

Appendix A



**Risk Assessment**

A	<b>Date:</b> 12 <sup>th</sup> April, 2021	<b>School:</b> Archbishop Beck CC		<b>Location:</b> 55 Long Lane
	<b>Review Date:</b> To be reviewed w/c 24 <sup>th</sup> May, 2021		<b>Originally reviewed by Elaine Halsall, Health and Safety Unit, Liverpool City Council</b>	<b>Head Teacher:</b> Paul Dickinson

B	<b>Assessment of Risk for:</b> <i>Model</i> Protection from transmission of Covid-19 during pandemic including all school activities			
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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 Pupils Visitors Contractors	<p>Testing of Staff and Students</p> <p><b><i>From Monday, 8<sup>th</sup> March, 2021 there was onsite testing every day Monday to Friday for all students. Students were tested following approval from their parents. This continued for three weeks.</i></b></p> <p><b><i>From w/c 29<sup>th</sup> March, 2021 (Easter holidays) students have been provided with home test kits. This will continue after the Easter holidays and the foreseeable future until the national policy changes.</i></b></p> <p><b><i>Parents have been requested to notify the College if any student tests positive with an LFT home test kit. Students then require a PCR test to confirm positive result.</i></b></p> <p><b><i>Staff were provided with home test kits, from week commencing 1<sup>st</sup> March, 2021. This will continue into the Summer Term, again, until the national policy changes.</i></b></p> <p>Wearing of masks</p>	Low  Low  Low  Low

			<p><b>All staff and students at Archbishop Beck CC will continue be asked to wear masks if they can't keep a distance of 2 metres. Although this is not mandatory it is to keep the College site as safe as possible. This will include in the classroom, corridors and workrooms. Some staff and students will be exempt from wearing masks due to medical or mental health concerns.</b></p> <p><b>Masks are available for all students and staff who require them.</b></p> <p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p><b>All government documents in relation to Covid-19 communicated to all staff via email, briefing, online assemblies etc</b></p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p><b>Staffing levels in the College ensure students are safely looked after. Instructions given on safe working procedures used in the College.</b></p> <p>Liverpool City Council COVID-19: <u>Personal Protective Equipment (PPE) Policy (appendix A)</u></p> <p>Pupils who are symptomatic will not be allowed to attend school.</p> <p><b>No children will be allowed to enter the College with symptoms.</b></p> <p>Pupils with household members who are exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance</p> <p><b>No children will be allowed to enter the College with symptoms in the family home.</b></p> <p><b>Questions asked before appointments made.</b></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>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
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			<p><b><i>Risk assessments for all students and staff entering the College – to be reviewed where applicable</i></b></p> <p>All staff are now expected to return to the College as shielding is no longer required. However, all vulnerable staff should follow guidelines to ensure that they remain safe. <b>Individual staff who may have concerns must seek advice from Mr. Martin or Mrs. Lee-Jones.</b></p> <p>Manager to regularly update and inform staff (by email) re government guidance regarding covid-19 controls required:</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> <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><b><i>All government guidelines are sent out to all staff daily (or when available)</i></b></p>	<p>Low</p> <p>Low</p> <p>Low</p>
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			<p>Due to the rapidly changing advice on Covid-19, managers ensure regular reviews of safe working procedures and protocols and action taken when required, 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 is provided, as required following specific current guidance for the protection of Covid-19:</p> <ul style="list-style-type: none"> <li>Disposable half face masks:</li> <li>Disposable gloves:</li> <li>Disposable aprons:</li> <li>Where personal care is to be provided visors are available:</li> </ul> <p><b><i>PPE will be provided for all staff.</i></b></p> <p>Used PPE are double bagged and disposed of appropriately.  <b><i>Site staff ensure all PPE equipment is disposed of correctly - bag all used equipment and seal bag before disposing of it safely. This can be in black bin bags.</i></b></p> <p>All staff informed that hands should be washed regularly as per Government guidance.  <b><i>Signage placed across the College to insist on hand washing by staff and students. All toilets to have appropriate materials.</i></b></p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.  <b><i>Staff to remind students and appropriate signage.</i></b></p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running.  <b><i>Designated changing room in PE block for such staff.</i></b></p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
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			<p>Parents and Guardians kept informed via email bulletins etc. regarding proposals for reopening including start finish times and any new local rules regarding drop of and pick up etc.</p> <p><b>All parents communicated to by different means to ensure messages get out – website, email, text and phone calls.</b></p> <p>Staff kept informed via email, online meetings etc.</p> <p><b>All staff informed by email and on occasions phone calls.</b></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. College staff to complete SPOC documentation and send to the LA. Further support provided to all staff members affected by the incident.</p> <p><b>All procedures followed including notification of local authority, staff and others affected.</b></p> <p>Where applicable, incidents reported to the Health and Safety Unit, using the LCC SPOC online accident and incident report form.</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><b>All appropriate bodies informed and RIDDOR completed.</b></p>	Low
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Additional College entrances will be opened to the school grounds to dilute the numbers coming through student services.</p> <p><b>Side entrances for each year group identified and opened each morning and afternoon.</b></p> <p>School first aid risk assessment to be reviewed.</p> <p><b>College first aid risk assessment reviewed by senior leader and on the College website.</b></p> <p>School biometrics and touchscreen entry control systems are disabled during the Covid-19 pandemic:</p> <ul style="list-style-type: none"> <li>• Fire Risk Assessment</li> </ul>	<p>Low</p> <p>Low</p> <p>Low</p>

			<ul style="list-style-type: none"> <li>• Fire Evacuation Procedures</li> </ul> <p>Hand sanitizer stations located at the entrances and throughout the College</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 2m social distance. <b>Signage is located across the College for hand washing and social distancing.</b></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. <b>Students and staff are instructed to keep to the left as per the College agreed movement strategy.</b></p> <p>Most classrooms have been laid out so that 2m social distancing to the front can be maintained. Where 2 metres can't be maintained masks must be worn.</p> <p>The students will continue to be educated in bubbles based on year groups and classes.</p> <p>Ventilation of rooms <b>The College ventilation system draws on external air and does not recirculate air. The vast majority of classrooms have external windows which can be opened. Any internal rooms the government guidelines is to keep the door open to allow circulation of air from the outer areas.</b></p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible. <b>The teaching areas cleared of any unnecessary items.</b></p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
3	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p>	<p>School start times for different classes are staggered to reduce the numbers attending the site at the start and finish of the day.</p>	<p>Low</p>

		<p>Visitors</p> <p>Contractors</p>	<p><b>Students in years 7-11 arrive in the morning at the normal start to the day. At the end of the day there are staggered finish times for all year groups to prevent too much crowding at the exit gate from the College.</b></p> <p>Parents are requested to drop their children off alone i.e. not both parents attending at once. <b>Advice has been communicated to parents about drop off.</b></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. Parents requested not to gather on the school playground and to maintain social distancing at all times.</p> <p><b>All visitors arriving at the College will complete a screening form before entering the College.</b></p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines. <b>Toilets are designated to each bubble and will be open all day, managed to limit numbers using them and regularly cleaned.</b></p> <p><b>Packed lunches are provided and will be eaten in designated areas for each year group.</b></p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
4	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>• Maintain the recommended 2m social distancing rule at all times, where practicable.</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>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing.</p>	<p>Low</p> <p>Low</p>

			<p>Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors – small group activities in a range of curriculum areas, including creative tasks. Some outdoor exercise included. Students in open plan teaching area.</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>Low</p> <p>Low</p>
5	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. <b><i>Extra cleaning undertaken for areas more vulnerable – toilets, dining areas, student services, etc.</i></b></p> <p>Reference existing school COSHH risk assessments: <b><i>COSHH risk assessments to be adhered to in relevant areas.</i></b></p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments <b><i>Cleaners provided with appropriate PPE.</i></b></p> <p>No new cleaning products brought on site in response to the current Covid-19 pandemic. <b><i>The environment supervisor, has ensured all products are safe and adhere to COSHH guidelines.</i></b></p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>The College is fully cleaned at the start/finish of each school day.</p> <p>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. <b><i>A member of the environment team will be assigned to each year group bubble throughout the College day.</i></b></p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>



			Any areas, items and surfaces the pupil has come into contact will be immediately deep cleaned by on site staff.	
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**Risk Level: High:**

**Medium:**

**Low:**

Accident likely with possibility of serious injury or loss

Possibility of accident occurring causing minor injury or loss

Accident unlikely with control measures in place

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

<b>F</b>	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"><b>High                  Medium                  Low</b></p>	<p>Risk assessment signed off by:</p> <p>Signature:</p> <p>Date:</p> <p><i>Please note an electronic signature will suffice.</i></p>
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Appendix A – Covid 19 PPE Policy

Table 1.0	PPE						Additional items	
Scenario	Disposable plastic apron (single use)	Disposable gloves (single use)	Disposable fluid-repellent coverall/gown	Fluid-resistant (Type IIR) surgical mask	Filtering face piece class 2 or 3 or N95 respirator	Disposable/ eye protection (single use) <sup>1</sup>	Disposal bags (for waste) <sup>2</sup>	Hand Hygiene (hand washing or hand sanitiser)
<b>GENERAL ADVICE (e.g. applies to community settings, care homes, home care, general practice)</b>								
Staff in contact with a person with no COVID-19 symptoms	Use as per normal for role							Yes
Staff helping people with COVID-19 symptoms but NO health or social care contact (maintain >2m social distancing)	No	No	No	No	No	No	Yes	Yes
Staff in contact with one person with COVID-19 symptoms <ul style="list-style-type: none"> <li>• &lt;1 metres</li> <li>• no Aerosol Generating Procedures</li> </ul>	Yes	Yes	No	Yes (single use)	No	Yes (where risk of splashing)	Yes	Yes

Staff in contact with a group of people with COVID-19 symptoms in a cohort area (<2 metres of symptomatic people)	Yes	Yes	No	Yes (sessional use) <sup>3</sup>	No	Yes (where risk of splashing, sessional use) <sup>3</sup>	Yes	Yes
Staff entry to cohort area (only if necessary) no contact with people with COVID-19 symptoms (>2 m social distancing)	No	No	No	Yes (sessional use) <sup>3</sup>	No	No	Yes	Yes
Staff in contact with multiple people with COVID-19 symptoms sequentially in the same room i.e. clinic	Yes	Yes	No	Yes (sessional use) <sup>3</sup>	No	Yes (where risk of splashing, sessional use) <sup>3</sup>	Yes	Yes
<b>CLEANING ADVICE</b>								
Staff cleaning areas where people with COVID-19 symptoms are/have been (except high risk areas, see above)	Yes	Yes	No	Yes	No	Yes (where risk of splashing)	Yes	Yes
Staff cleaning areas where no ill clients are/have been	Yes	Yes	No	No	No	No	Yes	Yes

- **Acknowledgements to Surrey County Council Public Health and PHE South East Health Protection Team for producing similar tables on behalf of Surrey LRF SCG and sharing with partners nationally.**
- **National guidance is currently being awaited and this document will be updated as necessary.**

<sup>1</sup>Risk assess single use, if single use eye protection is not available, it must be washed and dried between clients. Risk assessment should include likelihood of contamination with splashes, droplets or blood or body fluids may occur from a vomit, respiratory secretions (violent cough, sneeze or spit) or a splash from other bodily secretions; and/or from splashes generated from health / social care interventions such as respiratory / oral suction, intubation, and other activities related to resuscitation.