



# FLORENCE MELLY COMMUNITY PRIMARY SCHOOL COVID-19 RISK ASSESSMENT

DETERMINATION. RESILIENCE. EMPOWERMENT. APPRECIATION. MOTIVATION & SAFETY  
‘IF YOU CAN DREAM IT, YOU CAN DO IT!’



	Date	School	Location	
A	Thursday 11th February 2021	Florence Melly Community Primary School	Bushey Road, Liverpool. L4 9UA	
	Review Date	Ref:	Assesor	Headteacher
	Thursday 4th March 2021	<b>Version 11</b> amendments/additions (from previous version) are clearly highlighted in green.	Aaron Leach	Aaron Leach

B	<b>Assessment of Risk for:</b>	Model Protection from transmission of COVID-19 during pandemic including all school activities (published on the school website: <a href="https://florencemelly.org/parents/covid-19-updates/">https://florencemelly.org/parents/covid-19-updates/</a> ).
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C	Hazards	People at Risk	Existing Controls	Risk Level
1	<b>COVID-19 virus: General</b>	Staff Pupils Visitors Contractors	<p><b>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</b> Staff are sent 'de-brief emails' frequently, informing them of changes made to the risk assessment, practices and procedures. Staff are responsible for checking and ensuring that they read the updates. The de-brief emails are printed and copies placed on COVID-19 noticeboards located in the staffroom areas. Staff are actively encouraged to raise any concerns they may and make the Headteacher aware of any additional measures they feel should be in place.</p> <p><b>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</b> Members of the SLT are responsible for checking that the procedures put in place are adhered to. The SLT meet frequently to discuss the strengths of the systems and plan alternative procedures to address any areas for further improvement. An SLT WhatsApp group has been established where issues are frequently discussed. The SLT also hold a monthly (or more frequently if required) emergency planning/COVID-19 review meeting, with representatives of the Governing Body, to evaluate the effectiveness of the plans and procedures. This is also attended by the Staff Union representative. The discussion points from these meetings are relayed to all staff via the 'de-brief' email system. The most recent meeting took place on 03/01/21.</p>	Low

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1	<b>COVID-19 virus: General</b>	Staff Pupils Visitors Contractors	<p><b>See the Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy for further details.</b> Two PPE stations have been created (in the foyer area and at the top of the main, central stairwell) for staff to access. An audit of PPE is conducted fortnightly. Additionally, every year group has been provided with a 'Cleaning Toolkit' which contains PPE equipment. Staff are responsible for monitoring the contents of the toolkit and informing a member of the SLT when additional equipment is required. Additionally, Mr Joe Doyle, liaises with staff and ensures that the toolkits are replenished. The last review of the equipment was conducted on 05/01/21. <b>The last PPE/Cleaning equipment order was placed on</b></p> <p><b>School infection control risk assessment.</b> An '<a href="#">Infection Control Policy</a>' is in place and was shared with, and ratified by, the Governing Body on 12/06/20. The policy was shared with all staff members via email on 29/06/20, 11/09/20 and 11/01/20. A copy of the policy has been added to the '<a href="#">Covid-19 Resources - 2020/21 Academic Year</a>' Google Drive folder and paper copies added to the COVID-19 noticeboards in both staffroom areas.</p> <p><b>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.</b> This message has been, and will continue to be, shared with staff and parents/carers on a frequent basis. Reminders and links to this advice and guidance have, and will continue to be, issued to parents via newsletters, the school's website, tweets, physical letters home and Class Dojo. <b>Please see the school's 'Covid-19 Updates' page on the school website for further the most up to date messages sent out: <a href="https://florencemelly.org/parents/covid-19-updates/">https://florencemelly.org/parents/covid-19-updates/</a>.</b></p> <p><b>Managers must also review all of the following applicable individual risk assessments where relevant: New and expectant mothers, Extended duty of care, Stress an/or Individual pupil assessments.</b> All staff have been asked to complete the updated COVID-19 Occupational Risk Assessment Tool issued by LCC. Staff are encouraged to discuss the outcome with the COVID-19 Lead and Headteacher - Mr Aaron Leach. Mr Kieran Baillie, the school's Inclusion Lead, has put individual pupil risk assessments in place for our most vulnerable pupils. These have been developed in consultation with parents/carers and are stored in the COVID-19 Evidence File and Leader's Handbook. These individual pupil risk assessments will be reviewed frequently. In line with current guidance, all CEV staff members are currently shielding and are working from home: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf</a>.</p> <p><b>COVID-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff meeting the following criteria:</b></p> <ul style="list-style-type: none"> <li>▶ <b>Vulnerable member of staff who have received a Government shielding letter.</b></li> <li>▶ <b>Staff who have an extremely vulnerable household member.</b></li> <li>▶ <b>Staff who live with a vulnerable person</b></li> </ul> <p><b>Formal process in place for manager/colleagues to contact the worker if required, as detailed within applicable risk assessment above.</b> Those staff members instructed to work from home will be directed tasks by their line manager. A member of the SLT will contact these staff members sporadically and the school's Mental Health and Well-Being Lead, Mr Joe Doyle, will provide support to these individuals as and when required through keeping in touch phone calls/messages. On return to the work place, a back to work meeting is held between the staff member and Headteacher. <b>A running record of tasks and activities completed is contained within the staff weekly lockdown trackers.</b></p>	Low

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1	<b>COVID-19 virus: General</b>	Staff Pupils Visitors Contractors	<p><b>Manager to regularly update and inform staff of the government guidance regarding COVID-19 controls required:</b></p> <ul style="list-style-type: none"> <li>▶ <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>▶ <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> <li>▶ <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school</a>.</li> <li>▶ <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul> <p>Key guidance and web links provided to staff via the de-brief email system. Staff are encouraged to check their school issued email addresses frequently and stay up to date with the current advice and guidance. Staff are sent the daily DfE COVID-19 update. Additionally, copies of key guidance are added to the COVID-19 noticeboards located in the staffroom areas and uploaded to Google Drive for quick access: <a href="https://drive.google.com/drive/folders/1WYmZihsRIHkuQZlpMN62mis4t8IUxaJ8?usp=sharing">https://drive.google.com/drive/folders/1WYmZihsRIHkuQZlpMN62mis4t8IUxaJ8?usp=sharing</a>.</p> <p><b>Due to the rapidly changing advice on COVID-19, managers should ensure they review safe working procedures and protocols frequently, until such time when it is deemed unnecessary.</b> The SLT meet regularly to discuss changes to the procedures and protocols. These changes are communicated to all staff via a de-brief email, sent as and when required. Printed copies of the de-brief emails are added to the COVID-19 noticeboards, located in the staffroom areas.</p> <p><b>Referring to the following guidance and publications, as applicable:</b></p> <ul style="list-style-type: none"> <li>▶ <a href="#">HSE COVID-19 latest information and advice.</a></li> <li>▶ <a href="#">HSE Working safely during the coronavirus guide.</a></li> <li>▶ <a href="#">Government guidance COVID-19: guidance for schools.</a></li> <li>▶ <a href="#">Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable.</a></li> <li>▶ <a href="#">Government publication COVID-19: cleaning in non-healthcare settings.</a></li> <li>▶ <a href="#">Government publication Best Practice: how to hand wash.</a></li> <li>▶ <a href="#">Government guidance for food business on Coronavirus (COVID-19).</a></li> <li>▶ <a href="#">Government guidance COVID-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE).</a></li> </ul> <p>Documents and links are issued to all staff via the school’s de-brief email system. Staff are encouraged to be proactive and keep themselves up to date with the most recent and relevant advice and guidance. Copies of key guidance have been printed and added to the COVID-19 noticeboards, located in the staffroom areas. All staff have been emailed the latest DfE guidance - Restricting attendance during the national lockdown: schools Guidance for all schools in England - January 2021 on 11/01/21 and a reminder sent on 11/02/21: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf</a></p> <p><b>PPE provided, as required following specific current guidance for the protection of COVID-19:</b>  PPE stations are available in the foyer area and at the top of the main, central stairwell) for staff to access.. The PPE stations are monitored by the SLT and stock replenished accordingly. Staff sent up to date guidance on face coverings and visors, as recommended, on 11/02/21: <a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2020/09/4A-COVID_Info_Sheet_Masks_and_Face_Coverings_V1.0.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2020/09/4A-COVID_Info_Sheet_Masks_and_Face_Coverings_V1.0.pdf</a>.</p>	Low

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1	<b>COVID-19 virus: General</b>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>▶ Public Health England and NHS YouTube video: <a href="#">Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes.</a></li> </ul> <p>Video link sent to all staff, via the de-brief email on 11/09/20 and again on 16/11/20.</p> <p><b>All used PPE should be double bagged and disposed of appropriately – stored safely and securely for at least 72 hours before disposing via the normal waste stream.</b> Specific disposal bins have been identified and communicated to all staff. The bins are located by the PPE stations. These will be emptied daily into an identified PPE bin outside before being disposed via the normal waste stream by our additional cleaner. All staff have been sent a reminder about safely disposing PPE through a de-brief email on 16/11/20 and again on 11/01/21.</p> <p><b>All staff informed that hands should be washed regularly as per Government guidance.</b> Promotional posters have been placed around the school building as constant reminders, including new posters placed in every toilet area: <a href="#">Wash your Hands Poster.</a></p> <p><b>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</b> Promotional posters have been placed around the school building as constant reminders. Staff provided with access to a range of child-friendly teaching resources, including: <a href="https://campaignresources.phe.gov.uk/schools">https://campaignresources.phe.gov.uk/schools</a> and <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a>. Staff encouraged to frequently revisit these resources with the children. The school has purchased mobile hand washing units to encourage more frequent hand-washing, particularly after break and lunch times and at the start of the day. Hand-sanitiser stations are prominent and clearly visible around the school site, labelled using the new branded posters: <a href="#">Hand-Sanitiser Station Posters.</a></p> <p><b>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'.</b> School branded posters are displayed in prominent areas and toilets: <a href="#">'Catch it, Kill it, Bin it'.</a></p> <p><b>Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running.</b> Ensure that the showers are regularly cleaned by SPIE cleaners (as they may be used more frequently). An identified, lockable cupboard is available for staff who require personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running. This was communicated to staff via the de-brief email on 11/09/20. This is located in the main school entrance <b>and is clearly labelled.</b></p> <p><b>Parents/carers kept informed regarding changes to start finish times and any new local rules regarding drop off and pick up etc.</b> Parents are kept fully up to date through the school website, Twitter feed, Class Dojo platform and targeted emails. Further guidance will continue to be sent to parents/carers and they are encouraged to access the COVID-19 news section of the website: <a href="https://florencemelly.org/parents/covid-19-updates/">https://florencemelly.org/parents/covid-19-updates/</a> and latest news section for updates: <a href="https://florencemelly.org/parents/latest-news/">https://florencemelly.org/parents/latest-news/</a>. <b>The most recent update was posted on: 09/02/21.</b> A targeted update was sent to critical/key worker parents/carers and parents/carers of vulnerable pupils returning to school on 05/01/21: <a href="https://drive.google.com/file/d/1o0Oep_lmQG7RJY5AH_wlbQRcJyaTi9kX/view?usp=sharing">https://drive.google.com/file/d/1o0Oep_lmQG7RJY5AH_wlbQRcJyaTi9kX/view?usp=sharing</a>. A remote learning update was also sent to all parents on 06/01/21: <a href="https://drive.google.com/file/d/1erlbwppj7NyR7GXf4s0ID_Nz7vP3F5hB/view?usp=sharing">https://drive.google.com/file/d/1erlbwppj7NyR7GXf4s0ID_Nz7vP3F5hB/view?usp=sharing</a>.</p>	Low

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1	<b>COVID-19 virus: General</b>	Staff Pupils Visitors Contractors	<p><b>Staff kept informed via email, online meetings etc.</b> Staff are sent frequent de-brief emails, informing them of important changes, directing them to guidance or advice and/or keeping them as up to date as possible. Copies of the de-brief emails are stored in the school's COVID-19 Evidence File and Leader Handbook 2020/21. Copies are also printed and placed on the COVID-19 noticeboards located in the staffroom areas.</p> <p><b>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.</b> Staff involved to be de-briefed by a member of the SLT. Staff provided with contact details of the Education Support Partnership - who can provide mental health and wellbeing support to all education staff throughout the crisis: <a href="https://www.educationsupport.org.uk/helping-you/coronavirus-supporting-education-staff">https://www.educationsupport.org.uk/helping-you/coronavirus-supporting-education-staff</a>.</p> <p><b>All incidents reported to the Health and Safety Unit, using the LCC online accident and incident report form. The most recent incident was reported on: 08/02/21.</b></p> <p><b>The school adheres to the HSE guidance for reporting under RIDDOR.</b></p>	Low

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2	<b>COVID-19 virus: General School Environment</b>	Staff Pupils Visitors Contractors	<p><b>The school manages the number of people coming through the school gates during drop off and pick up, as much as possible.</b> This was communicated to all parents on 01/09/20: <a href="https://florencemelly.org/wp-content/uploads/2020/09/Updated-Pick-Up-and-Drop-Off-Arrangements-010920.pdf">https://florencemelly.org/wp-content/uploads/2020/09/Updated-Pick-Up-and-Drop-Off-Arrangements-010920.pdf</a>. A further update was provided based on the feedback of parents/carers. A targeted update was sent to critical/key worker parents/carers and parents/carers of vulnerable pupils returning to school on 05/01/21: <a href="https://drive.google.com/file/d/1o0Oep_lmQG7RJY5AH_wlbQRcJyaTi9kX/view?usp=sharing">https://drive.google.com/file/d/1o0Oep_lmQG7RJY5AH_wlbQRcJyaTi9kX/view?usp=sharing</a>.</p> <p><b>School first aid risk assessment and policy (reviewed as required).</b> An addendum to our first aid policy can be accessed using the following link: <a href="https://drive.google.com/file/d/1wmJtidOJvODjdEJbHdcakrvN0MeTJRx1/view?usp=sharing">https://drive.google.com/file/d/1wmJtidOJvODjdEJbHdcakrvN0MeTJRx1/view?usp=sharing</a>.</p> <p><b>School biometrics and touchscreen entry control systems are to be cleaned regularly and wall-mounted hand sanitiser stations have been installed at entrances and exits for staff/visitors.</b> The school has appointed an additional cleaner who is onsite all day. They are responsible for cleaning the Inventory sign-in system as frequently as possible.</p> <p><b>Hand sanitiser stations located at key entrances to the building.</b> Wall mounted hand sanitiser units have ben installed across the school site. They are clearly visible around the school site, labelled using the new branded posters: <a href="#">Hand-Sanitiser Station Posters</a>.</p> <p><b>Signage, installed to various areas of the building, reminds people to wash hands regularly and adhere to the safety measure set out by the school (in line with Government guidance):</b> <a href="https://drive.google.com/file/d/1TzpuEsZWG3F2JpiG0IBCQ81ySvmIbL_k/view?usp=sharing">https://drive.google.com/file/d/1TzpuEsZWG3F2JpiG0IBCQ81ySvmIbL_k/view?usp=sharing</a>.</p>	Low

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2	<b>COVID-19 virus: General School Environment</b>	Staff Pupils Visitors Contractors	<p><b>Whole school assemblies and collective worship are not to take place during the COVID-19 pandemic. These will be undertaken in 'bubbles' where appropriate or virtually.</b></p> <p><b>The use of the school staffroom areas is minimised to maximise social distancing between colleagues.</b> Wipes and cleaning materials are available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. A second staffroom, located in the ICT suite has been created. This will help dilute the number of staff using each staffroom, minimising the risk of direct/close contact. Seating in staffroom areas has been positioned to ensure adequate social distancing. This is monitored by the SLT.</p> <p><b>An addendum to the school's fire and emergency evacuation procedures has been put in place to reflect the changes caused by the COVID-19 pandemic.</b> <a href="https://drive.google.com/file/d/1kG8jVMe6Kp9n6EnGMPeKzKwsFivFo5Wb/view?usp=sharing">https://drive.google.com/file/d/1kG8jVMe6Kp9n6EnGMPeKzKwsFivFo5Wb/view?usp=sharing</a>. A fire drill, testing these procedures, was conducted on: 09/10/20. <b>The next scheduled fire drill will take place on Friday 12th February.</b></p>	Low

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3	<b>COVID-19 virus: School Reception and Office</b>	Staff	<p><b>Staff are instructed to send information electronically to avoid unnecessary movement around school.</b></p> <p><b>All returned visitor lanyards, passes, keys or fobs are stored separately from other items and cleaned and sanitised before reissue.</b></p> <p><b>All waiting areas are reconfigured to ensure social distancing can be maintained.</b></p> <p><b>Office windows will be opened where practical, to encourage as much natural ventilation as possible.</b></p> <p><b>Workplace layouts are configured to allow staff to maintain social distancing when they are seated at workstations.</b> In accordance with the latest advice, the number of office staff working on site will be kept to a minimum and office staff are encouraged, where possible, to work from home.</p> <p><b>Desks are configured so that office staff are not seated facing each other and workstations are single user use. Desks are positioned at least 2 meters apart.</b> Sharing of workstations is not to be undertaken.</p> <p><b>Staff to clean and sanitise their workstations (including chair arms) at the beginning and end of their daily shift.</b> Additional cleaning products are to be provided for staff to use and replenished as required. The office has been provided with a 'cleaning toolkit', which includes appropriate PPE, anti-bacterial wipes and sprays. The school has appointed an additional cleaner who is onsite all day, they will clean the school reception area and office.</p> <p><b>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues.</b> Where this is not possible, anti-bacterial wipes are made available to clean the telephone handsets after each use. The additional school cleaner has been directed to clean the telephone handsets as frequently as possible.</p>	Low

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3	<b>COVID-19 virus: School Reception and Office</b>	Staff	<p><b>The use of copiers, printers and shredders is for essential school use only.</b> Where it is essential to use such devices, they should be cleaned after each use.</p> <p><b>Staff discouraged from visiting/entering the main office.</b> This was communicated with all staff via a de-brief email sent on 09/09/20 and a reminder sent on 30/09/20. Staff are to use the 'hatch' should they require anything from the office. A reminder has been placed on the school office door.</p>	Low

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4	<b>COVID-19 virus: Meetings</b>	Staff	<p><b>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.</b> During the national lockdown, our fortnightly staff meetings have been postponed. Special, necessary staff meetings may still take place and where possible, these will be conducted remotely. If an 'in-person' meeting is necessary, this will take place in a well ventilated space with adequate social distancing measures in place. Meetings may take place outside, weather permitting.</p> <p><b>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</b> Staff are encouraged to check their school issued email addresses frequently for the de-brief emails which will contain any critical information.</p> <p><b>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</b> Rooms/spaces have posters displayed on the doors, explicitly reminding staff and visitors of the maximum number of people allowed in each space. This is monitored by the SLT.</p> <p><b>Wherever possible, rooms will be adequately ventilated with external windows opened during meetings.</b></p> <p><b>Meeting room users should not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</b></p> <p><b>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.</b></p> <p><b>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</b></p>	Low

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5	<b>COVID-19 virus: Classrooms</b>	Staff Pupils	<p><b>Year groups are kept in 'bubbles' and should not mix with other year groups during the school day. Wherever possible, staff teaching and those supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles.</b> During this national lockdown and school closures, we have limited the number of children safely allowed in each bubble. No year group bubble will have more than 30 pupils - that is 50% of our capacity.</p> <p><b>All desks face the same direction i.e. front of the classroom.</b> Staff have been encouraged to make small adaptations to their classrooms to support social distancing. This includes seating pupils side by side and facing forwards, rather than face to face or side on, and may include moving unnecessary furniture out of classrooms to make more space.</p> <p><b>Frequently used equipment, such as pencils and pens, are individually issued to staff and pupils so that they have their own which are not shared.</b> Children are not permitted to bring in their own stationery and pencil cases into school. The school will provide individual stationery packs for every child to help minimise the amount of contact between pupils. A reminder letter was sent, via email, to all parents on 16/11/20.</p> <p><b>Resources shared between bubbles, such as sports, art and science equipment, will 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.</b></p> <p><b>All unnecessary items are removed from classrooms and teaching environments, as much as possible.</b></p> <p><b>Classes are to take place in the same setting wherever possible to limit the number of individuals moving around the school.</b></p> <p><b>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</b></p>	Low

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6	<b>COVID-19 virus: Dining Areas</b>	Staff Pupils	<p><b>Dining room laid out so that 'bubbles' are separated whilst eating, allowing at least 2 metres between bubbles.</b> The SLT have provided considerable supervision, training and support to both staff and pupils to ensure that the system put in place is understood and adhered to. This system will be monitored by a member of the SLT.</p> <p><b>Lunch times will be staggered to ensure 'bubbles' do not mix.</b></p> <p><b>Dining room tables and chairs will be wiped down between sittings.</b> The school has purchased new dining tables to help improve the efficiency of cleaning between sittings. These tables have accompanying benches rather than individual chairs (which will be easier and quicker to clean).</p> <p><b>Lunchtime supervisors and serving staff to maintain 2m social distancing wherever possible and wear appropriate PPE.</b></p>	Low

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7	<b>COVID-19 virus: School Day</b>	Staff Pupils Visitors Contractors	<p><b>Parents requested not to gather on the school playground and to maintain social distancing at all times.</b> Staff members will be present on the school site and surrounding area, in hi-visibility jackets, to ensure these measures are followed. New, informative posters have been attached to the school fence, encouraging parents to adequately socially distance and wear a face covering when entering the school site: <a href="#">Informative Posters</a>. Reminders are frequently included in the school's weekly newsletters, which are emailed to all parents and published on the school's website and Twitter feed.</p> <p><b>Break and lunch times are staggered for year groups to minimise mixing and numbers using communal areas such as walkways and toilets.</b> Further details can be found on our break/lunch time/playground zone document.</p> <p><b>Where possible the numbers using toilets will be managed.</b> Specific toilets have been designated to each bubble. Where bubbles share a toilet, they are cleaned thoroughly in between each bubble accessing them.</p>	Low

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8	<b>COVID-19 virus: Working and Teaching within the School Environment</b>	Staff Pupils	<p><b>Staff instructed in the following working practices:</b></p> <ul style="list-style-type: none"> <li>▶ Aim to maintain 2m social distancing at all times, where practicable.</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>▶ <b>Wear appropriate PPE and/or face coverings in communal areas.</b></li> </ul> <p><b>Changing of classrooms for different activities is minimised, as far as is reasonably practicable.</b></p> <p><b>Lessons and activities planned to make best use of school resources (staff) whilst ensuring social distancing.</b> Staff to modify their teaching approach to keep a safe distance from children in their classes, as much as possible. Safety tape can be used to help reinforce this. We empower our staff to make their own decisions about how they would like the classroom they are working in set up. Avoid close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).</p> <p><b>Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors.</b></p>	Low

C	Hazards	People at Risk	Existing Controls	Risk Level
9	<b>COVID-19 virus: Cleaning</b>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p><b>All cleaning staff are experienced and have received appropriate training.</b> For further information, please see SPIE risk assessments which are kept in the COVID-19 Evidence File and Leader Handbook in the Headteacher's office. <b>Please see existing SPIE COSHH risk assessments.</b></p> <p><b>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments.</b></p> <p><b>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.</b></p> <p><b>Playground equipment and classroom equipment wiped down and cleansed at the end of the school day and between activities where possible.</b> The school has appointed an additional cleaner who is onsite all day. They are responsible for cleaning high touch points frequently throughout the day, including the school reception area and office. Additionally, each teaching space has been equipped with a 'cleaning toolkit' which includes appropriate PPE, anti-bacterial wipes and sprays.</p> <p><b>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</b> Each teaching space has been equipped with a 'cleaning toolkit' which includes appropriate PPE, anti-bacterial wipes and sprays. The contents of these are checked weekly by Mr Doyle and items are replenished.</p> <p><b>School will be fully cleaned at the start/finish of each school day.</b> In addition to this, the school will commission further comprehensive deep cleans of the entire site. These will be conducted by an external company who specialise in the disinfection and decontamination markets. They use revolutionary &amp; completely touch-less disinfection technologies to ensure that all areas are clean. These will take place termly or more frequently if required.</p> <p><b>A cleaner on site throughout the school day and regularly touched/high-contact points will be regularly wiped down and cleaned.</b></p> <p><b>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</b></p> <ul style="list-style-type: none"> <li>▶ Printers/photocopying machines</li> <li>▶ Lift buttons and door entry keypads</li> <li>▶ Door, fridge and cabinet handles</li> <li>▶ Light switches</li> <li>▶ Kitchen surfaces</li> </ul> <p><b>Classrooms, where a pupil or staff member has become symptomatic during the school day, will be deep cleaned along with other areas the person may have been.</b></p>	Low

C	Hazards	People at Risk	Existing Controls	Risk Level
10	<b>COVID-19 virus: Pupils and staff who become symptomatic during the school day</b>	Staff Pupils Visitors Contractors	<p><b>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.</b> The school will use the Headteacher's office to isolate symptomatic pupils. Staff will be sent home to self-isolate. Any areas, items and surfaces the symptomatic person has come into contact with will be thoroughly cleaned as soon as possible. Additional information about self-isolating can be found using the following link: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p><b>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</b></p> <p><b>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</b></p> <ul style="list-style-type: none"> <li>▶ <b>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.</b></li> <li>▶ <b>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.</b></li> </ul> <p><b>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: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</b></p> <p><b>Where necessary, a 'bubble' will be sent home and advised to isolate in line with guidance.</b> Please see the template letters which will be sent home to parents/carers in the event of a confirmed case and/or outbreak: <a href="#">Template Letter for a Direct/Close Proximity Contact</a>, <a href="#">Template Letter for the Wider School Community - Confirmation of a Positive COVID-19 Case</a> and <a href="#">Template Letter for Parents/Carers about a COVID-19 Outbreak</a>. The letters will always reflect the most up to date guidance, which can be found using this link: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>. The school aims to use as many platforms to inform parents/carers of the need to self-isolate - these include email, text and Class Dojo.</p>	Low

C	Hazards	People at Risk	Existing Controls	Risk Level
11	<b>COVID-19 virus: Pupils who have to self-isolate.</b>	Staff Pupils	<p><b>In the event of a period of self-isolation, the school has a 'Remote Education and Contingency Plans for Outbreaks during the COVID-19 Pandemic' policy in place to ensure that our children do not miss out on anymore education.</b> This policy has been shared with all staff on 29/09/20 and a staff meeting allocated to setting the expectations for learning remotely. The new approach was started with all parents, via the school newsletter, on 02/10/20: <a href="https://florencemelly.org/wp-content/uploads/2020/10/Newsletter-020920.pdf">https://florencemelly.org/wp-content/uploads/2020/10/Newsletter-020920.pdf</a>. The school has identified Miss Nikki Bear, our AHT for the Quality of Education, to take the lead on remote learning. The expectations for children working remotely were communicated to all parents on 06/01/20: <a href="https://drive.google.com/file/d/1erlbwppj7NyR7GXf4s0ID_Nz7vP3F5hB/view?usp=sharing">https://drive.google.com/file/d/1erlbwppj7NyR7GXf4s0ID_Nz7vP3F5hB/view?usp=sharing</a> and an update, in the form of a 'Remote Education Provision: Information for Parents/Carers' guide has been published on the school website. We have developed a specific remote education webpage to keep all stakeholders fully informed and up to date with developments in this area: <a href="https://florencemelly.org/parents/remoteteaching/">https://florencemelly.org/parents/remoteteaching/</a>.</p> <p><b>The school will support the mental health and well-being of self-isolating pupils.</b> Teaching assistants and support staff are tasked with making 'safe and well' phone calls/visits. Those pupils and families who are struggling will be directed to Mr Joseph Doyle, our Mental Health and Well-Being Lead, who will provide support accordingly.</p> <p>Weekly Mental Health and Well-Being Resource are shared with staff, pupils and parents. These are available via the specific mental health and well-being support page of the school website: <a href="https://florencemelly.org/parents/community-support/">https://florencemelly.org/parents/community-support/</a>. The most recent version was posted on: 31/01/21.</p>	Low

D	Controls	E	To be completed by the Manager		
	Additional Controls Required	Action Taken	By Whom	Target Completion Date	Task Completed, Signed and Dated
1	Staff offered home LFT tests in line with the guidance set out by the DfE.	New LFT risk assessment has been developed and shared with all staff on 10/02/21: <a href="https://drive.google.com/file/d/1blg18gkkSyGRWF10IZyz_HnN1buhzwl/view?usp=sharing">https://drive.google.com/file/d/1blg18gkkSyGRWF10IZyz_HnN1buhzwl/view?usp=sharing</a> . A comprehensive email, detailing the new approach was issued to all staff, via a de-brief email, on 27/01/21. Then outcome of each test is monitored, logged and recorded.	Mr Aaron Leach	Ongoing	

F	Once additional controls are implemented, what will the overall risk level be:			Risk Assessment Signed Off By	Signature	Date
	Low	Medium	High	Mr Aaron Leach		11/02/21