

### Risk Assessment

A	<b>Date:</b> 6. 1. 2021	<b>School:</b> Sandfield Park	<b>Team:</b>	<b>Location:</b> Sandfield Park School Sandfield Walk, Liverpool L12 1LH
	<b>Review Date:</b> To be reviewed weekly	<b>Ref:</b> LCC September School Processes and Resources	<b>Assessor:</b> M. Hilton (HT) Jan 2021	<b>Head Teacher:</b> Mark Hilton

B	<b>Assessment of Risk for:</b> SANDFIELD PARK SCHOOL - Protection from transmission of Covid-19 during pandemic including all school activities; <b>LCC Schools Adapted Model Risk Assessment for Covid-19 aligned with PHE V2.8 28/09/20 Guidance for schools and DfE 05/11/20 (updated) Guidance for full opening.</b> <b>In addition new measures added due to new variant and National Lockdown Jan 2021</b>			
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C Ser N°	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	<p>The school will display a signed copy of the <u>STAYING COVID-19 SECURE IN 2020</u> confirming Covid risk assessment for the school has been completed (posted in the school H&amp;S file and also on display in reception area).</p> <p>This risk assessment will be shared with all staff, governors and LCC. <i>This risk assessment will be published on the School's web site as transparent information system in line with Government advice.</i></p> <p><u>GENERAL INFORMATION</u> All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus</p> <p>Manager to regularly update and inform staff re government guidance regarding covid-19 controls required:</p> <ul style="list-style-type: none"> <li>▪ Gov.uk <a href="https://www.gov.uk/">https://www.gov.uk/</a></li> <li>▪ Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> <li>▪ Department for Education <a href="https://www.gov.uk/government/organisations/department-for-education">https://www.gov.uk/government/organisations/department-for-education</a></li> <li>▪ Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul>	<b>LOW</b> Under current guidance for COVID-19

		<p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> <li>▪ HSE COVID19 latest information and advice</li> <li>▪ HSE Working safely during the coronavirus guide</li> <li>▪ Government guidance COVID-19: guidance for schools and other educational settings</li> <li>▪ Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</li> <li>▪ Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable</li> <li>▪ Government publication COVID-19: cleaning in non-healthcare settings</li> <li>▪ Government publication Best Practice: how to hand wash</li> </ul> <p><b>Headteacher will refer to current advice from NHS and PHE via communications from LCC</b> With the <b>latest being issued January 2021.</b></p> <p><b>Staff now have lateral flow test available with detailed instructions on how to use them. The use of these will help protect their colleagues and pupils.</b></p> <p>Staff who are symptomatic must not attend school and must be tested asap, informing their line manager of the actions they are taking.</p> <p><b>Pupils will be able to have Covid tests administered to them in the near future which will again help protect other pupils and staff.</b></p> <p>Pupils who are symptomatic will not be allowed to attend school. <b>OR</b></p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance (14 days general, minimum of 10 days from start of symptoms).</p> <p>Pupils &amp; staff returning from visits to other countries, not exempt on the 'bridge list' will self-isolate for 14 days in line with Government requirements.</p> <p>This will be communicated to parents / carers</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> </ul>	<p><b>LOW</b> Under current guidance for COVID-19</p>
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		<ul style="list-style-type: none"> <li>▪ Stress</li> <li>▪ Individual Pupil assessments. These are to be continually reviewed <del>as pupils return back to school</del> alongside any manual handling care plans.</li> </ul> <p>Covid-19 specific extended duty of care risk assessment (Equality Impact Assessment) considered and carried out where relevant for all staff and pupils meeting the following criteria:</p> <ul style="list-style-type: none"> <li>▪ Vulnerable member of staff. <i>See LCC Extended Duty of Care RAMS &amp; Covid Age model tool if required</i></li> <li>▪ Pupil who is extremely vulnerable or a Pupil who lives with an extremely vulnerable household member.</li> <li>▪ New and expectant mothers <i>Note; For pregnant women from 28 weeks' gestation, or with underlying health conditions such as heart or lung disease at any gestation, a more precautionary approach is advised. Women in this category should be recommended to stay at home.</i></li> </ul> <p>Managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p> <p><b>PPE</b></p> <p>The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.</p> <p>However social distancing should now be more easily implemented as school is presently open for pupils of Key Workers and specific groups of vulnerable pupils. Some pupils have been told to shield and some parents / carers have also decided to keep their child at home in this period of national lockdown. Thus there will be less pupils in school to ensure social distancing takes place.</p> <p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> <li>▪ children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>▪ PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms. The class teacher is to make sure that they receive this from the school office as required.</li> <li>▪ Visitors will be strictly limited at this time to only essential ones.</li> </ul>	<p><b>LOW</b></p> <p>Under current guidance for COVID-19</p>
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2	Covid-19 virus; General school environment	Staff Pupils Visitors Contractors	<p>Additional school gates will be opened <b>where possible</b> to the school grounds to dilute the numbers coming through them as much as possible. <b>Sandfield Park pupils will enter the school in vehicles and generally be dropped off near to their classroom – going directly to class. At the end of the school day, their pick-up vehicle will park close to their classroom. ACE pupils will enter via the main entrance to the school, sign in on Inventory and go straight to their classroom.</b></p> <p><b>Any deliveries to the school e.g. stationary, cleaning chemicals will be securely stored and left isolated for 72 hours when possible, washing hands after the moving of the delivery. This would need to apply to all catering deliveries received by the kitchen staff.</b></p> <p>School first aid risk assessment to be reviewed, as required: <b><i>refer to WRA1 Workplace Indoor Risk Assessment – First Aid that identifies all First Aiders and locations of First Aid boxes. ACCESS PPE AS REQUIRED – AVAILABLE NEAR FIRST AID BOXES – See above</i></b></p> <p>School biometrics and touchscreen entry control systems are <b>not</b> disabled during the Covid-19 pandemic <b>for staff and pupils registering entry &amp; exiting site</b>: This to be cleaned regularly by office staff. If screen is touched, hand sanitiser should be used before this.</p> <ul style="list-style-type: none"> <li>• <del>If biometrics and/or other access control systems are disabled for visitor use (and staff if no remote fob type log in/out);</del> <b>visitors during the pandemic will generally be discouraged from attending site unless there is no other option, visitor access will be logged in and out manually on a record sheet or similar by reception staff. Staff manual log will be operated if no fob access log available.</b> Fire Risk Assessment, Fire Evacuation Procedures, School Lockdown, Security, Violence and Lone Working risk assessments remain appropriate.</li> </ul> <p>Hand sanitizer stations located at the entrances to the building and in classrooms. Each class will have an adequate supply of cleaning materials.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 2m social distance.</p> <p>Corridors, walkways and staircases have tape arrow markings laid out to indicate side to walk on (two way traffic).</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. People must not linger if they need to be in corridors.</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
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3	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School start and finish times are now earlier so that the school can be thoroughly cleaned at the end of the day.</p> <p>Parents are requested to drop their children off alone i.e. not both parents attending at once. <b>The majority of Sandfield Park pupils are dropped off by LCC or contract transport</b></p> <p>Parents are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school. N/A see above</p> <p>Bubbles should be kept together thereby minimising mixing with other classes as much as possible.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines:</p> <ul style="list-style-type: none"> <li>• <del>Hand driers will be isolated and paper hand towels — Site Manager to organise this by taking fuses out.</del></li> </ul> <p>Water drink fonts are to be used to fill jugs of water to be used in each bubble. This will be done by one member of staff from each bubble during the day to minimise movement and touching of taps. The site manager will regularly clean these.</p> <p>The taps in the classroom are not to be used for drinking water.</p>	<p><b>LOW</b></p> <p>Under current guidance for COVID-19</p>
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4	Covid-19 virus; Working and teaching within the school environment	Staff Pupils Visitors Contractors	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> <li>• Staff and pupils from ACE are to wear masks in communal areas.</li> <li>• Staff and pupils can wear masks if required in other areas.</li> <li>• Work in bubbles / classes but to maintain the recommended 2m social distancing rule where practicable.</li> <li>• Teachers &amp; TAs' should not bend down to pupils level when communicating in close quarter.</li> <li>• Limit number of surfaces touched, where possible.</li> <li>• Keep hands away from face as much as possible.</li> <li>• Regularly perform appropriate hand washing.</li> <li>• Phones (ACE) will be placed in a wallet by pupil and stored in a class case which will be kept in the ACE office until the end of the day. Pupils will retrieve their phone after sanitising hands.</li> <li>• Pupils to put coats on individually. If this cannot be done then this must be put on an individual pupil risk assessment which class teacher will record.</li> </ul> <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing.</p> <p><b>In certain SEN environments, maintaining 2m social distancing will be difficult, but now with limited pupils in school is possible.</b> The school is to review measures to protect staff &amp; pupils in this group, including:</p> <ul style="list-style-type: none"> <li>• Some Sandfield pupils have a 'Manual Handling Plan' that details handling and care needs of the pupil</li> </ul> <p><b>Intimate care; pad changing and similar:</b></p> <ul style="list-style-type: none"> <li>• <b><i>Is PPE required for tasks involving changing pads or general care</i></b> <i>Staff should follow their normal practice when changing pads, provided the child is not showing symptoms of coronavirus. This includes continuing to use the PPE that they would normally wear in these situations, for example aprons, masks, goggles, visors and gloves. If a child shows symptoms, they should not attend a childcare setting and should be at home.</i></li> </ul>	<p><b>LOW</b> Under current guidance for COVID-19</p>
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			<ul style="list-style-type: none"> <li><b><u>How should I care for young children or children with special educational needs who do not understand why they must stay apart or who ignore distancing guidelines?</u></b>  <b>Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines.</b>  <b>. As far as possible, small groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak.</b></li> </ul> <p><b>PPE is only needed in a very small number of cases:</b></p> <ul style="list-style-type: none"> <li><b>children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</b></li> <li><b>PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms</b></li> </ul> <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 is minimised as far as is reasonably practicable.</p> <p><b>Pupils regularly reminded to maintain social distancing.</b></p> <p>Pupil's behaviour will be monitored for deliberate coughing or spitting. Such behaviour will be dealt with by the school.</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
5	Covid-19 virus; Cleaning	Staff Pupils Visitors Contractors	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Reference existing school COSHH risk assessments</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</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. 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</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. This is critical – after every bubble play period (climbing frames, slides, trim-trails, bats and balls, etc.). Alternatively place play</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>

		<p>equipment out of use. Certain trim trails, climbing frames, etc., use could be rotated on a daily basis allowing one bubble/group to use it one day after which it will be disinfected for the next group's day of use. Sports/play equipment (bats, balls, skipping ropes, etc.), will be allocated permanently to each bubble/group and sanitised at the end of each school day.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p><b>What you need to know</b> (extract from <i>cleaning in non-healthcare settings</i>):</p> <ul style="list-style-type: none"> <li>• cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. <b>The area should be isolated for 72 hours were possible (rooms, not common space e.g. corridor)</b></li> <li>• wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>• using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</li> <li>• if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</li> <li>• wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> </ul> <p>School will be fully cleaned at the end of each school day:</p> <ul style="list-style-type: none"> <li>• Ensure waste bins are monitored and emptied regularly.</li> <li>• Ensure staff receiving deliveries wear gloves.</li> </ul> <p>Cleaners (Site Manager) on site throughout the school day, (some school teachers &amp; TAs' assisting with cleaning duties in their classrooms) and regularly touched items such as door</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
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			<p>handles, handrails etc. will be regularly wiped down and cleaned. Gate and main entrance door digital call points will be cleaned regular throughout the working day.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned after the room has been closed off for 72 hours along with areas the person may have been.</p>	
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6	Covid-19 virus; Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors Contractors	<p>Staff are instructed to inform their manager if they suspect they have contracted a communicable disease (i.e. are symptomatic) to enable the appropriate action to be taken. <b>Headteacher will refer to current NHS Advice.</b>  <del><a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a> or telephone 111</del> <b>The DfE are providing COVID-19 advice</b>  <b>Phone: 0800 046 8687 or email: <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a> see below</b></p> <p><b>Staff who are suspected as being infected at work will require the employer to complete a RIDDOR report to the HSE.</b> <a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a></p> <ul style="list-style-type: none"> <li>• Pupils (and staff) who become symptomatic 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 will be sent home to self-isolate.</li> <li>• Any staff presenting as symptomatic will be immediately sent home.</li> <li>• If it is suspected that a pupil is symptomatic then a member of staff will phone the school nurse so that she can make the necessary preparations for isolation.</li> <li>• Any pupils presenting as symptomatic will then be taken to an isolation room area (School Nurse /Medical Room) <b>and the parent/guardian requested to get the pupil tested (Tel: 119 to request a test).</b> The bubble will be isolated in their classroom and parents requested to collect their child and advise isolation for 14 days or until further notice (negative covid-19 test). Once collected, the bubble staff (Teacher/TA) will return home and self isolate for 14 days unless otherwise notified</li> <li>• Designate one room as an isolation area. <i>(School Nurse / Medical Room). If this is being used then the nearest empty room will become an emergency isolation room.</i></li> <li>• Ensure isolation rooms can comfortably accommodate a distance of 2 metres per person</li> <li>• Ensure that the isolation room(s) are kept clean – use antibacterial cleaner on door handles and other contactable surfaces as directed in deep clean guidelines.</li> </ul> <p><b>See guidance</b>  <a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</a></p> <p><b>COVID-19 symptoms:</b></p> <ul style="list-style-type: none"> <li>▪ High temperature / fever</li> <li>▪ New continuous cough</li> <li>▪ Breathing difficulties</li> <li>▪ Loss of the sense of smell &amp; taste</li> </ul>	<p><b>LOW</b> Under current guidance for COVID-19</p>
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7	Covid-19 Risk of infection <b>from visitors</b>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<ul style="list-style-type: none"> <li>• Where possible communication between parents and the school should be via text message/email or social media and phone calls. Any parents wanting to speak with teaching staff should be either be behind the reception screen or at a minimum of 2 metres apart.</li> <li>• Schools should not open any longer than is necessary. Staff must leave school promptly for it to be properly cleaned.</li> <li>• All visitors and contractors to school should be limited to essential personnel only i.e. catering staff, maintenance personnel for emergency repairs to fix defective boilers, etc. Ensure any contractors are aware they must not visit the school if they or anyone they have come into contact with anyone who is symptomatic.</li> <li>• In some circumstances, review meetings may take place on a face to face basis in a suitable room where social distancing can take place.</li> </ul>	

<b>D</b>	<b>Controls</b> (Ser N <sup>o</sup> to correspond with Hazard Ser N <sup>o</sup> )	<b>E To be completed by the Manager</b>			
Ser N <sup>o</sup>	<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 & LCC 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: Mark Hilton</b></p> <p><b>Signature:</b></p> <p><b>Date: <i>Review 20 11 2020</i></b></p> <p><i>Please note an electronic signature will suffice.</i></p>
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