

### Risk Assessment

A	<b>Date:</b> 04 03 2021	<b>School:</b> Kensington Community Primary School	<b>Team:</b>	<b>Location:</b> Brae Street L7 2QG
	<b>Review Date:</b> To be reviewed as required	<b>Ref:</b> LCC Reopening School provision Guidance Model Risk Assessment	<b>Assessor:</b> Kitty Davies & ASBC Ltd (Tony Shipley)	<b>Head Teacher:</b> Kitty Davies

B	<b>Assessment of Risk for:</b> Protection from transmission of Covid-19 during pandemic including all school activities <a href="#">Adapted Model Risk Assessment for Covid-19 30/09/20 aligned with Government Guidance for full reopening of schools on 8<sup>th</sup> March</a> , published 22 02 2021 & <a href="#">Restricting attendance during the national lockdown: schools - Guidance for all schools in England January 2021</a>			
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C Ser N°	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	<p>The school will display a signed copy of the <a href="#">STAYING COVID-19 SECURE IN 2021</a> confirming a Covid 19 risk assessment for the school has been completed (posted in the school's H&amp;S file).</p> <p>This risk assessment will be published on the School's web site as transparent information system in line with Government advice. <i>Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so). <b>Sharing your risk assessment</b></i> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><u>GENERAL INFORMATION</u> 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: <a href="#">Personal Protective Equipment (PPE) Policy</a> See <a href="#">LCC H&amp;S Guidance Note GN18 &amp; LCC PPE Check List. V3 update from LCC 'Reopening Schools ... 29<sup>th</sup> May</a> Appendix H – LCC PPE Policy</p>	<b>LOW</b> Under current guidance for COVID-19

		<p>Reference School infection control risk assessment, as required: <i>this Covid-19 Risk Assessment, plus Assessment 47 Infection Control &amp; Communicable Diseases, plus guidance documentation GN29</i></p> <p><b>School Improvements Liverpool update 14 01 2021</b></p> <ul style="list-style-type: none"> <li>• advising staff to continue to attend ATS (Asymptomatic) test site</li> <li>• staff have been given home test kits to have (two) weekly LFT (Lateral Flow Test) tests – various UK Gov organisations have issues guidance to Primary &amp; Nursery schools of when (&gt;25/01/21), who and how to test. Primary age pupils will not be tested</li> </ul> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance (10 days general, minimum of 10 days from start of symptoms).</p> <p>Pupils &amp; staff returning from visits to other countries will self-isolate for 10 days at their residence, or 10 days in a quarantine hotel if the area visited is on the UK Gov Red list, in line with Government requirements.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant,</p> <ul style="list-style-type: none"> <li>▪ New and expectant mothers</li> <li>▪ Extended duty of care</li> <li>▪ Stress</li> <li>▪ Individual Pupil assessments</li> </ul> <p>Note; For pregnant women from 28 weeks’ gestation, or with underlying health conditions such as heart or lung disease at any gestation, a more precautionary approach is advised. Women in this category should be recommended to stay at home. <b><u>This advice has been cited in full reopening of schools 07 08 2020, including the updated 30 12 2020 version</u></b></p> <p>See Covid-19 <i>virus infection and pregnancy (Royal College Of Obstetricians &amp; Gynaecologists)</i>. Currently, there is no evidence to suggest that COVID-19 causes problems with the baby’s development or causes miscarriage. <i>2.2 Risk to Baby</i></p> <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria UK Gov Schools Operation Guidance 22 02 21: <b>Staff who are clinically extremely vulnerable</b> <i>CEV staff are advised not to attend the workplace.</i> <i>Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take. Employers should talk to their staff about how they will be supported, including to work from home.</i> <i>You should continue to pay CEV staff on their usual terms.</i></p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
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**Use of Face Masks; Tier Rating & Lockdown 05 01 2021**

Kensington Primary School has required visitors to the school building to wear face masks since the Autumn term. Advice for schools is changing and all staff in communal areas should wear masks. School Improvements Liverpool (email 14 01 2021) reinforced this message; *face coverings to be worn in areas such as kitchens and offices (when away from desk)* It is also stated on Page 7 of the 8<sup>th</sup> March reopening Schools C19 Operational Guidance 22 02 21.

**Guidance for 8<sup>th</sup> March reopening of schools 22 02 2021**

*In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.*

*In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.*

*Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings could have a negative impact on teaching and their use in the classroom should be avoided.*

All staff informed that hands should be washed regularly as per Government guidance.  
Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.

Signage around school encouraging staff and pupils to maintain good hand hygiene.

School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.

Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running; *see HT or SMT for extra storage space*

Parents and Guardians kept informed via email bulletins & [Kensington Primary School web site](#) etc. regarding changes to start finish times and any new local rules regarding drop of and pick up etc.

Staff kept informed via email, online meetings etc. *In house meetings will be held with 2m distancing compliance*

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.

**LOW**  
Under current guidance for COVID-19



			<p>All incidents 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>Reference made to HSE guidance for reporting under RIDDOR: HSE RIDDOR reporting of COVID-19</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible. <a href="#">Kensington Primary School will operate three pedestrian gates; two on Bell Tower Lane and one on Brea Street to dilute numbers in any one area</a></p> <p>Markings are laid out on the playground for classes to line up at the start of the school day – lines laid out to maintain 2m social distancing. <a href="#">Not required at Kensington</a></p> <p><a href="#">Any deliveries to the school e.g. stationery, cleaning chemicals will be securely stored and left isolated for 72 hours <b>when possible</b>, washing hands after the moving of the delivery.</a></p> <p>School first aid risk assessment to be reviewed, as required: <a href="#">refer to WRA1 Workplace Indoor Risk Assessment – First Aid signage posted that identifies all First Aiders and locations of First Aid boxes.</a></p> <p>School biometrics and touchscreen entry control systems is <b>not</b> disabled during the Covid-19 pandemic for staff fob registering entry &amp; exiting site:</p> <ul style="list-style-type: none"> <li>• biometrics and/or other access control systems are <b>not</b> disabled for visitor use (and staff if no remote fob type log in/out); <b>hand sanitisation will be required prior to using the touch screen.</b></li> <li>• Visitors during the pandemic will generally be discouraged from attending site unless there is no other option.</li> <li>• Existing Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments are appropriate. <a href="#">No change to existing RAMS at present</a></li> </ul> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> <li>• Entrances to building</li> <li>• <a href="#">Adjacent to biometric signing in screen</a></li> <li>• Classrooms/entrances to classrooms</li> <li>• Halls</li> <li>• Staff rooms</li> <li>• Toilets</li> </ul> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distance.</p> <p>Corridors &amp; walkways have tape arrow markings laid out to indicate side to walk on (two way traffic). <a href="#">Kensington has implemented a one way system to travel in the central corridors (either side of the central resources areas</a></p>	<p><b>LOW</b> Under current guidance for COVID-19</p>

			<p>Cross corridor fire doors and other high occurrence touch points will be cleaned regularly throughout the working day to prevent contamination of constant touch points. Cross corridor fire doors at Kensington are held open permanently with the <i>Dorgard</i> system</p> <p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side. <i>Note from; Covid-19-implementing-protective-measures-in-education-and-childcare-settings: .....While in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor, is a low risk.</i></p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Staff and pupils 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>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in ‘bubbles’ where appropriate.</p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. <b>Reduced numbers of staff at any one time will use the staffroom. Beverages, etc., can be taken back to classrooms for consumption at the Teacher’s desk.</b></p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. The use of lanyards will be suspended.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed.</p> <p>Screens are installed to areas where staff are required to have face-to-face interaction with visitors. Staff who are able to work from home, are encouraged to do so.</p> <p>Office 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 of 2m when they are seated at workstations. <b>School Improvements Liverpool reinforced this requirement in the LPHA email 14 01 21:</b></p> <ul style="list-style-type: none"> <li>• Desks in office to be 2m apart from each other</li> <li>• face coverings to be worn in areas such as kitchens and offices (when away from desk)</li> </ul> <p>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other. Workstations are single user use. Sharing of workstations is not to be undertaken.</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>



			<p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift.</p> <p>Additional cleaning stations are to be provided for staff to use and replenished as required. <a href="#">See 'fogger' for sanitation under cleaning – see Section 9</a></p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</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 cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures. Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users 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><b>LOW</b> Under current guidance for COVID-19</p>

5	Covid-19 virus: Classroom s	Staff Pupils	<p>Primary Schools:</p> <ul style="list-style-type: none"> <li>Classes are kept in 'bubbles' and should not mix with other classes during the school day. <b>Kensington Primary School will operate Year Group Bubbles</b></li> <li>Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles.</li> </ul> <p>Teacher Working Zone; the Class Teacher has a 2.5m wide working (width of the room) floor marked zone area / corridor at their normal teaching position</p> <p>Classes &amp; bubbles at break times will be kept together and mixing with other classes minimised, as much as possible.</p> <p>Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.</p> <p>Classes are back to normal capacity in line with government guidance. <b>Kensington Primary School will keep pupils in 'Year Group Bubbles':</b></p> <ul style="list-style-type: none"> <li>Pupils will then be kept in their Year Group groups ('bubbles') and should not mix with other groups during the day.</li> <li>The Classes will be allocated one classroom to contain the potential spread of the virus until restrictions are lifted</li> <li>Teachers should ensure that all staff and students wash their hands regularly throughout the day particularly when eating and at the start and end of activities.</li> <li>Playtimes should be reviewed to ensure students keep a safe distance from other bubbles.</li> <li>Kensington Primary School equipment i.e. keyboards, laptops, ipads, etc., will be cleaned throughout the school day, every evening and generally allocated to each pupil for use in the school.</li> <li>Wherever possible, staff supervising a cohort should also remain within this 'bubble' <b>Note the exception to this:</b> <ul style="list-style-type: none"> <li><b>Music</b></li> <li><b>Sport</b></li> </ul> </li> </ul> <p><b>NOTE; Supply staff and other temporary or peripatetic staff</b>  <i>You can continue to use supply teachers and staff.</i>  <i>Supply staff and other temporary or peripatetic staff can move between schools. Such staff and visitors must follow your school's arrangements for managing and minimising risk based on the system of controls. They should also have access to information on the safety arrangements and be provided with this as soon as possible after the booking.</i></p> <p><i>This also applies to other temporary staff and volunteers working in schools such as:</i></p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
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- support staff working on a supply basis
- peripatetic staff such as music tutors and sports coaches
- those working in before and after school clubs
- Other support Volunteers may be used to support the work of the school, as would usually be the case. It is important that they are properly supported and given appropriate roles. Where you are using volunteers, continue to follow the checking and risk assessment process in the volunteer section of keeping children safe in education. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Mixing of volunteers across groups should be kept to a minimum, and they should adhere to the system of controls in place.

[Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\) 22 02 2021](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90422/schools-coronavirus-operational-guidance-22-02-2021.pdf)

### **Music**

Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.

Further more detailed DfE guidance will be published shortly. 07 08 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks>

**Physical Activities in Schools;** Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks>

Cleaning of hands is encouraged when changing classrooms / areas for different activities. Classes should be kept together and mixing with other classes minimised, as much as possible. All desks face the same direction i.e. front of the classroom.

Pupils are seated side by side as opposed to opposite each other.

**LOW**  
Under  
current  
guidance  
for  
COVID-19

		<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. <u>Every child will have their own bag with all stationary needed, plus other resources such as exercise books, pens and PE kits, etc. Pupils parents have been informed that pupils may not bring in their own stationary, pencil cases, or other personal items such as toys, sports equipment (e.g. footballs), etc.</u></p> <p>Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible. <u>Windows and doors will be opened during lesson times to allow for (cross) ventilation of the room</u></p> <p><u>Note; typical split system air-conditioning can be used during this pandemic (C-19)</u>  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p>	<p><b>LOW</b>  Under  current  guidance  for  COVID-19</p>
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6	Covid-19 virus: Dining areas	Staff  Pupils	<p>Dining room laid out to maintain 2m social distancing as far as is reasonable practicable. <b>Note Kensington Dining areas have been laid out to ensure Bubble social distance, each bubble or 2 bubbles (separated) will be on a staggered lunch sitting</b></p> <p><b>The kitchen/dining facility will provide NO BUFFET service and kitchen staff will issues cutlery.</b></p> <p>Dining room be laid out so that 'bubbles' are separated whilst eating.</p> <p>Note; NO BUFFET will be used and the school will allocate each placing with cutlery. Packed lunches will be consumed within each bubbles area for lunch.</p> <p>Tape marking applied to dining room to indicate social distancing in the line for school dinners. N/A; see above Kensington Primary School will manually supervise appropriate social distancing</p> <p>Lunch times will be staggered to ensure 'bubbles' do not mix.</p> <p>Dining room tables and chairs will be wiped down between sittings. Classroom desks will be wiped down after dinner is finished if used.</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible.</p> <p><b>Water drink fonts to be isolated and bottled water supplied for pupils until further notice. (when reactivating water fonts, legionella management procedures will be complied with)</b></p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
7	Covid-19 virus; School day	Staff  Pupils  Visitors  Contractors	<p>School start times for different bubbles are staggered to reduce the numbers attending the site at the start and finish of the day.</p> <p><b>Start &amp; end of the school day; Kensington will stagger group arrival and leaving times by 5, 10, 15 minutes. Staff should keep a minimum of 2 metres when collecting and releasing students to their parents.</b></p> <p>Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once.</p> <p>Parents and guardians 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. Parents and guardians requested are allowed on the school playground</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>

			<p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p> <p>Where possible the numbers of pupils using toilets will be managed:</p> <ul style="list-style-type: none"> <li>• Kensington have individual toilets in the shared resource areas</li> <li>• Other multi use facilities (toilets with more than one cubicle) will be managed by members of staff to ensure social distancing is maintained</li> <li>• Hand driers will not be isolated and paper hand towels &amp; pedal bins are provided</li> </ul>	<p><b>LOW</b> Under current guidance for COVID-19</p>
8	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> <li>• Aim to maintain 2m social distancing at all times, where practicable.</li> <li>• Teachers &amp; TAs' should not bend down to pupils level when communicating in close quarter</li> <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>The Class Teacher has a 2.5m wide working (width of the room) zone area / corridor at their normal teaching position</p> <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</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>Pupils regularly reminded to maintain social distancing.</p> <p>Pupil's behaviour will be monitored for deliberate coughing or spitting. Such behaviour will be dealt with by the school with the ultimate sanction of the pupil's exclusion.</p> <p><b><u>Intimate Care for EYFS &amp; SEND</u></b> See below &amp; web site links, extracts from; <i>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</i> <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#is-ppe-required-for-tasks-involving-changing-nappies-or-general-care-for-babies">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#is-ppe-required-for-tasks-involving-changing-nappies-or-general-care-for-babies</a></p>	<p><b>LOW</b> Under current guidance for COVID-19</p>



		<p><b>Intimate care; nappy changing and similar:</b></p> <ul style="list-style-type: none"> <li>• <u>Is PPE required for tasks involving changing nappies or general care for babies?</u> Staff should follow their normal practice when changing nappies and caring for babies more generally, provided the child is not showing symptoms of coronavirus. This includes continuing to use the PPE that they would normally wear in these situations, for example aprons and gloves. If a child shows symptoms, they should not attend a childcare setting and should be at home.</li> <li>• <u>How should I care for young children or children with special educational needs who do not understand why they must stay apart or who ignore distancing guidelines?</u> Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines. It is imperative that education, childcare and children’s social care settings conduct risk assessments around managing groups of children within the setting. This should include limiting the number of children in each group and reducing this to provide more space in <b>each</b> classroom or learning area. As far as possible, small groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak.</li> <li>• Also see; <u>Supporting children and young people with SEND as schools and colleges prepare for wider opening.</u> Extract from Section; <b>Updating Risk Assessments (please read all of this section in the on line document for SEND pupils)</b>; <i>Following the partial closure of education settings from 20 March 2020, we asked local authorities to consider the needs of all children and young people with an EHC plan and to carry out a risk assessment. <u>Local authorities were asked to work with educational settings and parents or carers to determine whether children and young people would be able to have their needs met at home, and be safer there than attending an educational setting.</u> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a></i> <b>This Government information was updated 31 12 2020</b></li> </ul> <p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> <li>• children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms</li> </ul> <p>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
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9	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training.</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. <b>If a COSHH risk assessment not available and the chemical is required urgently; refer to the manufacturer's MSDS (material safety data sheet) available from the supplier or on-line from the manufacturer</b></p> <p>Reference existing school COSHH risk assessments: <b>School H&amp;S File Section 4, COSHH General Cleaning Chemicals 29a. also; Section 9, COSHH product risk assessments.</b></p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. <b>Kensington fitness equipment, climbing frames, slides, trim-trails, placed equipment out of use. Sports/play equipment (bats, balls, skipping ropes, etc.), will be allocated permanently to each bubble/group and sanitised at the end of each school day.</b></p> <p><b>Sports/play equipment (bats, balls, skipping ropes, etc.), will be allocated permanently to each bubble/group and sanitised at the end of each school day.</b></p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> (15th July 2020)</p> <p><b>What you need to know</b> (extract from <i>cleaning in non-healthcare settings</i>):</p> <ul style="list-style-type: none"> <li>• cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. <b>The area should be isolated for 72 hours were possible (rooms, not common space e.g. corridor)</b></li> <li>• wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>• <b>Kensington; non-disposable cloths will be disinfected after us, plus</b> using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</li> <li>• if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</li> <li>• wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> </ul>	<p><b>LOW</b></p> <p>Under current guidance for COVID-19</p>
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		<p>School will be fully cleaned at the finish of each school day &amp; other cleaning of higher risk areas / touch points throughout the day.</p> <ul style="list-style-type: none"> <li>• Ensure waste bins (swing lid in every classroom) are monitored and emptied regularly.</li> <li>• Ensure staff receiving deliveries wear gloves.</li> </ul> <p>At Kensington Cleaners will be on site in the morning first 2 hours and at the end of the school day (plus some school teachers &amp; TAs' assisting with cleaning duties) and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. Main entrance door digital call points will be cleaned regular throughout the working day.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned (when possible after the room has been closed off for 72 hours) along with areas the person may have been.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> <li>• Printers/photocopying machines</li> <li>• Lift buttons and door entry keypads</li> <li>• Door, fridge and cabinet handles</li> <li>• Light switches</li> <li>• Kitchen surfaces</li> </ul> <p><b>Kensington Primary School has a 'fogging machine' and is used daily by the Caretakers to sanitise all areas;</b> Knitted fabric chairs &amp; other furnishings (computer rooms, teacher's classroom chair and staffroom chairs, etc.) will be cleaned daily with a 'fogging' disinfectant machine – any contaminated rooms can also be sanitised with this equipment;</p> <p><i>ULV/Fogging machines allows the disinfectant to be passed through the unit, which generates an airborne mist of micro-droplets. These droplets diffuse through the treated area and settle out onto surfaces, meaning that the material used will be active both as a space spray and a surface spray.</i></p> <p><i>The key to successful use of ULV is the production of an optimum size of spray droplet. It must be small enough to remain airborne without being too small to hit surfaces – research has shown the optimum droplet size to be around 15 microns. These droplets are small enough to be carried on air currents into small cracks and crevices that are hard to reach using conventional cleaning and spraying, yet still heavy enough to settle out within an hour, so that treated areas can be re-entered with the minimum of delay.</i></p> <p>Soft furnishings, (most toys) soft toys and toys that are hard to clean (such as those with intricate parts) are removed from classrooms and stored elsewhere. Knitted fabric chairs &amp; other furnishings (computer rooms, teacher's classroom chair and staffroom chairs, etc.); will be cleaned daily with a 'fogging' disinfectant machine</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
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			<p><b>Waste</b> does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.</p> <p>Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.</p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> <li>1. Should be put in a plastic rubbish bag and tied when full</li> <li>2. The plastic bag should then be placed in a second bin bag and tied</li> <li>3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ol> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put indisposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> <li>• keep it separate from your other waste</li> <li>• arrange for collection by a specialist contractor as hazardous waste</li> </ul> <p>There will be a charge for this service.</p> <p>Other household (domestic) waste can be disposed of as normal.</p> <p><b>15 07 2020</b> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
10	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. Staff will be sent home to self-isolate. <b>Headteacher will refer to current NHS Advice, web; <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a> or telephone 111 The DfE are providing COVID-19 advice Phone: 0800 046 8687 or email: <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a></b></p> <p><b>Staff who are suspected as being infected at work will require the employer to complete a RIDDOR report to the HSE. <a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a></b></p> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>

		<ul style="list-style-type: none"> <li>• If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.</li> <li>• If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 10 days from the start of their symptoms. The 10 day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal.</li> </ul> <p><b><u>Should a cases (C-19) arise at the school,</u></b> The School will contact LCC Chris Price’s Team (C-19 <i>Single Point of Contact</i>); School Improvement Liverpool email; <a href="mailto:SPOC@si.liverpool.gov.uk">SPOC@si.liverpool.gov.uk</a>, Tel: 0151 233 3901 to seek ‘next step’ advice.</p> <p>The school understands how to contact the local Public Health England Health Protection Team for further advice in the event of a positive test result or results for a member of staff or pupil: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p> <p><b>See Track &amp; Trace system;</b> order a test immediately at <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> or call 119 if you have no internet access</p> <p>If necessary a ‘bubble’ will be sent home and advised to isolate in line with guidance.</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
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**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 **Under current guidance for COVID-19**

<b>D</b>	<b>Controls</b> (Ser N <sup>o</sup> to correspond with Hazard Ser N <sup>o</sup> )	<b>E To be completed by the Manager</b>			
Ser N <sup>o</sup>	<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>
1	Actions required to combat Covid-19	Monitor Government updates for developing operational advice	Headteacher	ongoing	
2	This Risk Assessment is a reviewed version for the full Reopening of Schools 8 <sup>th</sup> March 2021. This risk assessment operating procedures will be reviewed should a failure be noted or after 14 days to ensure that the requirements are functioning	Monitor operational requirements to ensure satisfactory	Headteacher	ongoing	

<b>F</b>	<b>Once additional controls are implemented, what will the overall risk level be:</b>		<b>Risk assessment signed off by: K. Davies</b>	
	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Signature: N/A electronic</b> <b>Date: 04 03 2021</b>  <i>Please note an electronic signature will suffice.</i>