



COVID 19 RISK ASSESSMENT

Date of Assessment: 3rd August 2020 Carried out by: Mr. A. Kinsey /Mrs. M> Stevenson/ Mrs. C. Morris

Risk / Hazard	Person(s) at Risk	Control Measures	Comments	Action
<p>Before re-opening school after partial closure and possible spread of infection.</p>	<p>Staff & Pupils</p>	<ol style="list-style-type: none"> 1) All water systems in school have been flushed weekly to control legionella Hot water calorifiers also run up to temperature 2) Fire alarms have been tested week 3) All statutory compliance testing completed and in date 4) Fire drill to take place during first month of opening 5) All school surfaces thoroughly cleaned and soft furnishings and mats removed 6) Current risk assessments 7) Staff briefing / training to inform them of new procedures put in place to avoid infection (copies of this risk assessment to be sent to staff, parents and governors.) 	<p>(1 -3) Checked by premises staff</p> <p>4) Head teacher / deputy to arrange. (see addendum to fire risk assessment for COVID 19)</p> <p>6) Need to review after significant changes to school operation</p> <p>7) Governors to approve measures before opening up</p>	<p>Head Teacher / Site manager (Fire drill)</p> <p>Site Manager & Deputy Head (to review risk assessments)</p> <p>Head & school management team to brief / train staff</p>

		8) Parent mail to inform them of new procedures in place	Send parent mail	Head teacher
Lack of social distancing 1) Pupil arrival and drop off	Staff, Pupils & Parents	1) One-way systems for children and parents to use for children drop off /pick up with gates manned by school staff to indicate the path parents should follow (see addendum for school opening and closing) Painted lines on pathways indicating distances 2) Notices to be displayed to remind and indicate distances 3) Staff to Man School Gates to aid safe arrival & pick-up 4) Timetable to allocate arrival and pick up times (family groups to be considered) 5) Breakfast club will not operate for the first 3-day week with a build-up of numbers over the following 2 weeks (Juniors 7/9/2020 and infants 14/9/2020) 6) Barriers conforming to BS6180 to be used to cordon off areas to prevent mixing 7) Parents to remove any pupils face coverings before they enter school	School staff to be briefed on new procedure Notices to be manufactured to include need to socially distance and to indicate year group route E.G. Nursery entrance / exit. Staff manning the gates to be given procedure for set-up and set down entrances / exits. PPE is available for staff if they feel the need to wear it Parent-mail to inform parents of the need to keep to social distancing and the system the school intends to operate Children will be placed in year groups and will not be allowed to approach the serving counter. Play equipment will not be available. Anti-trip feet purchased for barriers Need to get sandbags to weigh down feet	Head Teacher Head / deputy head Head / Site manager Head Teacher Head Teacher & kitchen staff Site manager Head teacher /

<p>2) Staff arrival / departure & Hand sanitizing requirement</p> <p>3) Visitors /delivery men.</p>		<p>8) Hand sanitizing stations to be in place during pupil entrance / exit</p> <p>9) Clearly displayed notices to remind persons or the requirement to wash their hands</p> <p>10) It is a requirement that anyone entering or leaving the building wash their hands using the staff restrooms or hand sanitizing station</p> <p>11) Site visitors to be kept to an absolute minimum with routine maintenance planned for holiday periods where possible.</p> <p>12) Main entrance to be used for deliveries (barrier to be in place during pupil entrance times)</p> <p>13) Breakdown maintenance to be done using approved contractors (contractors to be briefed by school staff as to procedures for Covid19 prevention</p> <p>14) Parents or carers encouraged to speak to school by phone, meetings by appointment only</p>	<p>Signage to be manufactured</p> <p>All staff to be briefed on the hand washing requirement (including cleaning, dinner and welfare staff.)</p> <p>Visitors to be informed of the need to wash their hands and where to do so by the member of staff giving them access.</p> <p>Admin and premises staff to be briefed on procedure to follow with all staff to be made aware of the procedures in place.</p> <p>Cunliffes have been informed of the school requirements</p> <p>Parents and carers to be informed of procedures</p>	<p>Deputy head / Site manager</p> <p>Head teacher</p> <p>Head teacher to brief staff on procedures to follow</p> <p>Head teacher</p>
<p>Lack of social distancing during school day (spread of infection)</p>	<p>Staff & pupils</p>	<p>1) Desks to be front facing from year 1 upwards</p> <p>2) PPE is available for all staff should they be advised by a doctor to, or feel the need to wear it</p> <p>3) Notices to remind to keep socially distanced with floor tape applied where deemed necessary</p> <p>4) To encourage good respiratory hygiene a “Catch it bin it kill it” approach should be adopted</p>	<p>notices to be manufactured</p> <p>All bins replaced with pedal bins and emptied regularly</p>	<p>Teachers</p> <p>Head teacher</p> <p>Head teacher</p> <p>Head teacher</p>

		<p>5) Assemblies when necessary will be done in year groups by either the Head or Deputy head teachers and may take place in classrooms to avoid movement around school and mixing of bubbles</p> <p>6) Consideration should be given to any BAME staff or pupils who are at a higher risk from COVID 19</p> <p>7) Initially lunches for Reception and year 6 pupils in hall with lunch for other year groups to be taken in classrooms (see lunch and break times addendum)</p> <p>8) Timetable breaks to reduce numbers in corridors, on playground and in staff room (see lunch and break times addendum)</p> <p>9) Hand wash/ sanitize before re-entering classrooms</p> <p>10) Lesson plans and activities to be reviewed with social distancing in mind with use of outdoor spaces considered</p> <p>11) Time table and monitor toilet breaks to fit in with classroom / bubble break-times</p> <p>12) Traffic light system for staff restroom with distancing tape on floor outside.</p> <p>13) Regular wipe down of surfaces in each bubble & in each restroom</p>	<p>Consider redeployment of staff. Consult with pupils' parents or carer</p> <p>parents to be asked provide packed lunches & drinks / water bottles in disposable packaging / bottles. A supply of plastic disposable cups to be available regular emptying of bins</p> <p>mobile sanitizing stations locations to be identified</p> <p>Color-coded card system for each bubble to use outside their allotted timetable to be manufactured with staff and pupils briefed regarding the procedure</p> <p>Traffic light card to be manufactured with more use made of disabled toilets</p>	<p>Site manager Head teacher Head teacher / site manager</p> <p>Head teacher</p> <p>Head teacher</p> <p>Head teacher</p> <p>Head teacher</p>
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Staff availability / shortage	Staff / pupils	<p>Audit of staff to ascertain any pre-existing conditions with reviews done regularly.</p> <p>Pregnant staff advised to work from home</p> <p>Supply staff will be briefed with regard to this risk assessment and requirements</p>	<p>Consider vulnerability with regard to staff underlying medical conditions, staff living with a vulnerable person, Staff who are self-isolating</p> <p>Ensure availability of first aiders</p>	Head teacher
Changes to timetable and operation of school day	Pupils	SENCO review and risk assess pupils attending	<p>Extra support time should be considered depending on categories of pupils on site</p> <p>Consideration given to the number, age and stage of development of pupils on site</p> <p>Consideration for frequency of pupils' attendance and the resources for pupils who attend irregularly</p> <p>Pupils with special educational needs</p>	SENCO
Pupils who pose threat of disruptive behavior Causing a threat to spread of infection	Staff & Pupils	<p>Review of the pupils' individual risk assessments done with regard to COVID 19</p> <p>Review of pupils not previously considered a risk that now pose a risk because of the current situation</p>	<p>Measures established to eliminate or reduce risks</p> <p>Parents & carers to be asked to monitor their child's health and refrain from sending them to school if they or a member of their household are displaying symptoms.</p>	Head teacher & Deputy Head

		Review of behavior policy to cover COVID 19 with the sanctions which will be in place for persons willfully disrespecting control measures		
Staff or pupils becoming unwell on the school premises	Staff & pupils	Staff and pupils who become symptomatic should be sent home. The Atrium to be used to isolate pupils while they await collection Staff in attendance should keep 2 meters apart where possible and wear an apron, disposable gloves, mask, and visor. The used PPE should be bagged and disposed of safely.	A PPE station to be established & kept in the Atrium for staff who are supervising. Staff to be briefed on procedure All rooms that have been contaminated by symptomatic persons should be taken out of use and deep cleaned. (see cleaning addendum)	Head teacher Head teacher
Staff or pupils requiring non - covid19 related first aid	Staff & pupils	Staff giving first aid should wear a mask or visor, disposable gloves and an apron. All used PPE should be bagged and disposed of safely	PPE to be available and stocks maintained at the first aid stations	
Staff or pupils confirmed as having COVID19	Staff & pupils	Staff, parents or carers asked to notify the school immediately. Staff and pupils should self-isolate and not attend school for 7-14 days with advice taken from the GP and Public Health England. The NHS test and trace process should be engaged Infected persons will be advised to be tested before coming back to school	Parents / carers to be sent parent mail to inform them of the need to comply. Staff to be informed in briefing	Head teacher
Lack of personal hygiene	Staff & pupils	Frequent hand washing encouraged with mobile washing stations provided around key areas of the school. Hand sanitizers made available Staff to assist and monitor pupils hand washing Tissues available to each classroom / bubble Pupils encouraged to cover their mouth and nose with a tissue when coughing or sneezing with “catch it bin it kill it” approach encouraged	Mobile hand wash station points to be communicated to staff and pupils Brief staff on new procedure e.g. use of bins	Head Teacher

		Pupils should arrive at school in their P.E. kits on their allocated day. P.E. will only be an outdoor activity initially. Joggers can be worn over shorts if required	Parents have been informed via parent mail.	
Lack of general cleaning	Staff & pupils	<p>Cleaning products / stations provided in each classroom and shared areas</p> <p>Non fixed Outdoor play equipment not to be used apart from supervised P.E. sessions were each year group will be provided with equipment which will be wiped down or isolated for 72 hours after use</p> <p>Early years outdoor equipment will be used and wiped down regularly</p> <p>Soft furnishings removed and mats restricted to nursery and reception use</p> <p>Books to be taken home (books will be picked by staff. Children will no longer change their own books and staff will ensure new procedures are followed to prevent contamination)</p>	<p>Stations and contents to be checked and restocked daily</p> <p>Staff to be briefed</p> <p>isolation areas next to equipment sheds Need to communicate new procedure to staff</p> <p>Procedure to follow needs to be communicated to staff</p>	<p>Site manager</p> <p>Head Teacher</p> <p>T. Williams</p> <p>Head / deputy head</p>
Maintenance of premises	Staff & pupils	Cunliffes have been informed of the school requirements so they can pass these on to contractors prior to engagement. Instructions not to attend if symptomatic,	<p>Visitors to be informed of the need to wash their hands and where to do so by the member of staff giving them access.</p> <p>Admin and premises staff to be briefed on procedure to follow with all staff to be made aware of the procedures in place.</p>	<p>Head teacher / Site Manager</p> <p>Head Teacher</p>
Staff room usage and break times	Staff	1) 2 extra areas designated as staff rooms (3 in total)		Head Teacher

		<p>2) Signage to remind of the need to keep to social distancing</p> <p>3) Tea/coffee station</p> <p>4) Spacing of tables and chairs</p> <p>5) Hand sanitizing station near entrance/exit With paper towel holder placed near to exit door to use on door handle</p> <p>5) Alcohol wipes cleaning spray and paper towels to be provided on each table to allow user to clean the area used after themselves</p>	<p>Signage to be manufactured and staff briefed</p> <p>Staff to split break times around the childrens breaks to keep the bubble intact and reduce numbers in the staff rooms</p> <p>Traffic light system in place to limit numbers in restrooms</p>	
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Date of Review: 3/8/2020	Reviewed by: A. J. Kinsey & M. Stevenson	Comments: This is a review of the Holy Rosary COVID19 risk assessment from 15th June 2020
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Date of Review:	Reviewed by:	Comments:
Date of Review:	Reviewed by:	Comments:
	Reviewed by:	Comments:

ADDENDUM TO FIRE RISK ASSESSMENT

Holy Rosary COVID19 addendum to fire risk assessment

Fire assembly points: - In the event of a fire or drill, to preserve COVID19 bubbles the following changes to fire assembly points need to be followed.

Nursery (Light Pink Bubble)

The Nursery Classes (Light Pink bubble) should use the area of the playground beyond the two planters and can distance accordingly

Reception (Green Bubble)

The Reception Classes (Green bubble) should use the reception class playground beyond the play bridge and space accordingly

Year 1 (Dark Pink Bubble)

The Year 1 (dark pink bubble) should use the key-stage 1 playground near to the gate to the main entrance walkway and space accordingly.

Year 2 (Light Blue Bubble)

The Year 2 (Light Blue bubble) should use the key-stage 1 playground near to the west car park gate and space accordingly.

Year 3 (Yellow Bubble)

The Year 3 (Yellow bubble) should use the key-stage 2 playground nearest to the P.E. shed

Year 4 (Red Bubble)

The Year 4 (Red Bubble) should use the key-stage 2 playground nearest to the prayer garden

Year 5 (Orange Bubble)

The Year 5 (Orange bubble) should use the nearest caged area

Year 6 (Dark Blue Bubble)

The year 6 (Dark Blue Bubble) should use the furthest caged area and space accordingly

ADDENDUM TO SCHOOL OPENING / CLOSING PROCEEDURE

COVID 19 PROCEDURE FOR OPENING & CLOSING SCHOOL

For The purposes of this procedure the gates into the school are numbered as follows.

Gate 1 is the present gate from Oriel Drive to breakfast club / hall

Gate 2 is the side gate from nursery to the pathway to the hall

Gate 3 is the link gate between nursery and reception playgrounds

Gate 4 is the gate from reception playground to the main entrance pathway

Gate 5 is the main entrance gate to Oriel Drive

Gate 6 is the gate from key-stage 2 playground to the main entrance pathway

Gate 7 are the double gates from Oriel Drive to Key-stage 1 playground

Gate 8 is the gate from the west car park to key-stage 1 playground

Gate 9 is the link gate between the key-stage 1 and key-stage 2 playgrounds

Gate 10 are the gates onto the school field

Before children enter the premises any face coverings should be removed by parents.

THE ONE-WAY SYSTEM FLOWS TO AID SOCIAL DISTANCING FOR EACH YEAR GROUP ENTRY ARE

Nursery – entrance through gates 1 then 2, drop off and parents exit using gates 3, 4 &5.

Reception – entrance through gates 1,2 &3 drop off and exit using gates 4 & 5

NO parents of year1 to year 6 pupils should enter the school premises during drop off

Year 1 – Children drop off at double gates (gate 7) and go straight to classroom using classroom outside doors.

Year 2 - Children drop off at double gates (gate 7) and go straight to classroom using classroom outside doors.

Year 3 - Children drop off at double gates (gate 7) and enter using the infant toilet corridor.

Year 4 – Children drop off at west car park gates and proceed through gate 9 to key-stage 2 playground then enter school using their classroom outside door.

Year 5 - – Children drop off at west car park gates and proceed through gate 9 to key-stage 2 playground then enter school using the door between J6 & J7 for Junior 5 and the outside classroom door for Junior 6

Year 6 - – Children drop off at west car park gates and proceed through gate 9 to key-stage 2 playground then enter school using the door between J6 & J7.

Family Group drop off is at gate 5

Breakfast club – Enter using gate 1 with parents requested to keep to the left along the walkway to the hall then, socially distance while waiting to be invited to enter the hall and make payment.

Premises staff should enter the school using the hall entrance and disarm the security alarm. They should then wash their hands before proceeding to open up the school.

Step 1. A hand sanitizing station should be set up just outside the school hall to allow staff (All are required to sanitize their hands) to enter through the hall.

Step 2. The exit / entrance door to the rear playground near Junior 6 should be unlocked and **Gate 9 & Gate 10** should be opened.

Step 3. A check should then be undertaken of the school playgrounds and field to ensure they are safe for pupils and staff to use, with any foreign objects and fouling removed. The Barriers to split playgrounds should in place and checked

Step 4. A check and restocking of hand sanitize dispensers, soap dispensers, paper towels, toilet rolls and bubble cleansing stations should then be undertaken to ensure there is sufficient in each area.

Step 5. Pupil site entrance sanitizing stations should then be checked. A temporary barrier should be placed to restrict access to the main entrance.

Step 6. **Gate 1** should be opened at 0800hrs for the breakfast club.

Step 7. At 0830hrs Barrier tape should be placed in the walkway to the hall beyond the **Gate 2** access to indicate no access beyond that point.

Step 8. At 0845hrs the routes to allow Nursery, Year 1 and year 4 should be opened up. Followed firstly by Reception classes, Year 2 and year 5 at 0900hrs. Then at 0915hrs Year 3, Year 6 and family groups

Step 9. When reception children have entered Gates 1, & 2 should be locked

Step 10. At 0915 the temporary barrier to the main entrance should be removed to allow family groups to enter using the main entrance

Step 11. At 0920hrs all school gates except gate 5 should be locked and partition barriers placed back in position.

Step 12. At 1215hrs the route to allow the afternoon nursery class in should be opened with a staff member in place to indicate safe routes and to restrict use of gate 5 at this time.

PUPIL EXIT AT END OF SCHOOL DAY

Parents should have been advised of the exit strategy and the need not to linger near to gates.

Premises staff should prepare the exit routes and restock hand sanitizing stations.

CLASS Exit TIMES

At 11.45 Nursery (Morning Class)

At 14.45 Year 1 and year 4

At 15.00hrs Reception class, year 2 and year 5

At 15.15hrs Nursery afternoon class, year 3 and year 6 then family groups.

Family group parents will be advised by school as to which exit to pick up pupils (depending on the ages of pupils in the family groups will either be hall exit or main exit)

NURSERY EXIT

Requires **Gates 1,2,3,4 & 5** to be open

At 1145hrs and 15.15hrs Parents enter using **Gate 1 & Gate 2** to pick up pupil then continue out through **Gates 3 4 & 5**. During the nursery exit period a staff member should be positioned near **Gate 5** to restrict entry with another staff member near **Gate 1**. Once pupils have exited Gates 1,2,3 & 4 should be locked.

RECEPTION CLASS EXIT

Requires **Gates 1,2,3,4 & 5** to be opened

Parents enter using **Gates 1,2 & 3** pick-up pupil and continue out through

Gates 4 & 5.

Years 1, 2 &3 Exit

Barriers should be placed between the two double gates (Gate 7) to form a one-way flow

Parents should enter using the side nearest to the bike shed and wait behind the barrier to pick up their children then should exit immediately using the other half of the double gates.

Years 4,5 & 6 Exit

Gates 8 & 9 Should be open to allow pupils to exit the school with parents picking their children up from the west car park entrance

Family groups

Family group parents will be advised by school as to which exit to pick up pupils (depending on the ages of pupils in the family groups will either be hall exit or main exit)

Once pupils have exited all gates except gate 5 should be locked

STAFF EXIT AND LOCKING UP AFTER SCHOOL

All staff should use sanitise stations as they exit the school

Premises staff should check

- 1) All gates are locked
- 2) All exit doors are locked
- 3) All shutters are lowered
- 4) All electric switches and lights are turned off
- 5) All rubbish and waste paper is removed from the building
- 6) All wedges are removed and internal doors closed

Premises staff should exit the school using the hall exit after setting the intruder alarm and locking the car park gates on exiting the premises

ADDENDUM FOR SCHOOL CLEANING

Holy Rosary COVID19 Cleaning Regime

Prior to Opening, the school will have been deep cleaned with all removable soft furnishings stored away. This will have meant that all surfaces and floors will have been washed using disinfectant.

Once open each class will have a maintained safety and cleaning caddy containing:

Spray disinfectant

Cloths to wipe surfaces

Sanitizing gel

Face tissues

Masks

Aprons

Disposable gloves

Pedal bin with Lid

Bin Liners

Each member of a bubble is required to sanitize hands before entering their bubble, The Staff supervising each bubble have access to a caddy to help maintain the integrity of their own bubble, enabling them to keep their area as sanitized as possible. Staff supervising corridors and restroom usage will also have a caddy available if needed to maintain bubble integrity

Premises staff will remove and replace waste bags/liners during mid-morning break and again after lunch breaks. Pupils and staff should wash and sanitize their hands after using restrooms. The restrooms will have all taps and toilets sanitized after each break with an extra cleaner engaged to clean washrooms at lunch times

After the school day cleaning staff using new disposable gloves in each area will commence cleaning by spray disinfecting all surfaces including chairs, desks, door handles, bins, taps and sinks with all floors mopped and vacuumed. Bins will be emptied and relined. All restrooms in the school will be thoroughly washed and disinfected.

In the event of the need for a deep clean Sefton cleaning services will be engaged to carry this out after a 72hour isolation of the areas needed to be deep cleaned.