

Risk Assessment

A	Date: 4.1.2021 REV: 31.1.2021	School: Clifford Holroyde Specialist SEN College	Team:	Location: Clifford Holroyde Thingwall Ln, Liverpool L14 7NX
	Review Date: To be reviewed at least fortnightly	Ref: LCC Reopening School provision Guidance V6, appendix A, Model Risk Assessment	Assessor: Jane Pepa (Headteacher) & ASBC Ltd (Tony Shipley)	Head Teacher: Jane Pepa SBM: David Murphy

B	Assessment of Risk for: LCC / ASBC Adapted Model Risk Assessment for Covid-19 30/09/20 aligned with PHE V2.8 28/09/20 Guidance for schools and DfE 16/10/20 Guidance for full opening: special schools and other specialist settings
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C Ser Nº	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 STAYING COVID-19 SECURE IN 2020 confirming a Covid 19 risk assessment for the school has been completed (posted in the school's H&S file).</p> <p>This risk assessment will be published on the School's web site as transparent information system in line with Government advice. <i>Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so). Sharing your risk assessment</i> https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>This risk assessment will be shared with all staff.</p> <p>This risk assessment is for Clifford Holroyde SEN College + AEP Section under the school control.</p> <p>GENERAL INFORMATION 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>	LOW Under current guidance for COVID-19

		<p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy See LCC H&S Guidance Note GN18 & LCC PPE Check List. V3 update from LCC 'Reopening Schools ... 29th May Appendix H – LCC PPE Policy</p> <p>Reference School infection control risk assessment, as required: <i>this Covid-19 Risk Assessment, plus Assessment 47 Infection Control & Communicable Diseases, plus guidance documentation GN29</i></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 & 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>Case in School <i>The headteacher or appropriate member of the leadership team at the educational setting will be asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill. This is likely to be the classmates and teacher of that class. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts.</i></p> <p><i>All direct and close contacts will be excluded from school and advised to self-isolate for 14 days starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday the first day of the 14-day period is on the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms. See LCC V6</i></p> <p>Note; <i>Parents and families of members of the bubble (close contacts in a C-19 case) do not need to isolate unless the bubble member develops symptoms. They get tested only if they develop symptoms.</i></p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> ▪ New and expectant mothers ▪ Extended duty of care ▪ Stress ▪ Individual Pupil assessments <p>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. <u>This advice has been cited in full reopening of schools 07 08 2020</u></p>	<p>LOW Under current guidance for COVID-19</p>
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See Covid-19 virus infection and pregnancy (Royal College Of Obstetricians & Gynaecologists). Currently, there is no evidence to suggest that COVID-19 causes problems with the baby's development or causes miscarriage. 2.2 Risk to Baby

Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:

- Vulnerable member of staff and/or pupil who has received a Government shielded letter. This requirement was finished 01 08 2020. However, 05 11 2020 the Government advised that Clinically Extremely Vulnerable people should not attend work and work from home if possible. See definition of CEV on the site below, section titled; [Definition of clinically extremely vulnerable groups](#). Note; persons in this group should have had a letter from their GP or Clinician stating that they have been placed on the 'shielding list.'
[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#) last updated by UK Gov 26 11 2020
- Staff who have an extremely vulnerable household member. See advice above 26 11 2020
- Staff who live with a vulnerable person See advice above 26 11 2020

Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above. Clifford Holroyde will use the LCC; Extended Duty of Care model risk assessment if required for this process (S.I. Full School Reopening Resources page 45). Also available is the *Covid Age Occupational Risk Assessment* tool (.I. Full School Reopening Resources page 54)

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/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school>
- 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 Covid-19
- 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

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- Government publication COVID-19: cleaning in non-healthcare settings
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- Government publication Best Practice: how to hand wash
- Government guidance for food business on Coronavirus (Covid-19)
<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>
- Government guidance Covid-19: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)
- Guidance for full reopening: schools 07 08 2020
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance; Actions for early years and childcare providers during the coronavirus outbreak 27 07 2020
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>
- Government publication Best Practice: how to hand wash
<https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing>

COVID 19 ADVICE CONTACTS

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.

Headteacher will refer to current NHS Advice, web; <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

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>

Should a cases (C-19) arise at the school, The School will contact LCC Chris Price's Team (C-19 *Single Point of Contact*);

School Improvement Liverpool email; SPOC@si.liverpool.gov.uk, Tel: 0151 233 3901 to seek 'next step' advice.

The local health protection team (HPT) for actions required can be consulted. Cheshire & Merseyside HPT, Suite 3B, 3rd Floor, Cunard Building, Water Street L3 1DS Tel: 03443350562 – chose Option 1 – Out of hours; 0151 434 4819

There is adequate supervision, where required, to ensure procedures are correctly adhered to.

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		<p>Due to the 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 <p>Note: 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:</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>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>DfE recommend face masks are used in communal areas (outside of the classroom) where social distancing cannot be maintained – Clifford Holroyde School has adopted this recommendation. Please note; <i>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</i></p> <p><i>Children and young people must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</i> https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</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>LOW Under current guidance for COVID-19</p>
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		<p>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> • Disposable half face mask • Disposable gloves • Disposable aprons • Where personal care is to be provided eye protection/surgical face mask • <i>detail any other specific disposable PPE in use N/A at present</i> <p>All used PPE should be double bagged and disposed of appropriately (if used in an area of infection see Section 9) – store safely and securely for at least 72hrs before disposing via the normal waste stream. <u>Only in the case of suspected contaminated or contaminated waste.</u> See Section 9</p> <p>All staff informed that hands should be washed regularly as per Government guidance. Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene. All staff informed that hands should be washed regularly as per Government guidance</p> <p>School encourages good respiratory hygiene by promoting ‘catch it, bin it, kill it’. Posters displayed in prominent areas and toilets.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running Classroom stockrooms, lockers, etc. No extra provision provided at present – will be reviewed if needed</p> <p>Parents and Guardians kept informed via email bulletins, School web site, teacher to parent phone calls, text, etc. regarding proposals for reopening including start finish times and any new local rules regarding drop off and pick up etc.</p> <p>Staff kept informed via email, online meetings and on-site meetings maintaining social distancing, 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>Reference made to HSE guidance for reporting under RIDDOR: HSE RIDDOR reporting of COVID-19</p> <p>All incidents will also be reported to the LCC Health and Safety Unit, using the LCC online accident and incident report form on the LCC School Improvements web site</p>	<p>LOW Under current guidance for COVID-19</p>
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The government updated their guidance on 30th December 2020
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We request the use of masks by staff in all areas. And we request pupils use a mask in all communal areas.

Where recommended, use of face coverings in schools

The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are in local restriction tier 1 will have the discretion to require face coverings for pupils, staff and visitors in indoor areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances.

In particular in our schools that teach years 7 and above we have decided to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors.

*Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, **face coverings will not be necessary in the classroom** even where social distancing is not possible. Face coverings could have a negative impact on teaching and their use in the classroom should be avoided.*

Self-isolation and shielding

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because:

- they have had symptoms or a positive test result themselves*
- they live with someone that has symptoms or has tested positive and are a household contact*
- they are a close contact of someone who has coronavirus (COVID-19)*

More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Far

fewer children should remain in the clinically extremely vulnerable group in the future following their routine discussions with their clinician.

The advice for pupils in local restriction tiers 1 to 3 who remain in the clinically extremely vulnerable group is that they should continue to attend school unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.

Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school. This is Tier 4 guidance (not applicable to Liverpool at the present)

Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers.

Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able immediately to offer them access to remote education. Schools should keep a record of, and monitor engagement with, this activity but this does not need to be formally recorded in the attendance register.

For pupils who are self-isolating, or shielding and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support. Our published definition of vulnerable children includes young people are defined as those who have a social worker or an education health and care (EHC) plan or those who are deemed otherwise vulnerable by the school or the local authority.

Where children are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

Staff who are clinically extremely vulnerable

Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier.

In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.

Staff should talk to their employers about how they will be supported, including to work from home where possible. Schools should continue to pay clinically extremely vulnerable staff on their usual terms.

All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.

All staff can continue to attend school in local restriction tiers 1, 2 and 3.

Under local restriction tier 3, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.

Further [guidance to the clinically extremely vulnerable](#) is available.

Staff who are clinically vulnerable

Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.

This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.

The guidance for pregnancy is the same – at 28 weeks gestation – staff should not attend school – the same advice for any period in the pregnancy if staff have underlying health conditions.

One of the main tools in the battle against C-19 (according to the science) is the advice to ventilate space – if possible have a window and corridor door open to produce some cross ventilation

8) Keeping occupied spaces well ventilated

Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.

This can be achieved by a variety of measures including:

- mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)*

- *natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air*
- *natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)*

Further advice on this can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](#) and [CIBSE coronavirus \(COVID-19\) advice](#).

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

- *opening high level windows in preference to low level to reduce draughts*
- *increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)*
- *providing flexibility to allow additional, suitable indoor clothing. For more information see [School uniform](#)*
- *rearranging furniture where possible to avoid direct drafts*

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

Other items noted

Curriculum advice

Teachers and early years practitioners may consider focusing more on the prime areas of education, including communication and language, personal, social and emotional development, and physical development, if they think this would support their children to catch up following time out due to coronavirus (COVID-19). For pupils in reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary.

			<i>For pupils in key stage 3, the curriculum should also remain broad from year 7 to year 9 so that the majority of pupils are taught a full range of subjects over the year</i>	
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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.</p> <p>Clifford Holroyde School Pupils are transported to site with LCC Transport (Private Taxi).</p> <p>Generally, all pupils arrive at staggered group times and are escorted to their bubble. Clifford Holroyde will not mark playgrounds as pupils will arriving will be directed 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.</p> <p>School first aid risk assessment to be reviewed, as required: <i>refer to WRA1 Workplace Indoor Risk Assessment – First Aid signage posted that identifies all First Aiders and locations of First Aid boxes.</i></p> <p>Cross corridor fire doors and other high occurrence touch points will be cleaned regularly throughout the working day to prevent contamination of constant touch points</p> <p>Clifford Holroyde staff and visitors arrive at the entrance, use the hand sanitiser and have their temperature checked before being allowed on site. Signing-in is a manual process with visitor's telephone contact number taken. Note:</p> <ul style="list-style-type: none"> • Note; visitors during the pandemic will generally be discouraged from attending site unless there is no other option. • Visitors during the pandemic will be asked to wear face masks whilst in the building. If they don't have their own face mask – the Reception will provide one. • The Reception will record visitor phone numbers for contact tracing purposes • Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments have been reviewed and no update required. <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Classrooms/entrances to classrooms • Halls • Staff rooms • Toilets <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distance.</p> <p>Classroom walkways have tape arrow markings laid out to indicate side to walk on (two way traffic).</p>	<p>LOW Under current guidance for COVID-19</p>
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			<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>Note from; Covid-19-implementing-protective-measures-in-education-and-childcare-settings: Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general, groups should be kept apart, <u>brief, transitory contact, such as passing in a corridor, is a low risk.</u></p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in 'bubbles' where appropriate. Clifford Holroyde conduct virtual assemblies via Zoom projected to a large TV in each classroom.</p> <p>The use of the school staff room is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. Clifford Holroyde's Staff Room numbers are managed by staggered breaks to ensure social distancing. All soft furnishings (contamination risk) have been removed from the Staff Room.</p>	<p>LOW Under current guidance for COVID-19</p>
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs (Clifford Holroyde Lanyards mainly) are kept stored separately from other items and cleaned and sanitised before reissue. The use of lanyards will be suspended quarantined for 72 hours</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed. Screens are installed to areas were staff are required to have face-to-face interaction with visitors.</p> <p>Staff who are able to work from home, are encouraged to do so. Not viable</p> <p>Office windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations.</p> <p>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other. Workstations are single user use. Sharing of workstations is not to be undertaken.</p>	<p>LOW Under current guidance for COVID-19</p>

			<p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required. All staff are involved with sanitation cleaning, including the use of a disinfectant disseminated by the use of a hand pump pressurised spray unit</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	<p>LOW Under current guidance for COVID-19</p>
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available. Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures. Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p>	<p>LOW Under current guidance for COVID-19</p>

5	Covid-19 virus: Classrooms	Staff Pupils	<p>Secondary Schools:</p> <ul style="list-style-type: none"> • Years are grouped into 'bubbles' where class 'bubbles' are not practical due to the range of subjects being taught. • Years are to be kept separate from other years and mixing with other years minimised, as much as possible. • The above suggested model for bubbles is not viable at Clifford Holroyde – the average whole school attendance being 40 pupils is treated as one bubble • Older pupils are encouraged to maintain social distancing within groups where possible. <p>Classes will be kept together and mixing with other classes minimised, as much as possible.</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>Classes are split with no classroom holding more than 15 pupils as per government guidelines whilst ensuring seats can be laid out maintaining 2m distance:</p> <ul style="list-style-type: none"> • Clifford Holroyde pupils are generally kept in a Class/Form and generally only use one room • The whole school can sometimes mix for sports in the Hall or on the Playground • It is not viable for Clifford Holroyde staff (Teachers / TAs') to remain dedicated to one group • 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 keep a safe distance. NO; one bubble • Equipment i.e. keyboards, laptops, ipads, etc., should be cleaned throughout the school day <p>Classes should be kept together and mixing with other classes minimised, as much as possible.</p> <p>All desks face the same direction i.e. front of the classroom.</p> <p>Pupils are seated side by side as opposed to opposite each other. 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>Workshops and science labs layouts should follow the same layout considerations as general classrooms. Now being used</p> <p>All classes are to take place in the same setting wherever possible to limit the numbers moving around the school, No, all classrooms are now being used. Staff clean (sanitise) classrooms before arrival of the next class</p>	<p>LOW Under current guidance for COVID-19</p>
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		<p>Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. <u>Every child has their own bag with all stationary needed, plus other resources such as exercise books, pens, etc. Pupils parents have been informed that pupils may not bring in their own stationary, pencil cases, or other personal items such as toys, sports equipment (e.g. footballs), etc.</u></p> <p>Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles. Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Physical Activities in Schools; <i>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</i></p> <p><i>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</i></p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks</p> <p>Music</p> <p><i>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly. 07 08 2020</i></p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks</p>	<p>LOW Under current guidance for COVID-19</p>
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			<p>Pupils regularly reminded to maintain social distancing where possible. Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible. <i>Windows and doors will be opened during lesson times to allow for (cross) ventilation of the room.</i></p> <p>Note; typical split system air-conditioning can be used during this pandemic (C-19) https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p>	<p>LOW Under current guidance for COVID-19</p>
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Dining room be laid out so that <i>social distancing is maintained</i></p> <p>Note; <i>NO BUFFET will be used and the school will allocate each pupil with cutlery.</i></p> <p><i>Some pupils take packed lunches for dinner – these are taken in the dining room</i></p> <p>Dining room be laid out to maintain 2m social distancing as far as is reasonable practicable.</p> <p><i>Not applicable</i>; tape marking applied to dining room to indicate social distancing in the line for school dinners and not used at present. .</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Lunch times will be staggered to ensure <i>social distancing</i></p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible.</p> <p><i>Water dispensers have been removed from classrooms. Water is provided for pupils in disposable cups when required; breaks, dinner time, etc.</i></p>	<p>LOW Under current guidance for COVID-19</p>

7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Clifford Holroyde school starting and finishing times are generally staggered for individuals as the majority arrive and are collected from school by LCC organised transport (taxi).</p> <p>Start & end of the school day; pupils should go directly to their 'bubble' classroom and are collected / leave directly from that classroom's designated access point. Individual arrival and leaving times are within a wide window of time for drop-off and collection. Staff collect and on exit take pupils to their designated entrance exit point keeping a minimum of 2 metres away from the pupil when collecting and releasing students to their parents or transport.</p> <p>Parents and guardians are requested for only one of them to attend any meetings in the school</p> <p>Parents and guardians generally do not visit the school grounds unless for a pre-arranged meeting with staff.</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.</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"> • Clifford Holroyde has allocated x1 pupil & x1 staff toilet facility • Toilets are managed to ensure social distancing – e.g. one person at a time. • Paper towels are provide in all toilets <p>Water drink fonts to are isolated from pupil use – staff provide water to pupils in disposable cups</p>	<p>LOW Under current guidance for COVID-19</p> <p>LOW Under current guidance for COVID-19</p>
8	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 2m social distancing at all times, where practicable. • Teachers & TAs' should not bend down to pupils level when communicating in close quarter • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors.</p>	<p>LOW Under current guidance for COVID-19</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 with the ultimate sanction of the pupil's exclusion.</p> <p><u>Also see; Supporting children and young people with SEND as schools and colleges prepare for wider opening. Extract from Updating Risk Assessments (please read all of this section in the on-line document for SEND pupils); <i>Following the partial closure of education settings from 20 March 2020, we asked local authorities to consider the needs of all children and young people with an EHC plan and to carry out a risk assessment. Local authorities were asked to work with educational settings and parents or carers to determine whether children and young people would be able to have their needs met at home, and be safer there than attending an educational setting. https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</i></u></p>	
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9	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>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>Reference existing school COSHH risk assessments: School H&S File Section 4, COSHH General Cleaning Chemicals 29a. also; Section 9, COSHH product risk assessments.</p> <p>Cleaners have appropriate PPE in line with current (and any new) 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. Sports/play equipment (bats, balls, skipping ropes, etc.), will be allocated permanently to each class and sanitised at the end of each school day.</p> <p>Each classroom is sanitised by staff at the end of lessons with disinfecting wipes or the hand pump pressurised spray disinfectant solution.</p> <p>Note: Clifford Holroyde has no fixed play equipment</p> <p>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 (15th July 2020)</p> <p>What you need to know (extract from <i>cleaning in non-healthcare settings</i>):</p> <ul style="list-style-type: none"> • 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. Clifford Holroyde will also used ‘red’ (toilet areas) and ‘blue’ (general areas) cloths. The cloths will be disinfected every evening after use. • 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 	<p>LOW Under current guidance for COVID-19</p>
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		<p>School will be fully cleaned at the start/finish of each school day:</p> <ul style="list-style-type: none"> • Ensure waste bins (preferably; pedal bin in every classroom) are monitored and emptied regularly. • Ensure staff receiving deliveries wear gloves. <p>Cleaning through the school day is undertaken by all staff 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.</p> <p>Cleaners on site morn & evening; 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.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> • Printers/photocopying machines • Door, fridge and cabinet handles • Light switches and door entry keypads • Kitchen surfaces <p><u>Waste</u> does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.</p> <p>Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. <u>You do not need to put them in an extra bag or store them for a time before throwing them away.</u></p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put indisposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> • keep it separate from your other waste • arrange for collection by a specialist contractor as hazardous waste <p>There will be a charge for this service. Other household (domestic) waste can be disposed of as normal. 15 07 2020 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>LOW Under current guidance for COVID-19</p>
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10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors Contractors	<p>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. Headteacher will refer to current NHS Advice, web; 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>Liverpool City Council are now managing the requirement to self-isolate a ‘bubble’ contact; Chris Price’s Team (C-19 <i>Single Point of Contact</i>); School Improvement Liverpool email; SPOC@si.liverpool.gov.uk, Tel: 0151 233 3901 to seek ‘next step’ advice.</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> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> • If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 10 days from the start of their symptoms. The 10 day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal. <p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: https://www.gov.uk/guidance/contacts-phe-health-protection-teams. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</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>If necessary a ‘bubble’ will be sent home and advised to isolate in line with guidance.</p>	<p>LOW Under current guidance for COVID-19</p>
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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 **Under current guidance for COVID-19**

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 Government updates for developing operational advice	Headteacher	ongoing	
2	This Risk Assessment is for the September full opening of schools – this risk assessment has been reviewed regularly to comply with Gov. advice. Continue review procedures fortnightly to ensure it is a functioning system	Monitor Government updates for developing operational advice	Headteacher	ongoing	
F	Once additional controls are implemented, what will the overall risk level be: High Medium <u>Low</u>		Risk assessment signed off by: Jane Pepa Signature: N/A electronic <i>Please note an electronic signature will suffice.</i> Date: 16 10 2020 Reviewed 26 11 2020		