

Risk Assessment

A	Date: 26/05/20	School: St Julie's Catholic High School	Team:	Location: School
	Review Date: 18 June 2020	Ref:	Assessor: M Woof / Head teacher	Head Teacher: T Alderman

B	Assessment of Risk for: Protection from transmission of Covid-19 during pandemic including all school activities. This Risk Assessment was reviewed by Liverpool Health & Safety Unit on 27 May 2020
----------	---

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
	Covid-19 virus: General	Staff Pupils Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy</p> <p>School infection control risk assessment.</p> <p>Pupils who are symptomatic will not be allowed to attend school.</p> <p>Pupils with parents exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance.</p> <p>Pupils will be issued with specific instructions around social distancing as an addendum to the Behaviour for Learning Policy. Pupils who wilfully breach social distancing and do not respond to instructions from staff to maintain social distancing will be sent home.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p>	Low

			<ul style="list-style-type: none"> • New and expectant mothers • Extended duty of care • Stress • Individual Pupil assessments <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable member of staff who have received a Government shielded letter. • Staff who have an extremely vulnerable household member. <p>Formal process in place for manager/colleagues to contact the worker if required, as detailed within applicable risk assessment above.</p> <p>Manager to regularly update and inform staff re government guidance regarding covid-19 controls required:</p> <ul style="list-style-type: none"> • Gov.uk https://www.gov.uk/ • Public Health England https://www.gov.uk/government/organisations/public-health-england • Department for Education https://www.gov.uk/government/organisations/department-for-education • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools and other educational settings • Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable • Government publication COVID-19: cleaning in non-healthcare settings • Government publication Best Practice: how to hand wash <p>Due to the rapidly changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p>	
--	--	--	---	--

			<p>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:</p> <ul style="list-style-type: none"> 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 masks: surgical masks CE0197 Disposable gloves: latex and powder free CE2777 Disposable aprons: BTB114 Polyurethane Where personal care is to be provided eye protection plastic goggles with lip at top All used PPE should be double bagged and disposed of by trained cleaners. <p>Posters showing the correct method of donning and doffing PPE can be found here:</p> <p>https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p> <p>Also: https://youtu.be/-GncQ_ed-9w to see a YouTube video on PPE donning/doffing.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running.</p> <p>Parents and Guardians kept informed via email bulletins etc. regarding proposals for reopening including start finish times and any new local rules regarding drop of and pick up etc.</p> <p>Staff kept informed via email, online meetings etc.</p>	
--	--	--	---	--

			<p>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.</p> <p>All incidents reported to the Health and Safety Unit, using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> • HSE RIDDOR reporting of COVID-19 	
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible as numbers increase. In the first instance students will be instructed to arrive in school no earlier than 9.30am using Woolton Street side gate then proceed to main reception, and to leave no later than 2.30 via student reception down to Speke Road exit .</p> <p>Markings are laid out on the playground for student groups to line up if required– lines laid out to maintain 2m social distancing.</p> <p>School first aid risk assessment to be amended to include the use of PPE when managing suspected cases of COVID-19.</p> <p>School biometrics and touchscreen entry control systems are disabled during the Covid-19 pandemic:</p> <p>Main reception entrance door will open automatically when approached. Inventory signing in system will be temporarily out of use.</p> <p>(If access control systems are disabled, Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments will need to be reviewed.)</p> <p>Corridors, walkways and staircases have tape arrow markings laid out to indicate side to walk on (two way traffic). Corridor widths allow students/staff to pass safely.</p> <p>Block A 3rd floor Cookery temporary staff room A301 2mt 57cm ICT Corridor A305 2mt 50cm</p> <p>Block A 2nd floor Science Corridor A205 2mt 50cm</p>	Low

			<p>A202 2mt 50cm</p> <p>Block A 1st floor Maths Corridor A103 2mt 45cm A107 2mt 50cm</p> <p>Block B 3rd floor Humanities Corridor B303 2mt 50cm B306 2mt 50cm</p> <p>Block B 2nd floor RE Corridor B202 2mt 10cm B205 2mt 10cm</p> <p>Block B 1st floor English SEN Corridor B 103 2mt 50cm B107 2mt 50cm</p> <p>Block C 2nd floor DT Corridor C208 2mt 50cm C206 2mt 50cm C204 2mt 50cm C201 2mt 90cm</p> <p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p> <p>Classrooms have been laid out (with marking tape where necessary) so that 2m social distancing can be maintained where possible.</p> <p>All desks face the same direction i.e. front of the classroom.</p> <p>Classes are reduced with no classroom holding more than 10 pupils as per government guidelines:</p> <ul style="list-style-type: none"> • Pupils will then be kept in their small groups ('bubbles') as far as possible and should not mix with other groups during the day • Wherever possible, staff supervising a cohort should also remain within this 'bubble' e.g. Teaching Assistants <p>Within Secondary Schools and College settings there will be a requirement for subject specialist rotation of staff; this will be managed to limit mixing as much as possible.</p> <p>Science lab layouts will follow the same layout considerations as general classrooms. With tape on floor to denote student seat and teacher's space</p>	
--	--	--	---	--

			<p>All classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.</p> <p>Dining room be laid out to maintain 2m social distancing as far as is reasonable practicable. Tape marking applied to dining room to indicate social distancing in the line for school dinners. Dining room normally holds 360 pupils – with 2m distancing it will hold 43 Dining room chairs will be wiped down between sittings. There are no tables being used to reduce contamination of surfaces.</p> <p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are to be removed from classrooms and stored elsewhere.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p>	
3	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School start times for different classes are staggered to reduce the numbers attending the site at the start time between 9-30am and 10am and will finish between 2.00 and 2.30pm each day, and 3.00pm for Yr10/12.</p> <p>Parents are informed they must not enter the site (unless they have a pre-arranged appointment).</p> <p>Parents are requested to drop their children off alone i.e. not both parents attending at once.</p> <p>Parents are requested not to gather at entrance gates or doors once their children have entered the school.</p> <p>Classes should be kept together thereby minimising mixing with other classes as much as possible.</p>	Low

			<p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets, time tables are to reflect this.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines. Floor markings outside will show the direction to queue and staff will be on duty to monitor.</p> <p>Pupils are provided with a 'grab bag' lunch to minimize the numbers moving around the dining room</p>	
4	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain the recommended 2m social distancing rule at all times, where practicable. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. Sanitisation stations will be located for pupils outside student toilets as well as classrooms, dining and main reception. • Staff sanitisation stations will be found outside staff toilets as well as staff room and in class rooms • Wear clothes which can easily be washed when you get home. Do not to wear same clothes each day unless washed in between. This is to reduce the risk of picking up infectious material and transferring it to other places, whether school to home or home to school. As such, dry clean only clothing is not advisable. • Students advised to wear non-uniform clothing which is easier to wash regularly. <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing.</p>	<p>Low</p> <p>*</p> <p>*</p>

			<p>Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors.</p> <p>Changing of classrooms for different activities to be minimised as far as is reasonably practicable.</p> <p>Pupils regularly reminded to maintain social distancing.</p>	
5	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Regarding existing school COSHH risk assessments: solutions are purchased from same supplier (North Lincs and Chespack) and are provided with COSHH guidance for Cleaning Solutions. First aid to only be provided with appropriate use of PPE to include gloves, gown, mask and eye shield.</p> <p>Cleaners have appropriate PPE in line with current COSHH risk assessments</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. Classroom tables will be wiped down at lunch times and whenever possible plus end of school day.</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/finish of each school day.</p> <p>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with areas the person may have been.</p>	Low
6	Covid-19 virus; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p>	<p>Pupils who become symptomatic during the school day will be isolated in the first aid room away from the rest of the pupil group and their parent/carer called to come and collect them. Staff will be sent home to self-isolate.</p>	Low

		Visitors Contractors	If staff are unable to maintain social distancing from isolated pupil, appropriate PPE should be worn (surgical face mask, gloves, apron and goggles). Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible.	

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

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	School start time 9.30am to 10.00 School end of day 2.00 to 2.30pm for V&KW students, 3.00pm for Yr10/12 students	Entry from Woolton Street from 9.30am to 10.00am Proceed to main reception to be signed in. Leave through student reception to exit from school via Speke Road between 2.00 to 2.30pm for V&KW students, and at 3.00pm for Yr10/12 students	Premises Team, Admin and Leadership Team	Daily	
2	Classrooms	Reduced in size from 32 to then accommodate 10 and is marked out as per government guidelines, using tape for staff 'safe area' and 'X' under student seat to monitor 2m distancing. Teacher's PC desk to be stocked with anti-bacterial wipes, gloves, alcohol gel.	Premises Team	28 May 2020 3 June 2020	
3	Dining Hall	Reduced capacity from 360 to 43. All tables removed, floor markings per government guidelines. Dinners will be replaced with grab bags (no hot meals) reducing contamination. No tables to reduce surfaces touched by staff/students. Yr10 to have lunch in Dining Hall at 1.10pm, 10 minutes after V&KW students have left.	Premises Team	28 May 2020	
4	Staff Room	Additional room (Food Tech) allocated for staff use at lunch and break, to abide by the Government guide lines. The two staff rooms to have 12 seats each. With split lunch this gives space for up to 48 staff over 2 lunches.	Premises Team	28 May 2020	

5	<p>Corridors checked for width to enable social distancing</p> <p>All rooms will be wedged open for supervision of pupils and reduced touching of surfaces.</p>	<p>Block A 3rd floor Cookery temporarily staff room A301 2mt 57cm I C T Corridor A305 2mt 50cm</p> <p>Block A 2nd floor Science Corridor A205 2mt 50cm A202 2mt 50cm</p> <p>Block A 1st floor Maths Corridor A103 2mt 45cm A107 2mt 50cm</p> <p>Block B 3rd floor Humanities Corridor B303 2mt 50cm B306 2mt 50cm</p> <p>Block B 2nd floor R E Corridor B202 2mt 10cm B205 2mt 10cm</p> <p>Block B 1st floor English SEN Corridor B103 2mt 50cm B107 2mt 50cm</p> <p>Block C 2nd floor D T Corridor C208 2mt 50cm Corridor C206 2mt 50cm Corridor C204 2mt 50cm Corridor C201 2mt 90cm</p>	Premises Team	28 May 2020	
6	Toilets managed to enable social distancing	<p>Sanitising station will be outside all student toilets. These will be staffed at break and lunch. Students will be guided to enable adequate distancing. Alternate sinks taped off.</p> <p>V&KW students: Yr7 Toilets – 1st Floor B Block Yr8 Toilets – Staffroom corridor Yr9 Toilets – By Sunflower Café Yr10 Toilets – Dining Room</p> <p>Year 10 All 2nd Floor B Block</p> <p>Year 12 All 2nd Floor C Block</p>	Premises Team	28 May 2020	

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p>High Medium Low</p>	<p>Risk assessment signed off by: Head / Chair of Governors</p> <p>Signature: <i>T Alderman</i></p> <p>Date: 18 June 2020</p> <p><i>Please note an electronic signature will suffice.</i></p>
---	--	---