administrative controls include procedure changes, employee training, and installation of signs and warning	E.g. Cleaning regimes.

	labels (such as those in the Workplace Hazardous Materials Information System). Administrative controls do not remove hazards, but limit or prevent people's exposure to the hazards.	New induction or information film. Safety signs from the boundary and throughout the premises. Staff briefings. Staggering shifts and breaks. Monitoring by managers and reinforcement of procedures.
<b>Personal Protective Equipment (PPE):</b>	<b>PPE is the least effective means of controlling hazards</b> because of the high potential for damage to render PPE ineffective. Additionally, some PPE, such as respirators, increase physiological effort to complete a task and, therefore, may require medical examinations to ensure workers can use the PPE without risking their health.	E.g. Masks may be worn, unless a person has a respiratory condition where masks may aggravate their condition.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.gov.uk/coronavirus/business-support>

<https://www.hse.gov.uk/coronavirus/working-safely/resources.htm>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

**Other Information**

Don't forget the **emergency response** that needs to be in place, and changes to fire evacuation or first aid arrangements.

<https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm>

<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-paediatrics/>

If you control many similar workplaces containing similar activities, you can produce a **'model' risk assessment** reflecting the common hazards and risks associated with these activities. Involve your workers, so that you can be sure that what you propose to do will work in practice and won't introduce any new hazards.

**5. Record and review your significant findings**

The findings should be communicated.

Risk assessments should be reviewed periodically, when there are changes – people (such as new staff or access is provided to the public), premises or equipment, processes or procedures, the law, government or industry guidance or when there has been an accident or incident.



**Risk Assessment – COVID-19 -HSPS**

<b>Name of Assessor</b>				<b>Date</b>								
<b>Time</b>				<b>Work area</b>								
<b>Task being assessed</b>				<b>Work activity</b>								
<b>Review date</b>				<b>Assessment No</b>								
<b>Signature</b>												
Step 1 - What is the hazard?	Step 2a - Who might be harmed?	Step 2b - How might people be harmed?	Step 3a - Existing risk control measures?	Step 3b - Existing risk rating			Step 4a - Additional controls, if required?	Step 4b - Target risk rating			Step 5a - Action/ monitored by whom?	Step 5b - Action / Monitored by when?
				L	C	R		L	C	R		
<p>A <b>hazard</b> is anything with the potential to cause harm or other form of loss.</p>	<p>E.g. Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.</p> <p>Also - high risk (clinically extremely vulnerable), moderate risk (clinically vulnerable), including pregnant women, staff aged 70 and over, anyone with specific chronic pre-existing conditions or a low immune system and BAME staff (where risk of death is significantly higher if they contract Covid-19).</p>	<p>This column should deal with <b>harm or loss</b> could include: Poor ill health or fatality due to exposure to harmful bacteria and viruses; Anxiety due to fear of exposure or new procedures and behaviours.</p> <p>NB: For some hazards, the harm or loss may be damage to property, financial loss, reputational damage, temporary closure of a building or service.</p>	<p>Existing risk control measures are the controls you have in place and may include: Staggered arrival (written timetable) of staff arrival and departure from the premises, considers public transport overcrowding and public parking.</p>	Likelihood	Consequence (Currently, this will always be 5)	L+C=?	<p>Additional controls are the outstanding actions or controls that need to be implemented: Signs will be displayed around premises.</p> <p>If controls have been implemented they can be added to the 'existing control' column.</p>				<p>Monitoring may include observations, inspections, a safety walk around and could be carried out by any appointed staff member.</p>	<p>E.g. Monthly, weekly, daily, every hour, every Tuesday morning. This should be appropriate to the hazard.</p>
<b>Template:</b>												

<p>Transmission of COVID-19 from travelling to and from school.</p>	<p>Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.</p> <p>Also – <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</a></p> <p><a href="https://www.hse.gov.uk/mothers/">https://www.hse.gov.uk/mothers/</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities">https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities</a></p>	<p>Poor ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>Consideration is given to staff and pupils and anyone else arriving at the premises.</p> <p>An assessment is undertaken for the availability of all school transport to ensure social distancing. This includes used of public transport where arrival and leave times may need to address peak travel issues of over-crowding and therefore risk to poor physical and mental health.</p> <p>Vehicle access, delivery spaces, carparking and pedestrian access for everyone maintains social distancing, as much as possible.</p> <p>Drop off and collection of pupils will be staggered and will consider public transport overcrowding and public parking restrictions.</p> <p><b><u>New for National Lockdown 5.11.20</u></b></p> <p><b><u>Parents must keep their children in family bubbles when dropping off. Parents should wear face coverings (unless with an exemption) for the time that they are on site. Children should not enter site, unsupervised, until five minutes before their line enters school. This will keep the site safer and reduce contact.</u></b></p> <p>One-way routes are in place where social distancing is difficult. Barriers, tape and markings on the ground will inform everyone of distances and routes.</p> <p>Parents / carers will not be permitted to congregate at school gates and signage will be in place to remind everyone of the 2-metre distance rule.</p> <p>Staff, pupils and parents / carers are expected to adhere to the safety measures.</p> <p>Emergency access routes will be maintained.</p>	<p>(You need to confirm)</p>	<p>5</p>	<p>Consult with caretaker / contractor management company to confirm position of building maintenance and statutory requirements.</p> <p>Contractors and suppliers must communicate with</p>	<p>(You need to confirm)</p>	<p>5</p>	<p>(Named manager for each area) And Head Teacher</p>
<p>Exposure to Legionella.</p> <p>Fire hazards arising from poorly maintained equipment, protection, and</p>	<p>Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.</p> <p>Also –</p>	<p>Ill health, fatality, or other loss such as property damage due to exposure to legionella bacteria, asbestos release, unsafe services.</p> <p>Ill health, fatality, or property damage due to lack of fire protection and prevention</p>	<p>A building risk assessment is in place.</p> <p>All statutory and mandatory compliance checks have been undertaken, and records maintained –</p> <ul style="list-style-type: none"> <li>Hot waters systems flushed (Legionella Management Plan).</li> <li><u>Water tank needs replacing and contractor is booking a date</u></li> <li>Cold waters systems are maintained.</li> </ul>	<p>(You need to confirm)</p>	<p>5</p>	<p>Consult with caretaker / contractor management company to confirm position of building maintenance and statutory requirements.</p> <p>Contractors and suppliers must communicate with</p>	<p>(You need to confirm)</p>	<p>5</p>	<p>Head teacher and caretaker</p> <p>Visual check of documentation, certificates, before opening school or widening occupancy to staff or pupils.</p>

<p>prevention systems.</p> <p>Fire or smoke spread Falls from height</p>	<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</a></p> <p><a href="https://www.hse.gov.uk/mothers/">https://www.hse.gov.uk/mothers/</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities">https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities</a></p>	<p>controls, leading to fire spread or poor evacuation measures.</p> <p>Pest infestation such as rodents and nesting birds leading to contamination of harmful bacteria.</p>	<ul style="list-style-type: none"> <li>• Testing of fire door mechanisms, fire protection and prevention systems, panic and accessible toilet alarms,</li> <li>• Asbestos disturbance or deterioration,</li> <li>• Gas supply,</li> <li>• Ventilation (mechanical and natural),</li> <li>• Fixed wiring and portable appliance testing,</li> <li>• Lifts (if scheduled tests are due during the past 6 months) and</li> <li>• Pest controls are checked and maintained.</li> <li>• kitchen equipment cleaned and checked where appropriate (full clean cycles).</li> </ul> <p>Toilet and shower facilities may be restricted. Hand-dryers may be isolated to encourage the use of paper towels.</p> <p>Fire doors must remain closed. Emergency access routes must be maintained.</p> <p>Meeting room doors and windows are opened to ventilate space where safe i.e. risk of smoke and fire travel or falls from open windows has been assessed.</p> <p>A trained first aider and fire warden will always be on site.</p>	5	<p>staff prior to entry to premises and share risk assessments.</p> <p>Fire evacuation drills should be carried out at the start of the new term.</p> <p><i>(You may need to contact your fire safety consultant or local fire officer).</i></p>	5	<p><i>(Name personnel responsible for waste management), Head Teacher, Heads of Departments.</i></p>	<p>Daily or weekly <i>(identify frequency)</i> safety tours and inspections to monitor facilities and behaviours.</p>
<p>Transmission of COVID-19 from contaminated waste.</p>	<p>Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.</p> <p>Also –</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</a></p> <p><a href="https://www.hse.gov.uk/mothers/">https://www.hse.gov.uk/mothers/</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities">https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities</a></p>	<p>Poor ill health or fatality due to exposure to harmful bacteria and viruses.</p>	<p>Lidded bins are available throughout for disposing of tissues and other waste immediately.</p> <p>Waste management procedures are in place for handling, double bagging, etc. A 72-hour waste holding area <i>(Identify location)</i> is available for storing potentially contaminated waste.</p> <p>Track and trace forms are used so that any visitor who has been tested positive can identify who they have been in contact with and the necessary measures taken to ensure whole school safety. (6.10.20)</p> <p><b><u>5.11.20</u></b> <b><u>Any visitor must sign in and out on the e-reception (i-pad) so that we have a record of who is and has been on site. QR code to be used to avoid touch contact.</u></b></p> <p>Any visitor – including Sports Coach, Educational Advisor, Supply teacher .... Must stay 2 m from adults at</p>	5		5	<p><i>(Name personnel responsible for waste management), Head Teacher, Heads of Departments.</i></p>	<p>Daily or weekly <i>(identify frequency)</i> safety tours and inspections to monitor facilities and behaviours.</p>

	<a href="#">id-19-understanding-the-impact-on-bame-communities</a>		all times and must try to remain 1 m from children unless in an unavoidable situation – e.g. a child moving into their space on yard duty or PE. It is the duty of the visitor to do this at all times. Visitors must bring their own risk assessment on site too (48 hours before). Visitors to wear masks / face covering at all times. 12.10.20						
Transmission of COVID-19 due to lack of engineering control resources or PPE.	<p>Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.</p> <p>Also – <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</a></p> <p><a href="https://www.hse.gov.uk/mothers/">https://www.hse.gov.uk/mothers/</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities">https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities</a></p>	<p>Poor ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>Anyone who needs to remain at home, will be at home. Home working and home schooling arrangements are in place. <i>(There may still be a requirement for a small number of staff or pupils to remain at home due to quarantine, self-isolation, health or other reasons.)</i></p> <p><b><u>Children who are at home will have work provided through Education City. The teacher will keep communication channels open through Tapestry and See-Saw communication platforms. Work must include R.E, English and mathematics. For shielding staff, work will be provided at home to ensure both mental and physical well-being is being managed well.</u></b></p> <p>Work areas and activities will not re-open if adequate controls cannot be implemented.</p> <p>2 metres+ distancing will be maintained at all times. Where this is not reasonably practicable, changes to entry and exit routes, one way circulation routes, screens and other mitigations are safely installed.</p> <p>Hand sanitising stations are positioned throughout the premises.</p> <p>Signs are fixed throughout the building as a reminder of socially distancing rules and the need for maintaining good hand and respiratory hygiene i.e. washing of hands, use of sanitiser and tissues.</p> <p><i>(e.g. such as a reception desk or office or any other location where social distancing may be compromised).</i></p> <p>Where PPE is deemed necessary due to potential exposure, then it will be worn. Where it cannot be worn, for health reasons, then other measures will be considered by senior staff <i>(Identify here – remember to apply the hierarchy of controls).</i></p>	5		<p>Consult with caretaker or other appropriate staff member / team to confirm layout and mitigation arrangements.</p> <p>Check the screens and changes to routes are not compromising fire safety requirements <i>(You may need to contact your fire safety consultant or local fire officer).</i></p>	5	Head teacher and caretaker	Observation prior to reoccupation or commencement of operations. Safety tours to ensure good condition and remains in place / PPE being worn.
Transmission of COVID-19 in reception areas,	Staff, agency staff, contractors,	Ill health or fatality due to exposure to harmful bacteria and viruses.	For track and trace purposes, names and contact numbers of anyone attending the premises are being held for 21 days.	5			5	<i>(Named manager for each area)</i>	Observation prior to reoccupation or

<p>circulation and communal spaces.</p>	<p>suppliers and delivery drivers, pupils, visitors, public.</p> <p>Also – <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</a></p> <p><a href="https://www.hse.gov.uk/mothers/">https://www.hse.gov.uk/mothers/</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities">https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities</a></p>	<p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>Maximum occupancy levels are agreed and restrictions are in place for all staff, pupil and visitor areas – classrooms, offices, stores, kitchens, staff rooms, kitchen areas and equipment, water fountains and shared equipment such as photocopiers and printers, etc.</p> <p>Staff and pupils are required to queue 2 metres apart at various points including toilets, vending machines, dining halls, entrance and exit routes. * Now 1 metre for children 6.10.20</p> <p><i>(If applicable - Showers are cleaned by staff using them, in addition to the normal cleaning regime. Staff are not permitted to leave belongings in shower rooms or toilets. A cleaning regime is in place for pupil showers).</i></p> <p>Lifts are restricted to 1 person. Exceptions include where carer support is being provided or if persons are from the same household. Priority is given to disabled persons using the lift.</p> <p>Staff and pupils are not permitted to congregate in communal areas. Conversations are to be kept to a minimum.</p> <p><b><u>Children have designated ‘bubble’ intervention areas. These are cleaned following use by staff.</u></b></p> <p>2 metre distance rules are maintained when moving away from school property to smoke. Smokers are to be reminded of risks of contaminating others for cigarette waste.</p> <p><u>8.11.20 All adults to wear face coverings in communal corridors.</u></p>		5	<p>Alternative arrangements such as maidens may be required for towels.</p>		5	<p><i>And Head Teacher</i></p> <p>commencement of operations. Safety tours by HT.</p>
<p>Transmission of COVID-19 in operational spaces such as offices, classrooms, halls.</p>	<p>Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.</p> <p>Also –</p>	<p>Ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>Layouts for staff and pupil areas consider social distancing. All unnecessary items are removed from classrooms including soft furnishings which may be hard to clean.</p> <p>Arrival times, breaks and finish times for staff and pupils are staggered where possible <i>(Include times in Opening Plan or Risk Assessment and are on school website)</i></p> <p><b>4.12.20</b></p>		5			5	<p><i>(Named manager for each area) And Head Teacher</i></p> <p>Observation prior to reoccupation or commencement of operations. Weekly discussions with staff.</p>

	<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</a></p> <p><a href="https://www.hse.gov.uk/mothers/">https://www.hse.gov.uk/mothers/</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities">https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities</a></p>		<p><b><u>Change of starting time staggers for a trial period. This was because many children were left unsupervised and were 'mixing bubbles' both before and after school.</u></b></p> <p><b><u>EYFS, Y1, Y2 08:45- 14:45</u></b>  <b><u>Y5,6 08:50 – 15:00</u></b>  <b><u>Y3 and Y4 08:55 – 14.55</u></b></p> <p><b><u>The aim is to have less families on the yard at once as some parents did not supervise their children and they were not always with their family.</u></b></p> <p>Staff are not working less than 2 metres from each other, or face to face. All soft furnishings and unnecessary furniture has been removed and stored safely. 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 in house and out of school communications. Visitor and parent meeting are arranged on a one to one basis and by appointment only. Parents' evenings will be conducted by telephone due to three tier rules. 12.10.20 Work areas are cleaning at the start and end of each day.</p> <p>Lesson plans, play activities and assemblies are reviewed with social distancing in mind.</p> <p>Consideration is given to the ability of pupils to socially distance and arrangements are in place for the supervision of this. It is recognised that early years and primary children cannot keep 2 metres apart and they will be kept in "social bubbles". Pupils will be kept in the same groups where possible, with the same staff assigned to them.</p> <p>Outdoor space will be used where appropriate.</p> <p>Pupil areas including classrooms are arranged considering the hierarchy of controls. Social distancing will be maintained where possible. Close face to face communication is discouraged. It is recognised that pupils sitting next to each other may risk cross contamination on desks, and when chatting face to face.</p>		<p>Large group activities and extracurricular activities such as assemblies and breakfast clubs are postponed until the school safety arrangements have been confirmed as appropriate and deemed safe, in practice. <i>(If these are to recommence in Sept 2020, specific risk assessments are recommended).</i></p>			
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Transmission of COVID-19 due to activities	<p>Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.</p> <p>Also – <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</a></p> <p><a href="https://www.hse.gov.uk/mothers/">https://www.hse.gov.uk/mothers/</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-">https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-</a></p>	<p>Poor ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>Specific risk assessments are undertaken for anyone who is vulnerable (<i>Refer to links in guidance above</i>).</p> <p>Staff and pupils are expected to maintain good personal hand and respiratory hygiene. Handwashing is frequently encouraged, including on arrival at school, with soap and running water for 20 seconds or alcohol rub if no handwashing facilities are available. Staff will assist pupils who may need assistance to wash their hands. Pupils are encouraged to cover their mouth and nose with a tissue when coughing or sneezing and then discard the tissue in a lidded wastepaper bin. Disposable tissues should be provided for pupils.</p> <p>Consideration is given to the level of communication, sharing of space and equipment required and are kept to a minimum as much as is reasonably practicable. The vast majority of the time, the children will face forwards in year 2-6. However, when there is circle time or a class reading time, carpet time is permitted within the table groupings as far as possible. 6.10.20</p> <p>Consideration is given to play and other equipment to ensure it is appropriately cleaned between different groups of children using it.</p>	5		5	(Named manager for each area) And Head Teacher	Observations, safety walks through operational areas, weekly discussions with staff.

	<a href="#">bame-communities</a>		Staff and pupils do not share pens, paper or any other objects.  There are limitations on the amount of books / resources to be taken home.						
Transmission of COVID-19 due to visiting another location.	Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.  Also – <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</a>  <a href="https://www.hse.gov.uk/mothers/">https://www.hse.gov.uk/mothers/</a>  <a href="https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities">https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities</a>	Poor ill health or fatality due to exposure to harmful bacteria and viruses.  Anxiety due to fear of exposure or new procedures and behaviours.	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 by electronically.  In a case of non-compliance, staff cease the visit immediately and report issues to their Head Teacher.	5		School trips are currently postponed. They will be risk assessed and signed off by Governors, when it's deemed safe for them to resume.  <u>(Swimming is allowed and RA has been approved)</u>  <u>There will be no further trips until three tier restrictions change but swimming will continue. 12.10.20</u>	5	<i>(Named manager for each area) And Head Teacher</i>	Observations, safety walks through operational areas, weekly discussions with staff. Incident reporting and investigation.
Aggressive or abusive behaviours	Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.  Also – <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</a>	Physical or psychological harm from aggressive or abusive behaviours.	Policies, procedures, and arrangements are reviewed and amendments have been communicated.  All H&S incidents and accidents are reported via the health and safety reporting system.  Any aggressive parents may be banned from the site for a determined period of time. 12.10.20	5				<i>(Named manager for each area) And Head Teacher</i>	Weekly discussions with staff. Incident reporting and investigation.

	<p><a href="https://www.hse.gov.uk/mothers/">https://www.hse.gov.uk/mothers/</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities">https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities</a></p>								
Transmission of COVID-19 from infected persons	<p>Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.</p> <p>Also – <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</a></p> <p><a href="https://www.hse.gov.uk/mothers/">https://www.hse.gov.uk/mothers/</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities">https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities</a></p>	<p>Contamination from direct contact leading to ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p> <p>Procedures in place for reporting a positive COVID 19 test and managing risk of spread.</p>	<p>Anyone displaying symptoms of COVID-19 are not to enter the premises and will be sent home to self-isolate.</p> <p>Senior staff are to be informed if any staff or pupils have been in the company or environment of anyone displaying symptoms.</p> <p>The Head Teacher reports cases under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 where required, notifies Public Health and reports via the Health and Safety incident and accident reporting system.</p> <p>Poor mental and physical health and wellbeing is monitored by staff.</p> <p>First aiders use appropriate PPE. Casualties may also be required to wear face masks.</p> <p><b><u>First aid training for key staff updated by Compliance Education 4.11.20</u></b></p> <p><i>(For Adult CPR - The UK Resuscitation Council and Voluntary aid organisations advise against mouth to mouth and advise chest compressions only are administered.</i></p> <p><i>For Infant and Child CPR – Mouth to mouth may be required. Rese aid should be available.</i></p> <p><i>First aiders should familiarise themselves of the arrangements).</i></p>	5	Testing is available and will be arranged – if possible due to demand.	5	<i>(Named manager for each area) And Head Teacher</i>	Weekly discussions with staff. Incident reporting and investigation.	

			<p>Office staff to ascertain when the child was tested and what symptoms did they present that lead to testing? (E.g. fever, 37.7 + temperature, shivers, cough) (New 17.9.20)</p> <p>Alert staff of + COVID test. Assess the following:</p> <ul style="list-style-type: none"> <li>• Who has been in contact with the child within 48 hours of the + test?</li> <li>• Have they had contact – been within 2 meters of the child for 15 mins+?</li> <li>• Close proximity teaching/ support staff – have they been within 1 meter for 1 minute of the + case?</li> <li>• Have they had skin to skin contact?</li> <li>• If yes to the above, then follow isolation plan for 14 days.</li> </ul> <p>Advise family that all siblings must self-isolate. The family must not leave the house for 14 days. Send the two letters – one to class and one to wider school community. <a href="#">Challenge and remove children from site who should be quarantining.</a></p> <p><a href="#">Please see updated parent information below that has been shared with staff.</a></p> <div data-bbox="988 1077 1611 1182" style="border: 1px solid black; padding: 2px;"> <p><small>Important information for parents</small></p> <p><small>Tonight, you will receive a letter from Vicky Buchanan, the head of children's services from Sefton Council. Sefton has been deemed an 'area of concern' due to the number of COVID cases recently. In order to protect the school community, we must take the following steps from Monday:</small></p> <ul style="list-style-type: none"> <li><small>All staff will wear face coverings outside, whether it be for break duty, supervised activities, collection or drop-off times.</small></li> <li><small>ONE adult only per child or family to come on site to drop/collect children. Please do not feel that staff are being rude if you are asked. We are doing our best for the safety of all of the community.</small></li> <li><small>The ONE adult to wear a face covering if you do come on site. You will not be allowed on site without one.</small></li> <li><small>Please do not stay on site after your child has gone to line. Leave promptly.</small></li> <li><small>Plan your journey so that you do not arrive too early as the more people congregating will increase the risk.</small></li> <li><small>Do not approach your child's teacher at all. Please see myself or Mrs Profitt who will be on the yard. Please stay behind the back line and away from your child's class. If there is a problem, please phone school and alert us before the day begins.</small></li> <li><small>If your child is in a bubble that is sent to self-isolate, you should be at home with your child. Therefore, under no circumstances should you try to come onto the site for any reason.</small></li> </ul> <p><small>Please remember, all of the rules that have been in place are for everyone's safety as the number of local infections are rising. They have been put in place with the guidance of Sefton Authority and the guidance that we receive from Public Health England on a regular basis. We thank you for your patience and at this very challenging time for everyone. Please stay safe and keep others safe, too.</small></p> </div> <p><i>Contact CS at Public Health Sefton</i></p>				
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**Important information for parents.**

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- All staff will wear face coverings outside, whether it be for break duty, supervised activities, collection or drop-off times.
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- Do not approach your child's teacher at all. Please see myself or Mrs Profitt who will be on the yard. Please stay behind the back line and away from your child's class. If there is a problem, please phone school and alert us before the day begins.
- If your child is in a bubble that is sent to self-isolate, you should be at home with your child. Therefore, under no circumstances should you try to come onto the site for any reason.

Please remember, all of the rules that have been in place are for everyone's safety as the number of local infections are rising. They have been put in place with the guidance of Sefton Authority and the guidance that we receive from Public Health England on a regular basis. We thank you for your patience and at this very challenging time for everyone. Please stay safe and keep others safe, too.

**Updated parent information 18.9.20**

**Updated teacher requirements and Sefton letter to schools 17.9.20**

**Updated contractor and supply staff information 12.10.20**

**Updated further safety measures from National Lockdown 5.11.20**

**Updated 10.1.21 with Appendices – partial opening, cleaning Risk Assessment and Task list.**



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Date: 17th September 2020  
Our ref: JCS-covid 17 09 20

Dear Parents/Carers,

You will have heard that there has been a significant increase in COVID-19 cases reported within Sefton. You may well have seen coverage of this in the local media. At present Sefton has been identified as an "area of concern" for Government. This means that our testing data and actions are being reviewed by the Government and Public Health England.

It is therefore necessary for us to consider further steps to keep us all safe and well at school.

We are also aware that a small number of Sefton schools have had to send class bubbles home to self-isolate. As part of the council's action plan, we have been asked to introduce further precautionary measures in schools and other educational settings. It is likely that as the situation develops, I will write to you again with additional measures, however at present I request that with immediate effect from Friday 18<sup>th</sup> September we are asking:

- Only one adult to enter the premises for drop off and pick up
- That you arrive and leave promptly with your child off/ collecting your child – please do not congregate as we know that the virus is easily transmitted from person to person

We will also be asking that staff wear face coverings when they come out onto the playground.

In addition, schools may consider other actions that are required, such as reviewing arrangements for the drop off and collection of children and designated start times.

Hopefully, these extra measures will help reduce the virus spreading in our school community and prevent year group bubbles being sent home. I will write to you again should we be asked to introduce any further measures.

[www.sefton.gov.uk](http://www.sefton.gov.uk)

We also want to reiterate that in education settings where Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around, such as in corridors and communal areas where social distancing is difficult to maintain. They should also be worn on public transport when travelling to and from the setting.

Thank you for your cooperation in keeping everyone COVID safe.

Yours faithfully,

Vicky Buchanan



**VICKY BUCHANAN**  
DIRECTOR OF CHILDREN'S SERVICES

Tricia Davies



**TRICIA DAVIES**  
INTERIM HEAD EDUCATION

**Appendices**

**Appendix 1 – January 2021 Partial Opening RA**

**Appendix 2 – Risk assessment from cleaning team- personalised for Holy Spirit Primary School**

**Appendix 3 – Cleaning schedule**