



## Risk Assessment COVID-19

<b>A</b>	<b>School :</b> Greenbank Primary	<b>Team:</b> N/A	<b>Location:</b> school-wide
	<b>Date:</b> 1.12.20	<b>Assessor:</b> Elaine Pritchard (LHSS)	<b>Headteacher:</b> Mrs Wrigley

<b>C</b>	<b>Hazard Category</b>	<b>People at Risk</b>	<b>Recommended Controls</b>	<b>Risk</b>
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01	Cross-infection - arrival at school	Pupils / parents/ carers/ staff / visitors	<p>Parents reminded by letter and on the website to follow government guidelines re self isolation.</p> <p>Visitors will only be permitted to enter school if their visit is essential or they are not able to conduct their business by telephone / virtual contact. They must agree to follow the guidance in this Risk Assessment and provide contact details which will be kept for 28 days for the purposes of Track and Trace.</p> <p>Parents have been asked not to drive cars into Arlington Avenue before and after school to enable parents and children the space needed for social distancing. Members of the Leadership Team monitor the road at these times to remind drivers.</p> <p>Parents have been asked to wear face coverings when dropping off and collecting children and members of the Leadership Team are there to remind any that forget.</p> <p>Staff on duty at the gates at the start and end of the day wear face coverings.</p> <p>Pupils should not attend school</p> <ul style="list-style-type: none"> <li>➤ if they need to self-isolate following advice from Track and Trace</li> <li>➤ if they have current symptoms of COVID-19</li> <li>➤ If their household members have had symptoms of COVID-19 or tested positive within the last 14 days</li> <li>➤ The same measures will apply to contractors and visitors to school.</li> <li>➤ Parents / carers will only be allowed into the school building in exceptional circumstances</li> <li>➤ Signs are posted at the gates reminding parents to maintain social distancing</li> </ul>	Low
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	Infection within classrooms–	Pupils / staff	<ul style="list-style-type: none"> <li>➤ All classrooms have been set up to ensure the latest government guidelines are adhered to with regard to social distancing<sup>1</sup> .</li> <li>➤ Visors worn with one to one reading or boosting sessions <b>and visors or face coverings to be worn at lunchtime if assisting children with cutting their food.</b></li> <li>➤ Pupils will be taught the principles of coughing and sneezing etiquette and how to wash their hands thoroughly</li> <li>➤ Hand washing facilities will be provided for all classrooms to support frequent handwashing and paper towels provided. Hand sanitiser is also <b>available from wall mounted dispensers at the class door and from bottles within class.</b></li> <li>➤ Pedal bins have been provided to enable used tissues to be safely disposed of</li> <li>➤ Unnecessary equipment / resources and fabric furnishings have been removed</li> <li>➤ Classrooms will be cleaned each day with a complete wipe down of tables and chairs along with any other surfaces such as door handles.</li> <li>➤ Weather permitting, some classroom activities will be carried out in the playground where the risk of transmission is lower.</li> <li>➤ Pupils will be allocated their own stationery bag and asked to bring their own water bottles to school</li> <li>➤ Contact surfaces will be regularly wiped down during the day</li> <li>➤ All staff have received formal instruction and training on the control measures outlined above (Training provided 1.9.2020 and regular updates)</li> </ul>	low
	Cross – infection outside of the classroom	Pupils / staff / <b>essential visitors</b>	<ul style="list-style-type: none"> <li>➤ Pupils will form “bubbles” and be allocated <b>up to 4</b> staff to each bubble. These bubbles will be maintained while indoors</li> <li>➤ Playground equipment will be disinfected after each break</li> <li>➤ All door handles, push pads, bannister rails will be regularly washed down during the school day</li> <li>➤ A one-way system has been developed around the school - can walk other way if corridor clear</li> <li>➤ <b>Hand sanitiser is available from wall dispensers and bottles both outside and inside the building</b></li> <li>➤ Pupils at ground floor level will exit via playground doors</li> <li>➤ Breaks will be staggered to safely manage the toilet facilities and reduce the number of pupils circulating in the corridors at any one time</li> <li>➤ The number of pupils allowed in the toilet facilities at any one time will be reduced and monitored by staff</li> <li>➤ The staff room is set up for social distancing - 9 members of staff</li> <li>➤ Training room set up as extra staff room for a maximum of 5 people</li> <li>➤ Playground supervisors will encourage social distancing outdoors</li> <li>➤ Numbers of pupils on climbing equipment at any one time will be managed to encourage social distancing</li> <li>➤ Doors and windows will remain open where temperatures allow and fans avoided</li> </ul>	low

<sup>1</sup> Social distancing will change in accordance with government guidelines

			<ul style="list-style-type: none"> <li>➤ Parents / carers advised to tie their children’s hair back, or use headbands or clips to keep it off the face and to discourage over necessity to touch the face Staff may also find the above advice practical for themselves.</li> <li>➤ Large perspex screens have been installed in the serving area of the kitchen</li> <li>➤ Large perspex screens have been installed in the office areas</li> </ul>	
	Higher risk staff groups / pupils	Those identified as at increased risk	<ul style="list-style-type: none"> <li>➤ Where pupils / staff previously identified by NHS England as being at high risk from COVID-19 will attend school with individual risk assessments put in place to support safe measures.</li> <li>➤ Risks for staff who are pregnant will also be assessed and managed on an individual basis</li> <li>➤ Individual risk assessments will be reviewed as and when required</li> </ul>	low
	Pupil shows symptoms during the school day	Those in same bubble	<ul style="list-style-type: none"> <li>➤ The pupil will be taken to the isolation room accompanied by a staff member and the parents contacted to collect them as soon as possible. If staff require close contact then they will wear an appropriate water -resistant surgical facemask. Once vacated, the room will be safely cleaned immediately.</li> <li>➤ A record of the event will be kept including the date and time of the onset of symptoms and details of anyone else within school who has been in direct or close contact with the pupil</li> <li>➤ The parents will be advised to arrange a COVID-19 test and that the child should self-isolate for 10 days. Staff will also explain to the parents that they are likely to be contacted by an NHS Contact Tracer who will advise the household to self-isolate for 14 days.</li> <li>➤ Home testing kits have been supplied to schools for use by vulnerable pupils or members of staff if NHS test appointments are unavailable.</li> <li>➤ If the test result for the pupil showing symptoms is negative and their symptoms have gone away, they can return</li> <li>➤ If the test result is positive, the remaining pupils and staff in the bubble will be required to self -isolate for 14 days.</li> <li>➤ The Local Authority will be kept informed via the protocols set out for schools to communicate any COVID-19 related incidents</li> </ul>	low
	Staff members within a bubble who show symptoms of COVID-19 while in school	All those in the bubble group	<ul style="list-style-type: none"> <li>➤ If a staff member develops symptoms while at school, they will notify the Lead COVID-19 co-ordinator and leave for home immediately to self-isolate for 10 days</li> <li>➤ They will be advised to organise a COVID-19 test via NHS 119 or the online key workers booking system.If test appointment is unavailable the member of staff may use a home testing kit supplied to school</li> <li>➤ Other members of the bubble can stay in school and continue to attend UNLESS the test result comes back as positive in which case the whole “bubble” will need to self-isolate for 14 days. The parents will be contacted by the Contact Tracing team and advised on what precautions to take.</li> </ul>	low
	Pupil or staff member receives a positive		<ul style="list-style-type: none"> <li>➤ Outside of school hours, Parents and staff should report any positive test results without delay by email to <a href="mailto:safeguarding@greenbank.liverpool.sch.uk">safeguarding@greenbank.liverpool.sch.uk</a></li> </ul>	low

result out of school hours			
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## COVID-19 RISK ASSESSMENT ACTION PLAN

Controls		To be Monitored by the Headteacher.				
	Hazard	Risk Level	Further Action to be Taken	By Whom	Target Date	Task Completed (Signed & Dated)
		Low	Separate RA's for cleaning and first aid are to be reviewed in line with the latest guidance	EP/relevant staff teams/HT	ongoing	D Wrigley 2.9.20 <b>Reviewed 22.10.2020</b>
	Failure to implement new measures directed by the government	High	The HT will be kept informed by the LA on any changes to the above guidelines. The RA will be reviewed in line with changes and staff / parents and carers updated as necessary.	HT/EP/All staff	ongoing	

**Review Date: December 2020** and regularly thereafter accounting for government and LA guidelines and effectiveness of above recommendations.