



FLORENCE MELLY COMMUNITY PRIMARY SCHOOL

COVID-19 RISK ASSESSMENT

IF YOU CAN DREAM IT, YOU CAN DO IT!



	Date	School	Location	
A	Tuesday 1st March 2022	Florence Melly Community Primary School	Bushey Road, Liverpool. L4 9UA	
	Review Date	Ref:	Assesor	Headteacher
	Friday 8th April 2022	Version 18 amendments/additions (from previous version) are clearly highlighted.	Aaron Leach	Aaron Leach

B	Assessment of Risk for:	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 COVID-19 operational guidance - February 2022 and Contingency framework: education and childcare settings - February 2022 . It also reflects the abundance of information, advice and guidance provided by Liverpool City Council and Public Health.
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C	Hazards	People at Risk	Existing Controls	Risk Level
1	COVID-19 virus: General	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 COVID-19 operational guidance - February 2022 and Contingency framework: education and childcare settings - February 2022 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

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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, staff and other adults should follow guidance on People with COVID-19 and their contacts if they have COVID-19 symptoms. Pupils and staff should return to school as soon as they can, in line with guidance for People with COVID-19 and their contacts.</p> <p>Individual risk assessments, where relevant, will be reviewed and amended. Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</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 noticeboards.</p> <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> <p>Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. We recognise that there may be circumstances where face coverings are recommended and will never prevent or discourage pupils, staff or visitors from wearing a face covering if they wish to do so.</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> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</p>	Low

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1	COVID-19 virus: General	Staff Pupils Visitors Contractors	<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://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> <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.</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>We have contingency plans in place outlining how we will operate if we need to take extra measures in exceptional circumstances. In such cases, we will liaise closely with LCC and Public Health.</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> <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>The use of the school staffroom areas is staggered as best as possible to minimise levels of occupation. 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

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3	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.</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>	Low

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3	COVID-19 virus: Meetings	Staff Parents/ carers	<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>Meeting rooms should be thoroughly aired on completion of the meeting.</p> <p>Parent/carers meetings and visits are to be held in as large a space as possible to allow for adequate distancing between attendees or remotely online. Where possible, events will take place outside and any attendee numbers at any indoor events will be appropriately restricted to reflect the room size.</p>	Low
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4	COVID-19 virus: Classrooms	Staff Pupils	<p>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:</p> <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. <p>Our classrooms are aired thoroughly when empty.</p> <p>CO2 monitors have been provided so that staff can quickly identify where ventilation needs to be improved.</p>	Low
C	Hazards	People at Risk	Existing Controls	Risk Level
5	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>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>Maintain appropriate cleaning regimes by having a cleaner on site throughout the school day and regularly touched/high-contact points will be regularly wiped down and cleaned.</p>	Low

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6	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 and the levels of ventilation are monitored by members of the SLT.</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>CO2 monitors have been provided so that staff can quickly identify where ventilation needs to be improved.</p>	Low

C	Hazards	People at Risk	Existing Controls	Risk Level
7	COVID-19 virus: Testing, self-isolation and managing confirmed cases of COVID-19.	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.</p> <p>Tracing close contacts and isolation. Public health advice for People with COVID-19 and their contacts changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.</p> <p>Pupils, staff and other adults should follow guidance on People with COVID-19 and their contacts if they have COVID-19 symptoms.</p> <p>From 21 February 2022, staff will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population.</p> <p>In the event of an outbreak, we will seek advice from our local health team and LCC and staff may be required to undertake testing for a period of time.</p> <p>Those formerly considered to be critically extremely vulnerable are not required to shield again. If staff were previously identifies as being in one of these groups, they are advised to continue to follow: Guidance for people previously considered clinically extremely vulnerable from COVID-19. Staff with weakened immune system should follow: Guidance for people whose immune system means they are at higher risk from COVID-19.</p>	Low

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7	COVID-19 virus: Testing, self-isolation and managing confirmed cases of COVID-19.	Staff Pupils Visitors Contractors	<p>In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, staff are expected to share and discuss their concerns.</p> <p>Children and young people who were previously identified as being in one of these groups are advised to continue to follow: Children previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>We will follow this specific guidance relating to pregnant employees: https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees.</p>	Low

C	Hazards	People at Risk	Existing Controls	Risk Level
8	COVID-19 virus: Outbreaks	Staff Pupils	<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> <p>In the event of an outbreak, we will seek advice from our local health team and LCC and staff may be required to undertake testing for a period of time.</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	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	
	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	
	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	
	Continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time.	Mr Kieran Baillie and Mr Joseph Doyle will support families as appropriate, using the information provided in:	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		01/03/22