

Risk Assessment

A	Date: 5. 10. 2020	School: Sandfield Park	Team:	Location: Sandfield Park School Sandfield Walk, Liverpool L12 1LH
	Review Date: To be reviewed monthly	Ref: LCC September School Processes and Resources	Assessor: M. Hilton (HT) Oct 2020	Head Teacher: Mark Hilton

B	Assessment of Risk for: SANDFIELD PARK SCHOOL - Protection from transmission of Covid-19 during pandemic including all school activities
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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>All staff and parents / pupils are to follow the national guidelines and know when they need to self isolate, when they are displaying the recognised symptoms and / or when a member of their household has tested positive. The management of the school must know immediately if this is the case so that arrangements can be made and procedures followed. Parents now have an out of hours email address where they can contact school, Covid19@sandfieldpark.liverpool.sch.uk. Staff must inform their line manager immediately if they have symptoms or are tested positive.</p> <p>IN SCHOOL THE KEY PROCEDURES TO IMPLEMENT ARE:</p> <p>HANDS (wash regularly and thoroughly) FACE (wear a face covering in communal areas) SPACE (try as much as possible to maintain 2M social distancing even in bubbles)</p> <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&S file and also on display in reception area).</p> <p>This risk assessment will be shared with all staff, governors and LCC.</p>	<p>LOW</p> <p>Under current guidance for COVID-19</p>

GENERAL INFORMATION

All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus

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

- 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/>

Referring to the following guidance and publications, as applicable:

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

Headteacher will refer to current advice from NHS and PHE via communications from LCC
With the latest being issued on 28th August 2020.

Staff who are symptomatic must not attend school and must be tested asap, informing their line manager of the actions they are taking.

Pupils who are symptomatic will not be allowed to attend school.

If any member of a household has tested positive then all members of the household must isolate for the recommended period of time.

This will be communicated to parents / carers

LOW
Under current guidance for COVID-19

Managers must also review all of the following applicable individual risk assessments where relevant:

- New and expectant mothers
- Extended duty of care
- Stress
- Individual Pupil assessments. These are to be continually reviewed as pupils return back to school alongside any manual handling care plans.

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:

- Vulnerable member of staff.
- Pupil who is extremely vulnerable or a Pupil who lives with an extremely vulnerable household member.

Managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.

Staff will now wear face covering when in communal / corridor areas.

Pupils are to wear face coverings on School transport to and from school unless they have a medical need which makes them exempt.

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.

PPE is only needed in a very small number of cases:

- **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**
- **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.**

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: PPE is to be stored and distributed via the main school office who will order supplies as required. Any defects with any item of PPE are to be reported to a member of the SLT.

LOW

Under current guidance for COVID-19

		<p>Latex free gloves Antibacterial hand wash Alcohol rub Disposable aprons & other PPE as recommended by PHE/HSE/DfE eg safety goggles or face visors</p> <p>see Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes/covid-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video</p> <p>All used PPE should be double bagged and disposed of appropriately in the clinical waste bins located in pupil bathrooms. These will be disposed of twice weekly by an external contractor.</p> <p>STAFF WHO WEAR PPE TO WATCH VIDEO AS OUTLINED ABOVE IN A SCHOOL BASED TRAINING SESSION</p> <p>It is strongly advised that employees use PPE in the situations previously described and also including the administration of First Aid, but the wearing of it is a personal choice. If PPE is used during the administration of First Aid then this person must have it replenished by getting replacements from the school office.</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>As from September 2020 the school will operate in bubbles to minimise movement throughout the school. Pupils and staff will thus be based in certain areas and movement around the school is to be minimised. Only a small minority of staff will move between bubbles and these staff must remain socially distant whilst doing this.</p> <p>If pupils are having different teachers in one classroom (ACE) then packs could be prepared at the beginning of the day to minimise the passing of paper / resources during lessons.</p> <p>Parents will be contacted to encourage limited personal possessions including bags to be brought in to school. Uniform will be worn but if parents do not have a clean uniform for a child to wear, then a pupil could wear their own clothes for a limited period. Pupils</p>	<p>LOW Under current guidance for COVID-19</p> <p>LOW Under current guidance for COVID-19</p> <p>LOW Under current guidance for COVID-19</p>
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			<p>to have warm clothes available as windows / doors to be open during the school day. Teachers are to monitor this and check that pupils / staff are still warm enough. The site manager will amend the heating system so that it can over-ride the usual cut out temperatures.</p> <p>Parents and Staff will be kept informed of developments 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>SLT to meet regularly to review any concerns / issues – these can be raised by any staff member by emailing any of the SLT directly</p>	
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 where possible to the school grounds to dilute the numbers coming through them as much as possible. 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 as close to their classroom as possible. ACE pupils will enter via the main entrance to the school, sign in on Inventory and go straight to their classroom.</p> <p>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.</p> <p>School first aid risk assessment to be reviewed, as required: 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</p> <p>School biometrics and touchscreen entry control systems are not disabled during the Covid-19 pandemic for staff and pupils registering entry & exiting site: This to be cleaned regularly by office staff. If screen is touched, hand sanitiser should be used .</p> <ul style="list-style-type: none"> • # biometrics and/or other access control systems are disabled for visitor use (and staff if no remote fob type log in/out); 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. Fire Risk Assessment, 	<p>LOW</p> <p>Under current guidance for COVID-19</p>

		<p>Fire Evacuation Procedures, School Lockdown, Security, Violence and Lone Working risk assessments. In the coming weeks these will be reviewed with practices taking place.</p> <p>Hand sanitizer stations are 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 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. Other forms of communication are to be used where they can to minimise movement around the school.</p> <p>All desks will be spaced out as much as possible and will face the same direction i.e. front of the classroom.</p> <p>Windows and doors will be opened during lesson times to allow for ventilation of the room – see above as mentioned to check pupils / staff are warm enough.</p> <ul style="list-style-type: none"> • Pupils will then be kept in their small groups ('bubbles') and should not mix with other groups during the day. SLT will look at how this can be improved by looking at staffing rotas and the organisation of classrooms. • Where possible, the group should be allocated one classroom to contain the potential spread of the virus • If staff need to move around the school then face coverings are now to be worn in communal areas / corridors. • Wherever possible, staff supervising a cohort should also remain within this 'bubble' • Teachers should ensure that all staff and students wash their hands regularly throughout the day particularly when eating and at the start and end of activities. • Playtimes should be reviewed to ensure students remain in bubbles. • Equipment i.e. keyboards, laptops, ipads, class phone, walkie talkies etc., should be cleaned throughout the school day. Pupils should not touch the interactive class screens. <p>Bubbles should be kept together.</p>	<p>LOW Under current guidance for COVID-19</p> <p>LOW</p>
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			<p>Start & end of the school day; where possible, pupils should go directly to their 'bubble' classroom and be collected / leave directly from that classroom. Stagger group arrival and leaving times if practicable.</p> <p>All classes are to take place in the same setting wherever possible to limit the numbers moving around the school, keeping the 'bubble in one area.</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.</p> <p>Alternatively, schools meals will be served or packed lunches taken in the group's classroom at each individual desk, minimising the risk of virus spread via touching surfaces.</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Staff and pupils will use toilets closest to their bubble. ACE staff and Intern staff are to use staff toilets by the Food Technology room. PLEASE NOTE ALL TOILETS HAVE CLEANING MATERIALS FOR STAFF TO USE TO WIPE DOWN FACILITIES AS THEY USE THEM. Visitors who are working in the building or who have meetings (this should be very limited in number) can use staff toilets. This does not extend to delivery personnel, bus drivers, escorts or parents bringing pupils to and from school. Bubble 1 (S1 to 4) will use the staff room for breaks; Bubble 2 (S5+6) can use the small meeting room. Bubble 3 (6th F) to use the facilities in 6th F building..</p>	<p>Under current guidance for COVID-19</p> <p>LOW</p> <p>Under current guidance for COVID-19</p>
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. All staff to leave the school by 4pm (Monday to Thursday) and 3:15pm (Friday)</p> <p>Parents are requested to drop their children off alone i.e. not both parents attending at once. The majority of Sandfield Park pupils are dropped off by LCC or contract transport</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.</p> <p>Bubbles should be kept together thereby minimising mixing with other classes as much as possible.</p>	<p>LOW</p> <p>Under current guidance for COVID-19</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">• Hand driers will be turned off and paper hand towels will be used instead. <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>	
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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"> • Staff and pupils can wear face coverings if required. These are optional but not in communal areas/ corridors for staff. • Work in bubbles, but aim to maintain the recommended 2m social distancing rule where practicable. • When ACE pupils mix in larger bubbles at break / lunchtime then they are to wear face coverings. • Teachers & TAs' should not bend down to pupils level when communicating in close quarter. Staff can wear masks / visors if they wish to in class. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. • 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. • Pupils to try and put coats on individually. If this cannot be done then this must be part of an individual pupil risk assessment. <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing.</p> <p>In certain SEN environments, maintaining 2m social distancing will be difficult.</p> <ul style="list-style-type: none"> • Some Sandfield pupils have a 'Manual Handling Plan' that details handling and care needs of the pupil <p>Intimate care; pad changing and similar:</p> <ul style="list-style-type: none"> • <u>Is PPE required for tasks involving changing pads or general care</u> <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> 	<p>LOW Under current guidance for COVID-19</p>
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			<ul style="list-style-type: none"> <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> 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. 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. <p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> 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 PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms <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>Pupils regularly reminded to maintain social distancing.</p> <p>Pupil's behaviour will be monitored for deliberate coughing or spitting. Such behaviour will be dealt with by the school.</p>	<p>LOW 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. Sports/play equipment (bats, balls,</p>	<p>LOW Under current guidance for COVID-19</p>

skipping ropes, etc.), will be allocated permanently to each bubble/group and sanitised at the end of each school day.

Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

What you need to know (extract from *cleaning in non-healthcare settings*):

- 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. **The area should be isolated for 72 hours were possible (rooms, not common space e.g. corridor)**
- 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
- 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
- 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
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

School will be fully cleaned at the end of each school day:

- Ensure waste bins are monitored and emptied regularly.
- Ensure staff receiving deliveries wear gloves.

Cleaners (Site Manager) on site throughout the school day, (some school teachers & TAs' assisting with cleaning duties in their classrooms) and regularly touched items such as door 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.

LOW

Under current guidance for COVID-19

			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.	
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. Headteacher will refer to current NHS Advice. https://111.nhs.uk/covid-19 or telephone 111 The DfE are providing COVID-19 advice Phone: 0800 046 8687 or email: DfE.coronavirushelpline@education.gov.uk</p> <p>Staff who are suspected as being infected at work will require the employer to complete a RIDDOR report to the HSE. https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</p> <ul style="list-style-type: none"> • 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. • Any staff presenting as symptomatic will be immediately sent home. • 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. • Any pupils presenting as symptomatic will then be taken to an isolation room area (School Nurse /Medical Room) and the parent/guardian requested to get the pupil tested (Tel: 119 to request a test). ACE to use the CAMHS room. • Designate one room as an isolation area. (School Nurse / Medical Room). <i>If this is being used then the nearest empty room will become an emergency isolation room.</i> • 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. <p>See guidance 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</p> <p>COVID-19 symptoms:</p> <ul style="list-style-type: none"> ▪ High temperature / fever ▪ New continuous cough ▪ Breathing difficulties ▪ Loss of the sense of smell & taste ▪ The above 4 symptoms are the only one's listed on the NHS site 18 05 20. Other reported symptoms include: 	LOW Under current guidance for COVID-19

		<ul style="list-style-type: none"> ○ Sore throat ○ Headaches ○ Flu like aches & pains ○ Fatigue ○ Abdominal pains / diarrhoea ○ Severe vomiting ○ Rash (Kawasaki disease) – signs of toxic shock / over activation of the immune system (likely attaching vital organs) ○ Persistent chest pain or trouble breathing ○ New confusion ○ Blue lips or face <ul style="list-style-type: none"> ▪ <u>The NHS also state:</u> “trust your instincts” with children – if you suspect a problem get in touch with the NHS via telephone on 111, or 999 for more serious issues <p>If staff are unable to maintain social distancing from isolated pupil, appropriate PPE should be worn e.g. a IIR or FFP3 surgical face mask. See PPE use above Section (ser) N° 1</p> <p>Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible after the room has been locked down for 72 hours</p> <p>Headteacher will refer to current PHE (Contact Tel: 0344 225 0562) Guidance https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services and if necessary Occupational Health Department advice (0151 233 3000) regarding exclusion from school premises for a recommended period of time (for individuals or all of the group / bubble; staff & pupil self isolation).</p> <p>See Track & Trace system; order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access</p>	<p>LOW Under current guidance for COVID-19</p>
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7	Covid-19 Risk of infection from visitors	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> • 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. • Schools should not open any longer than is necessary. Staff must leave school promptly for it to be properly cleaned. • 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. • In some circumstances, review meetings may take place on a face to face basis in a suitable room where social distancing can take place. • Any visitors in school must wear a face covering, this includes escorts and minibus / taxi drivers who are on the school grounds. 	
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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	Actions required to combat Covid-19	Monitor LCC updates for developing operational advice	Headteacher	ongoing	

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> High Medium Low </p>	<p>Risk assessment signed off by: Mark Hilton</p> <p>Signature:</p> <p>Date: 5.10. 2020 <i>Please note an electronic signature will suffice.</i></p>
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