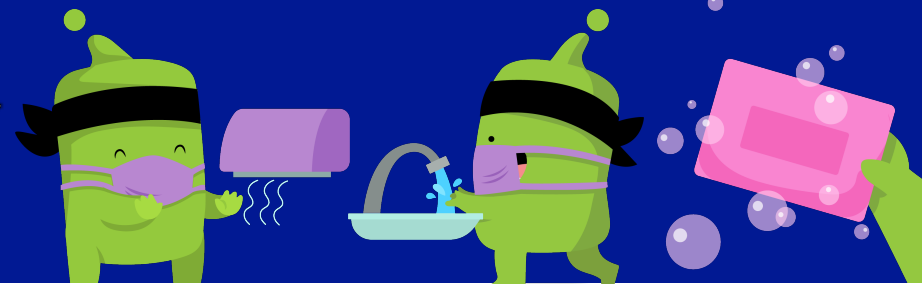


FLORENCE MELLY COMMUNITY PRIMARY SCHOOL

COVID-19 RISK ASSESSMENT

IF YOU CAN DREAM IT, YOU CAN DO IT!



	Date	School	Location	
A	Tuesday 14th December 2021	Florence Melly Community Primary School	Bushey Road, Liverpool. L4 9UA	
	Review Date	Ref:	Assesor	Headteacher
	Friday January 7th 2022	Version 16 amendments/additions (from previous version) are clearly highlighted.	Aaron Leach	Aaron Leach

B	Assessment of Risk for:	<p>Model Protection from transmission of COVID-19 during pandemic including all school activities (published on the school website: https://florencemelly.org/parents/covid-19-updates/). This document takes into consideration the information provided by the Department for Education in their Schools Coronavirus (COVID-19) Operational Guidance and Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak guidance. It also reflects the abundance of information, advice and guidance provided by Liverpool City Council and Public Health.</p>
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C	Hazards	People at Risk	Existing Controls	Risk Level
1	COVID-19 virus: General	<ul style="list-style-type: none"> Staff Pupils Visitors Contractors 	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. 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. Staff are actively encouraged to raise any concerns they may and make the Headteacher/COVID Lead aware of any additional measures they feel should be in place. All staff have been issued with the most recent and relevant guidance to familiarise themselves with. This includes: Schools Coronavirus (COVID-19) Operational Guidance and Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak guidance.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to. 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. The SLT hold, when required, emergency planning/COVID-19 review meetings, with representatives of the Governing Body, to evaluate the effectiveness of the plans and procedures. These meetings are also attended by the Staff Union representative.</p>	Low

C	Hazards	People at Risk	Existing Controls	Risk Level
1	COVID-19 virus: General	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School infection control risk assessment. An 'Infection Control Policy' is in place and has been shared with, and ratified by, the Governing Body on 12/06/20. The policy has also been shared with all staff members. A copy of the policy is available on the school website.</p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will be requested to isolate as per national guidance. This message has been, and will continue to be, shared and reinforced with staff and parents/carers on a frequent basis. Please see the school's 'Covid-19 Updates' page on the school website for further the most up to date messages sent out: https://florencemelly.org/parents/covid-19-updates/. Staff were issued with updated guidance via email on 15/12/21.</p> <p>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. Mr Kieran Baillie (Assistant Headteacher) has put individual pupil risk assessments in place for our most vulnerable pupils. The pupil risk assessments have been developed in consultation with parents/carers. These are reviewed frequently.</p> <p>Manager to regularly update and inform staff of the government guidance regarding COVID-19 controls required. Key guidance, advice and web links are issued to staff via the school's de-brief email system and are available on staff COVID noticeboards. These include, but are not limited to:</p> <ul style="list-style-type: none"> ▶ https://www.gov.uk/coronavirus ▶ https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school ▶ https://www.gov.uk/government/organisations/public-health-england ▶ https://www.hse.gov.uk/ <p>Staff are aware of the following guidance and publications:</p> <ul style="list-style-type: none"> ▶ HSE COVID-19 latest information and advice. ▶ HSE Working safely during the coronavirus guide. ▶ Government guidance COVID-19: guidance for schools. ▶ Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable. ▶ Government publication COVID-19: cleaning in non-healthcare settings. ▶ Government publication Best Practice: how to hand wash. ▶ Government guidance COVID-19: Safe working in education, childcare and children's social care settings <p>Due to the changing advice on COVID-19, the school's leadership team, including Governors, review safe working procedures and protocols frequently, until such time when it is deemed unnecessary. The SLT meet regularly to discuss changes to the procedures and protocols.</p>	Low

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1	COVID-19 virus: General	Staff Pupils Visitors Contractors	<p>All staff are encouraged to undertake twice weekly home tests whenever they are due on site until the end of September, when advice will be reviewed. The school has developed an LFT risk assessment which has been shared with all staff on 10/02/21: https://drive.google.com/file/d/1bLg18gkkSyGtRWFIOIZyz_HnN1buhzwf/view?usp=sharing.</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. PPE stations are available for staff to access. An audit of PPE is conducted fortnightly and stock replenished. Mr Joe Doyle, takes responsibility for this. Every year group has been provided with a 'Cleaning Toolkit' which also contains PPE equipment as well as cleaning products. Staff are responsible for monitoring the contents of the toolkit and informing a member of the SLT when additional equipment is required. All staff have been provided with instruction in the correct use and fitment of PPE. A video link has been sent to all staff, via the de-brief email on 11/09/20 and again on 16/11/20. Public Health England and NHS YouTube video: Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes.</p> <p>PPE provided, as required, following specific current guidance for the protection of COVID-19. PPE stations are available for staff to access. The PPE stations are monitored by the SLT and stock replenished accordingly. The following PPE is provided:</p> <ul style="list-style-type: none"> ▶ Disposable half face mask ▶ Disposable gloves ▶ Disposable aprons ▶ Face shields/visors ▶ Where personal care is to be provided eye protection/surgical face masks <p>The DfE recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible and in communal areas. Children in primary school do not need to wear a face covering but we leave this open to individual preference. We will never discourage anyone who wants to wear a face covering! Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.</p> <p>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. 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.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance. Promotional posters have been placed around the school building as constant reminders. Staff have been provided with access to a range of child-friendly teaching resources, including: https://campaignresources.phe.gov.uk/schools and https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus. Staff are 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: Hand-Sanitiser Station Posters. These are monitored on a daily basis by our own cleaner and replenished as required.</p>	Low

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1	COVID-19 virus: General	Staff Pupils Visitors Contractors	<p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. School branded posters are displayed in prominent areas and toilets: 'Catch it, Kill it, Bin it'. Promotional posters have been placed around the school building as constant reminders, including new posters placed in every toilet area: Wash your Hands Poster.</p> <p>Staff kept informed of COVID developments via email, online meetings etc. 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.</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. 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: https://www.educationsupport.org.uk/helping-you/coronavirus-supporting-education-staff.</p> <p>All incidents are reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>The school adheres to the HSE guidance for reporting under RIDDOR. ▶ https://www.hse.gov.uk/coronavirus/riddor/index.htm</p>	Low

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2	COVID-19 virus: General School Environment	Staff Pupils Visitors Contractors	<p>School first aid risk assessment and policy (reviewed as required). An addendum to our first aid policy can be accessed using the following link: https://florencemelly.org/wp-content/uploads/2021/01/Addendum-First-Aid-copy.pdf. It is published on the COVID-19 Updates page of the school website.</p> <p>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. The school has appointed an additional cleaner who is on-site all day. They are responsible for cleaning the Inventory sign-in system as frequently as possible.</p> <p>Hand sanitiser stations located at key entrances to the building/areas of the building. Wall mounted hand sanitiser units have been installed across the school site. They are clearly visible around the school site. These are monitored on a daily basis by our own cleaner and serviced when necessary.</p>	Low

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2	COVID-19 virus: General School Environment	Staff Pupils Visitors Contractors	<p>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): https://drive.google.com/file/d/1TzpuEsZWG3F2JpiG0IBCQ81ySvmIbL_k/view?usp=sharing.</p> <p>Whole school assemblies and collective worship will not take place. These will be re-introduced in phases.</p> <p>The use of the school staffroom areas is minimised to maximise social distancing between colleagues. Wipes and cleaning materials are available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. Break and lunch times are staggered. This will help dilute the number of staff using the staffroom at any one point, 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>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. These are available on the school website: https://florencemelly.org/wp-content/uploads/2021/01/FIRE-AND-EMERGENCY-EVACUATION-PROCEDURES-2-2.pdf.</p>	Low

C	Hazards	People at Risk	Existing Controls	Risk Level
3	COVID-19 virus: School Reception and Office	Staff	<p>Staff are encouraged to send information electronically to avoid unnecessary movement around school. Every staff member has been issued with a new iPad to help support this new approach. Further training will be scheduled to support staff where appropriate.</p> <p>All returned visitor lanyards, passes, keys or fobs are stored separately from other items and cleaned and sanitised before reissue. This is managed by the school's office staff.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained.</p> <p>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 when they are seated at workstations. Desks are configured so that office staff are not seated facing each other and workstations are single user use. Desks are positioned as far apart as physically possible. Sharing of workstations is not to be undertaken!</p> <p>Staff to clean and sanitise their workstations (including chair arms) at the beginning and end of their daily shift. 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 frequently throughout the school day.</p>	Low

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3	COVID-19 virus: School Reception and Office	Staff	<p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, anti-bacterial wipes are made available to clean the telephone handsets after each use.</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 cleaned after each use and anti-bacterial wipes are provided.</p> <p>Staff are discouraged from visiting/entering the main office. Staff are to use the 'hatch' should they require anything from the office. A reminder has been placed on the school office door: https://florencemelly.org/wp-content/uploads/2021/05/Office-Keep-Out-Sign.pdf.</p>	Low

C	Hazards	People at Risk	Existing Controls	Risk Level
4	COVID-19 virus: Meetings	Staff Parents/ carers	<p>All in-person meetings should be kept to a minimum. 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>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff. Staff are encouraged to check their school issued email addresses frequently for the de-brief emails which will contain any critical information.</p> <p>Whole-school meetings (INSET days for example) will be held in large, well-ventilated spaces to allow for adequate distancing of attendees. Attendees are encouraged to take an LFT test on the morning of the meeting, prior to attending. If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged.</p> <p>Meeting room users are 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>Meeting rooms should be thoroughly aired on completion of the meeting.</p>	Low

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4	COVID-19 virus: Meetings	Staff Parents/ carers	Parent/carer meetings and visits are to be held in as large a space as possible to allow for adequate distancing between attendees or remotely online. If adequate distancing cannot be achieved, the wearing of a face covering is encouraged. Where possible, events will take place outside and any attendee numbers at any indoor events will be appropriately restricted to relend the room size. Attendees are encouraged to take an LFT test on the morning of the event.	Low

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5	COVID-19 virus: Classrooms	Staff Pupils	As best as possible, individual and 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. Children are not permitted to bring in their own stationery and pencil cases into school. The school will provide individual stationery for every child to help minimise the amount of contact between pupils. Cleaning of hands is encouraged when changing classrooms for different activities. Resources shared between bubbles, such as sports, art and science equipment, will be cleaned frequently and always between use by different bubbles, or rotated to allow them to be left unused for a period of 48hrs (72hrs for plastics) between use by different bubbles. This is overseen by Mr Kieran Moore, our specialist Sports Coach. Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible. To balance the need for increased ventilation while maintaining a comfortable temperature, we: <ul style="list-style-type: none"> ▶ increase the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused). ▶ children and adults will be given flexibility to allow additional, suitable indoor clothing. ▶ furniture will be rearranged where possible to avoid direct draughts. ▶ heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Our classrooms are aired thoroughly when empty.	Low

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6	COVID-19 virus: Dining Areas	Staff Pupils	Dining room set out so that year groups are separated whilst eating, allowing adequate distancing. Lunch times will continue to be staggered to ensure phases do not mix, as best as possible. Dining room windows/doors will be opened to allow as much ventilation as possible.	Low

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6	COVID-19 virus: Dining Areas	Staff Pupils	Dining room tables and chairs will be wiped down between sittings. The school has purchased new dining tables to help improve the efficiency of cleaning between sittings. These tables have attached benches rather than individual chairs (which are easier and quicker to clean).	Low

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7	COVID-19 virus: Cleaning	Staff Pupils Visitors Contractors	<p>All cleaning staff are experienced and have received appropriate training. For further information, please see SPIE risk assessments.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments.</p> <p>Any new cleaning products brought on site in response to the current COVID-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Playground equipment and classroom equipment wiped down and cleansed at the end of the school day and between activities where possible. 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>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. 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>School will be fully cleaned at the start/finish of each school day. In addition to this, the school will commission further comprehensive deep cleans of the entire site, as and when required.</p> <p>A cleaner on site throughout the school day and regularly touched/high-contact points will be regularly wiped down and cleaned.</p> <p>Classrooms, where a pupil or staff member has become symptomatic during the school day, will be deep cleaned along with other areas the person may have been.</p>	Low

C	Hazards	People at Risk	Existing Controls	Risk Level
8	COVID-19 virus: Ventilation	Staff Pupils Visitors Contractors	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible. Ventilation levels are monitored using the DfE issued CO2 monitors.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window but fans should not be used in poorly ventilated areas.</p> <p>Prior to the receipt of CO2 monitors (as per the Government roll out), potentially poorly ventilated areas have been identified and steps are taken to improve the ventilation or reduce the occupancy/use of these areas. These include:</p> <ul style="list-style-type: none"> ▶ Limiting numbers entering and working within the space ▶ Reduce the time spent in area ▶ Doors kept open whilst within and left open when leaving to air room (unless fire door). 	Low


C	Hazards	People at Risk	Existing Controls	Risk Level
9	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. The school will use a 'pod' in the reception area 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: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection.</p> <p>The self-isolation advice for contacts of people with coronavirus (COVID-19) has changed to reduce the risk of spread to others.</p> <p>Anyone aged 5 years and over who lives in the same household as someone with COVID-19 and who is not legally required to self-isolate is now strongly advised to take an LFD test every day for 7 days. If any of these LFD tests are positive they should self-isolate in order to protect other people. The public health advice for people with symptoms of, or a positive test result for COVID-19 remains the same for everyone.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be worn if close contact is necessary.</p>	Low

C	Hazards	People at Risk	Existing Controls	Risk Level
9	COVID-19 virus: Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors Contractors	<p>Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and too follow the current advice.</p> <p>Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance for households with a possible coronavirus infection. A PCR test will be required to check the LFT test result. If a PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school, as long as they are not symptomatic.</p>	Low

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10	COVID-19 virus: Outbreaks	Staff Pupils Visitors Contractors	<p>Our school has an outbreak management plan covering the possibility that bubbles, and all previous social distancing controls, may be reintroduced locally due to raised COVID cases locally.</p> <p>The school will complete the online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/.</p> <p>Our school will contact local authority SPOC team if they have a positive case. We will liaise with the local health protection team, where necessary, and advise if any additional action is required, such as implementing elements of our outbreak management plan. Further advice can be sought through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.</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	Parents requested not to gather on the school playground and to maintain adequate distancing at all times.	Staff members will be present on the school site and surrounding area, in hi-visibility jackets, to ensure these measures are followed. Reminders are frequently issued to parents/carers through multiple platforms.	Mr Aaron Leach	Ongoing	

2	Where possible the numbers using toilets will be managed.	Specific toilets have been designated to each year group/phase. Where groups share a toilet, they are cleaned thoroughly in between each year group/phase accessing them.	Mr Aaron Leach	Ongoing	
3	All external agencies working within the school have made the school aware of the safety measures they have put in place.	They have provided their own risk assessments which are stored in the school's COVID-19 Leader File.	Mr Aaron Leach	Ongoing	
4	External agencies and visitors are made aware of the school's safety measures before commencing work with the staff and/or children.	'Our Response to the COVID-19 Pandemic! A Guide for Visitors' leaflets are available in the entrance foyer as part of a COVID-19 display.	Mr Aaron Leach	Ongoing	
5	The school will support the mental health and well-being of self-isolating pupils.	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.	Mr Aaron Leach	Ongoing	
6	Frequent 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: https://florencemelly.org/parents/community-support/ .	Mr Aaron Leach	Ongoing	
7	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.	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 can be found in the following parent/carer guide: ' Remote Education Provision: Information for Parents/Carers '. We have developed a specific remote education webpage to keep all stakeholders fully informed and up to date with developments in this area: https://florencemelly.org/parents/remotelearning/ .	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		14/12/21