

Risk Assessment

A	Date: 02/11/2020	School: Everton Nursery School and Family Centre	Team: Education	Location: Spencer Street
	Review Date: Every two weeks from the 16 th November 2020.	Ref: EV/RA55a	Assessor: Paul Ashton (Site Manager)	Headteacher: Dr. Lesley Curtis OBE

B	Assessment of Risk for: Protection from transmission of Covid-19 from the 2 nd November 2020.
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General	Staff Children Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy</p> <p>Reference School infection control risk assessment, as required: EV/RA55</p> <p>Children who are symptomatic and waiting a Covid19 Test MUST not be allowed to attend school or come onto the premises. Children can only return to school when their test is NEGATIVE. Parents MUST inform school before returning their child.</p> <p>Children with parents exhibiting symptoms and awaiting a Covid19 Test MUST not be allowed to 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 NEGATIVE. Parents MUST inform school before returning to the premises.</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"> • Extended duty of care with regards to well-being. • New and expectant mothers. 	L L M-H M-H

			<ul style="list-style-type: none"> Well-Being Policy. <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"> Vulnerable member of staff who have previously received a Government shielded letter. Staff who have an extremely vulnerable household member. <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"> Gov.uk https://www.gov.uk/ Public Health England https://www.gov.uk/government/organisations/public-health-england Department for Education https://www.gov.uk/government/organisations/department-for-education Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> HSE COVID19 latest information and advice HSE Working safely during the coronavirus guide Government guidance COVID-19: guidance for schools and other educational settings Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable 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 <p>Due to the rapidly changing advice on Covid-19, Senior Leaders SHOULD 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</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L-M</p>
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			<p>practicable.</p> <p>Dining room tables and chairs MUST be wiped down between sittings.</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>School start times for different classes are staggered to reduce the numbers of children attending the site at the start and finish of the day.</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 are to wait on the school car park area drop off zone 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 MUST 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</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>Contractors</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"> • Aim to maintain the recommended 2m social distancing rule at all times, where practicable and not enter classrooms they DO NOT work in unless absolutely necessary.. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. 	<p>L-M</p> <p>L-M</p> <p>L-M</p> <p>L-M</p>

			<ul style="list-style-type: none"> Regularly perform appropriate hand washing. <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, no lanyards required. All visitors to wear masks in line with the External Visitors policy</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 MUST 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>Staff on site throughout the school day and regularly touched items such as door handles, handrails etc. MUST be regularly wiped down and cleaned.</p> <p>Classrooms where a child or staff member has become symptomatic during the school</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>L-M</p>

			day must be deep cleaned along with areas the person may have been.	L-M
6	Covid-19 virus; Children and staff who become symptomatic during the school day	Staff Children Visitors Contractors	<p>Children (and staff) who become symptomatic during the school day MUST 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 MUST be sent home to self-isolate.</p> <p>If staff are unable to maintain social distancing from isolated child appropriate PPE MUST be worn e.g. gloves.</p> <p>Any areas, items and surfaces the child has come into contact with must 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

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1					

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> High Medium Low </p>	<p>Risk assessment signed off by:</p> <p>Signature: <i>L. Curtis / P. Ashton</i></p> <p>Date: 16/11/2020</p>
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