



			<p><b>school and send the negative test result via the <a href="mailto:evertonecc@tak21.com">evertonecc@tak21.com</a> email.</b></p> <p><b>Children with parents exhibiting symptoms and awaiting a Covid19 Test <b>MUST NOT</b> attend school or come onto the premises and will be requested to isolate as per national guidance. Parents can only return to the premises when their test is <b>NEGATIVE</b>. Parents <b>MUST inform school before returning to the premises.</b></b></p> <p>Senior Leaders will review all of the following applicable individual risk assessments and policies where relevant:</p> <ul style="list-style-type: none"> <li>• Extended duty of care with regards to well-being.</li> <li>• New and expectant mothers.</li> <li>• Well-Being Policy.</li> </ul> <p>Covid-19 specific extended duty of care risk assessment considered where relevant for all staff meeting the following criteria:</p> <ul style="list-style-type: none"> <li>• Vulnerable member of staff who have received a Government shielded letter.</li> <li>• Staff who have an extremely vulnerable household member.</li> </ul> <p>Formal process in place for Senior Leaders/colleagues to contact the worker if required, as detailed within applicable risk assessment above.</p> <p>Senior Leaders to regularly update and inform staff re government guidance regarding covid-19 controls required via email and staffroom noticeboard:</p> <ul style="list-style-type: none"> <li>• Gov.uk <a href="https://www.gov.uk/">https://www.gov.uk/</a></li> <li>• Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> <li>• Department for Education <a href="https://www.gov.uk/government/organisations/department-for-education">https://www.gov.uk/government/organisations/department-for-education</a></li> <li>• Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul> <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> <li>• HSE COVID19 latest information and advice</li> <li>• HSE Working safely during the coronavirus guide</li> <li>• Government guidance COVID-19: guidance for schools and other educational settings</li> <li>• Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</li> </ul>	<p>M-H</p> <p>L</p> <p>L</p>
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			<ul style="list-style-type: none"> <li>• Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable</li> <li>• Government publication COVID-19: cleaning in non-healthcare settings</li> <li>• Government publication Best Practice: how to hand wash</li> </ul> <p>Due to the rapidly changing advice on Covid-19, Senior Leaders <b>MUST</b> ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> <li>• Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes</li> </ul> <p>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> <li>• <b>Disposable half face masks and visors</b>: for when changing children and First Aid.</li> <li>• Disposable gloves: for changing children, First Aid and generally in the classrooms and outside.</li> <li>• Disposable aprons: for changing children and First Aid.</li> <li>• Where personal care is to be provided eye protection/surgical face mask: for First Aid.</li> </ul> <p>All used PPE <b>MUST</b> be double bagged and disposed of appropriately.</p> <p>All staff informed that hands <b>MUST</b> be washed regularly as per Government guidance.</p> <p>Children regularly reminded, in age appropriate ways, that hands <b>MUST</b> be regularly washed as per Government guidance.</p> <p>Additional personal storage (for example pool changing rooms) for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running.</p> <p>Parents and Guardians kept informed via email ParentMail and website regarding start finish times and any new drop off and pick up point.</p> <p>Staff kept informed via email, online meetings <b>via Zoom for example</b> and telephone.</p>	<p>L</p> <p>L-M</p> <p>L</p> <p>L-M</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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			<p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit, using the LCC online accident and incident report form and the Local Authority.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> <li>• HSE RIDDOR reporting of COVID-19</li> </ul>	<p>L</p> <p>L</p>
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Children</p> <p>Visitors</p> <p>Contractors</p>	<p>Additional school gate opened to the school grounds to dilute the numbers coming through them as much as possible re Spencer Street.</p> <p><b>Car parks</b> used for parents/carers to social distance at the start/end of the school day.</p> <p>School first aid risk assessment reviewed ...<b>19/05/20</b>.....</p> <p>School entry control systems are cleaned frequently during the Covid-19 pandemic:</p> <p>Hand sanitiser located at the entrances to the classes and school/centre building.</p> <p>Posters in various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 2metre social distance.</p> <p>Staff and children are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p> <p>Classes will <b>have no more than 15 children</b>:</p> <ul style="list-style-type: none"> <li>• Children will be kept in their groups ('bubbles') and <b>MUST</b> not mix with other groups during the day.</li> <li>• Wherever possible, staff supervising a cohort <b>MUST</b> also remain within this 'bubble'</li> </ul> <p>Classes <b>MUST</b> be kept together and mixing with other classes avoided, as much as possible.</p> <p>All classes are to take place in the same classroom wherever possible to limit the</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

			<p>numbers moving around the school.</p> <p>Timetables <b>SHOULD</b> be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.</p> <p>Dining room laid out to maintain 2m social distancing as far as is reasonable practicable.</p> <p>Dining room tables and chairs <b>MUST</b> be wiped down between sittings.</p>	<p>L</p> <p>L</p> <p>L</p>
3	Covid-19 virus; School day	<p>Staff</p> <p>Children</p> <p>Visitors</p> <p>Contractors</p>	<p>Parents are requested to drop their children off alone i.e. not both parents attending at once.</p> <p>Parents are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school.</p> <p>Parents requested not to gather on the school car park areas and to maintain social distancing at all times and wear masks. Parents will be challenged if not wearing a mask on school premises.</p> <p>Classes <b>MUST</b> be kept together thereby minimising mixing with other classes as much as possible.</p> <p>Break times (including lunch) will be staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines.</p>	<p>L</p> <p>L</p> <p>L-M</p> <p>L</p> <p>L</p> <p>L-M</p>
4	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Children</p> <p>Visitors</p>	<p>Staff are asked to sign in with their own pen and sanitise it. Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> <li>Aim to maintain the recommended 2m social distancing rule at all times, where practicable and not enter classrooms they <b>DO NOT work in</b> unless absolutely</li> </ul>	<p>L-M</p>

		Contractors	<p>necessary..</p> <ul style="list-style-type: none"> <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> </ul> <p>Activities planned to make best use of school resources (staff) whilst maintaining social distancing.</p> <p>Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>Children regularly reminded to maintain social distancing.</p> <p>Visitors will be signed in/out of the building by the admin staff.</p>	<p>L-M</p> <p>L-M</p> <p>L-M</p> <p>L-M</p> <p>L-M</p> <p>L-M</p> <p>L-M</p> <p>L</p>
5	Covid-19 virus; Cleaning	<p>Staff</p> <p>Children</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Reference existing school COSHH risk assessments: provided by L.C.C. cleaning services</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 play equipment <b>MUST</b> be wiped down and cleansed at the end of the school day and between activities where possible.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day.</p>	<p>L</p> <p>L-M</p> <p>L-M</p> <p>L-M</p> <p>L-M</p> <p>L-M</p> <p>L-M</p>

			<p>Staff on site throughout the school day and regularly touched items such as door handles, handrails etc. <b>MUST</b> be regularly wiped down and cleaned.</p> <p>Classrooms where a child or staff member has become symptomatic during the school day <b>MUST</b> be deep cleaned along with areas the person may have been.</p>	L-M L-M
6	Covid-19 virus; Children and staff who become symptomatic during the school day	<p>Staff</p> <p>Children</p> <p>Visitors</p> <p>Contractors</p>	<p>Children (and staff) who become symptomatic during the school day <b>MUST</b> be isolated into the In Harmony/Family Learning Room from the rest of the class group and their parents (children) will be called to come and collect them. Staff <b>MUST</b> be sent home to self-isolate.</p> <p>If staff are unable to maintain social distancing from isolated child appropriate PPE <b>MUST</b> be worn e.g. gloves.</p> <p>Any areas, items and surfaces the child has come into contact with <b>MUST</b> be thoroughly cleaned as soon as possible.</p>	L-M L-M L-M

**Risk Level: High:** Accident likely with possibility of serious injury or loss  
**Medium:** Possibility of accident occurring causing minor injury or loss  
**Low:** Accident unlikely with control measures in place

<b>D</b>	<b>Controls</b> (Ser N° to correspond with Hazard Ser N°)	<b>E To be completed by the Manager</b>			
Ser N°	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>

<b>F</b>	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> <b>High</b>      <b>Medium</b>      <b>Low</b> </p>	<p>Risk assessment signed off by:</p> <p>Signature: <i>L. Curtis / P. Ashton</i></p> <p>Date: 11/01/2021</p>
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