

<b>Risk Assessment:</b>	Peoples' Services Department			
<b>Activity or site:</b>	Coronavirus COVID-19: Re-opening in September 2020. Rainhill Community Nursery School			
<b>Date of assessment:</b>	17 <sup>th</sup> July 2020	<b>Approved by:</b>	Miss E Nicholson	<b>Review date:</b> As changes occur
<p>This risk assessment should be produced and read in conjunction with the latest guidance on school re-opening issued by the Department for Education as follows:</p> <ul style="list-style-type: none"> <li>• <a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></li> <li>• <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></li> <li>• <a href="#">Preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a></li> <li>• <a href="#">Preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings</a></li> <li>• <a href="#">Covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations</a></li> </ul> <p>and should be reviewed regularly to ensure you are still improving, or at least maintaining safety. If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it. This assessment must be communicated to all employees on a recorded basis.</p>				
<p>List any relevant HSE or industry guidance documents below. These should be used to consider if current control measures are adequate</p> <p>Infection at Work: Controlling the Risk (HSE) (<a href="https://www.hse.gov.uk/pubns/infection.pdf">https://www.hse.gov.uk/pubns/infection.pdf</a>)          INDG136 Working with substances hazardous to health: A brief guide to COSHH (<a href="https://www.hse.gov.uk/pubns/indg136.pdf">https://www.hse.gov.uk/pubns/indg136.pdf</a>)          INDG173 Personal protective equipment (PPE) at work: A brief guide (<a href="https://www.hse.gov.uk/pubns/indg174.htm">https://www.hse.gov.uk/pubns/indg174.htm</a>)          HSG53 Respiratory Protective Equipment at Work: A Practical Guide (<a href="https://www.hse.gov.uk/pubns/priced/hsg53.pdf">https://www.hse.gov.uk/pubns/priced/hsg53.pdf</a>)          HSG262 Managing Skin Exposure Risks at Work (<a href="https://www.hse.gov.uk/pubns/books/hsg262.htm">https://www.hse.gov.uk/pubns/books/hsg262.htm</a>)</p>				

<b>What are the hazards?</b>  Don't forget long term health hazards	<b>Who might be harmed and how?</b>  Identify groups of people and how the hazard could cause them harm	<b>Current control measures</b>  List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	<b>Any additional control measures required</b>	<b>Date implemented</b>
Inadequate planning and organising prior to opening	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may feel tension and stress as a result of poor planning and not having robust arrangements in place to protect all from contracting and spreading COVID-19)</i></p>	<ul style="list-style-type: none"> <li>• Health and safety compliance checks will be undertaken by Headteacher/Site Manager before opening.</li> <li>• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>• Timetable refreshed for each year group to consider which lessons or classroom activities will be delivered, which lessons or classroom activities could take place outdoors.</li> <li>• Headteacher to keep up to date with the latest government guidance and adjust working practices as required.</li> <li>• Staff briefed on the control measures within this risk assessment and changes to policies and procedures.</li> <li>• Rigorous checks carried out by the Headteacher to ensure that all the necessary procedures are being followed.</li> <li>• Governing Body, Parents, Staff and Unions consulted when agreeing the best approaches for the circumstances, with regular opportunities for feedback on the new arrangements.</li> <li>• Close working with the Local Authority.</li> <li>• Headteacher or member of Senior Staff to be present around the school during the early part of wider opening to pick up on any issues or problems and support and reassure staff and children.</li> <li>• Visitors including Specialists, therapists, clinicians and other support staff for pupils with SEND will be briefed on physical distancing and hygiene procedures for the school site on or before arrival.</li> </ul>	<ul style="list-style-type: none"> <li>• Business Continuity Plan to be reviewed to include possibility of local lock down.</li> </ul>	

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Inadequate Communication of Plans	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children and Young People</li> <li>• Parents and Carers</li> <li>• Visitors (ie, Contractors, Suppliers, support staff for pupils with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may feel tension and stress, and may not trust and co-operate with management, as a result of poor communication and not knowing what arrangements have been put in place to protect all from contracting and spreading COVID-19)</i></p>	<ul style="list-style-type: none"> <li>• Staff briefed on the plans (for example, safety measures, timetable changes and staggered arrival and departure times).</li> <li>• Plans for re-opening clearly communicated to parents and carers, including what protective steps the school has taken to make it a low risk place for their child, with regular updates provided as necessary.</li> <li>• Signage displayed at entrance points to the building asking individuals with symptoms not to enter the premises and to remind staff, children and young people to always keep 2m from other people, wherever possible, and reiterating the kind of symptoms to look out for.</li> <li>• Parents informed that if their child needs to be accompanied to the school, only one parent should attend.</li> <li>• Staff, parents and children informed of their allocated drop off and collection times and the process for doing so. Signage will be used to guide parents and carers to drop off/collection points.</li> <li>• Staff, parents and children briefed and signage provided to identify the entrance and exit route to use.</li> <li>• Parents instructed that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which will be conducted safely).</li> <li>• Parents made aware of recommendations on transport to and from the school/setting (including avoiding peak times), following the Coronavirus (COVID-19): safer travel guidance for passengers.</li> <li>• Additional cleaning requirements discussed with cleaning services or staff, with additional hours agreed where necessary to allow for this.</li> </ul>		
Inability to maintain social distancing to prevent/limit the spread of the COVID-19 virus  <i>(The most common symptoms are a high temperature (over 37.8°C), a new,</i>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable groups</li> </ul>	To reduce contact between people as much as possible and the transmission risk: <ul style="list-style-type: none"> <li>• Given the decrease in the prevalence of Coronavirus (COVID-19) and the resumption of a full range of curriculum subjects, children will be in consistent groups.</li> <li>• Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:               <ul style="list-style-type: none"> <li>➢ Avoiding non-essential contact with others.</li> <li>➢ Avoiding physical contact (eg hugs, handshakes, etc).</li> </ul> </li> </ul>		

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<i>continuous cough, and a loss of, or change in normal sense of smell or taste (anosmia)</i>	<p><i>(May become infected by coming into close contact with someone who has COVID-19, which is primarily spread from person to person, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p> <p><i>Children are likely to become infected with coronavirus (COVID-19) at roughly the same rate as adults, but the infection is usually mild, with younger children less likely to become unwell if infected with Coronavirus).</i></p>	<p>➤ Keeping a safe distance of at least 2 metres from other adults.</p> <ul style="list-style-type: none"> <li>• Entry system established and process for staff to greet each child, ensuring they wash their hands upon arrival and go straight to their activity.</li> <li>• Clear signage displayed throughout the school promoting social distancing.</li> <li>• Staggering of drop-off and collection times to reduce volume at entrance points.</li> <li>• Toilet areas to be monitored closely by staff to ensure they do not become crowded.</li> <li>• Outdoor space to be used for outdoor education wherever possible.</li> <li>• Unnecessary items will be removed from classrooms and other learning environments where there is space to store it elsewhere.</li> <li>• Only essential visitors/contractors allowed onto site by appointment.</li> <li>• Additional controls to be put in place where children need additional support to follow the measures implemented (eg, routes marked with meaningful symbols and social stories to support them in understanding how to follow rules).</li> <li>• A separate risk assessment will be carried out if it is deemed that a child may not be able to follow instructions, to determine what mitigations need to be put in place.</li> </ul>		
Ineffective cleaning and hygiene during the outbreak	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (ie, Contractors, Suppliers, support staff for pupils with SEND etc.)</li> <li>• Vulnerable groups (Elderly, Pregnant workers, those with</li> </ul>	<ul style="list-style-type: none"> <li>• School to be routinely cleaned prior to re-opening.</li> <li>• Sufficient handwashing facilities available for the expected number of building occupants, with soap, hot and cold running water and means of drying hands, ie, paper towels.</li> <li>• Alcohol-based hand sanitizer (containing at least 60% alcohol) will be placed at building entrance/exit points. Additional hand sanitizer will be located where access to handwashing is not readily available. These will be replenished regularly.</li> </ul>	<ul style="list-style-type: none"> <li>• A separate risk assessment to be completed for any pupils with complex needs who would struggle to maintain as good respiratory hygiene as their peers ie, those who</li> </ul>	

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	<p>existing underlying health conditions or those from a Black, Asian and Minority Ethnic (BAME) background)</p> <p><i>(may become infected by coming into close contact with someone who has COVID-19, which is primarily spread from person to person, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> <li>• Posters showing good hand washing technique will be displayed around the school <a href="https://www.sthelensccg.nhs.uk/media/1641/hands-with-gel.pdf">https://www.sthelensccg.nhs.uk/media/1641/hands-with-gel.pdf</a></li> <li>• Objects and surfaces that are frequently touched (eg, toys, books, desks, chairs, door handles, sinks, toilets, etc) will be cleaned more regularly following Public Health England (PHE) <a href="#">COVID-19: cleaning of non-healthcare settings</a> guidance.</li> <li>• All staff and children will be reminded to:               <ul style="list-style-type: none"> <li>➢ Frequently wash their hands with soap and water.</li> <li>➢ Wash their hands upon arrival at the school, after using the toilet, before and after eating – including snack, after blowing their nose, sneezing or coughing and when coming in from outdoor area.</li> <li>➢ Avoid touching their mouth, eyes and nose, and to use a tissue when coughing or sneezing, following the NHS 'Catch it, Bin it, Kill it' approach.</li> </ul>               Signage/posters reinforcing these messages will be displayed throughout the school.             </li> <li>• Children will be supervised to ensure they wash their hands correctly and those who have trouble cleaning their hands independently will be supported by staff.</li> <li>• Young children encouraged to learn and practice these good hygiene habits through games, songs and repetition.</li> <li>• Lidded bins (lined) provided throughout the school for disposal of used tissues, which are emptied regularly.</li> <li>• All spaces will be well ventilated using natural ventilation (opening windows) or mechanical ventilation units.</li> <li>• Monitoring arrangements in place to ensure sufficient supplies of soap, hand towels, hand sanitizer and tissues are maintained.</li> <li>• Disposable paper towels provided within kitchen areas for drying hands.</li> <li>• Pupils will be instructed to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats and books. Bags will be allowed.</li> </ul>	<p>spit uncontrollably or use saliva as a sensory stimulant.</p>	

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Inappropriate use of offices and staff room	<ul style="list-style-type: none"> <li>• Staff</li> </ul> <p><i>(may become infected with COVID-19 through ineffective social distancing and hygiene control).</i></p>	<ul style="list-style-type: none"> <li>• Staggering the use of staff rooms and offices to limit occupancy.</li> <li>• Re-configuring seating, tables and workstations to maintain spacing and reduce face-to-face interactions.</li> <li>• Where it is not possible to reconfigure/move seating, tables and workstations, staff will work side by side or facing away from each other rather than face-to-face.</li> <li>• Staff will work from same workstation and be instructed not to share equipment, wherever possible.</li> <li>• Staff may choose to bring in their own food, cutlery and dishes for personal use.</li> <li>• Communal objects will be regularly cleaned e.g.coffee/tea containers.</li> </ul>		
Inappropriate cleaning methods adopted for cleaning and disinfection	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable groups</li> </ul> <p><i>(may become infected with COVID-19 by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> <li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids will be cleaned thoroughly as normal using standard cleaning products.</li> <li>• All surfaces that a symptomatic person has come into contact will be cleaned and disinfected, including: objects which are visibly contaminated with body fluids and all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells.</li> <li>• Cleaning will be disposed of in line with the Government's <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> <li>• Cleaning staff will be issued with suitable PPE, which will be worn at all times while cleaning. (see PPE section)</li> </ul>		
Inappropriate handling and disposal of waste	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Waste will be disposed of in line with the Government's <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> <li>• Waste from possible cases and cleaning of areas where possible cases have been (including tissues, disposable cloths, disposable PPE) will be placed in a plastic rubbish bag and tied when full; then placed into a second bin bag and tied. It will then be stored in a suitable and secure location, away from children and separated from communal waste areas,</li> </ul>		

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	<ul style="list-style-type: none"> <li>Vulnerable groups</li> </ul> <p><i>(may become infected with COVID-19 through inappropriate handling, storage or disposal of infectious waste)</i></p>	<p>and marked for storage for at least 72 hours and put in with the normal waste.</p> <ul style="list-style-type: none"> <li>Where storage of such waste for at least 72 hours is not appropriate, the waste will be placed into a clinical waste bag and a Category B infectious waste collection will be arranged via the school's usual specialist Clinical Waste Collection Service, so the waste can be sent for appropriate treatment.</li> </ul>		
Inadequate provision, handling or use of Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>Staff</li> <li>Children &amp; Young People</li> </ul> <p><i>(may become infected with COVID-19 due to a lack of suitable PPE when undertaking direct care, incompatibility of PPE, lack of instruction and training on its proper use)</i></p>	<ul style="list-style-type: none"> <li>Existing routine use of PPE will continue for care of non-symptomatic children who have intimate care needs or who present behaviours which may increase the risk of droplet transmission.</li> <li>Appropriate PPE will be provided and worn by supervising staff should a child become unwell with symptoms of Coronavirus while in the school and need direct personal care until they can return home. These include:               <ul style="list-style-type: none"> <li>a fluid-resistant surgical face mask, if a distance of 2m cannot be maintained;</li> <li>a fluid-resistant surgical face mask, disposable gloves and a disposable plastic apron if physical contact with the child or young person is necessary, then and will be worn by the supervising adult.</li> <li>eye protection (ie, face visor or goggles) where a risk assessment determines that there is a risk of splashing fluids entering the eyes (eg, from coughing, spitting, or vomiting).</li> </ul> </li> <li>Cleaning staff will be issued with and wear disposable gloves and aprons for general cleaning. However, if an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected Coronavirus (COVID-19), the use protection for the eyes, mouth and nose, will also be worn.</li> <li>Guidance on <a href="#">safe working in education, childcare and children's social care</a> referenced for preventing and controlling infection, including the use of PPE.</li> <li>Local supply chains established and maintained for the obtaining of PPE.</li> <li>Only PPE that is CE marked and purchased from a reliable source will be used by staff.</li> <li>Staff to be reminded:</li> </ul>		

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		<ul style="list-style-type: none"> <li>➤ to avoid touching their face, eyes, nose or mouth when wearing PPE (ie, gloves).</li> <li>➤ that torn or otherwise damaged PPE is not to be used and removed immediately if this occurs during use.</li> <li>➤ to cover any cuts and abrasions with a waterproof dressing.</li> <li>➤ that the wearing of gloves is not a substitute for good hand washing protocols.</li> </ul>		
Contact Dermatitis, skin irritation, exacerbation of existing skin conditions	<ul style="list-style-type: none"> <li>• Staff</li> </ul> <p><i>(may suffer contact Dermatitis, skin irritation or exacerbation of an existing skin condition as a result of frequent hand washing)</i></p>	<ul style="list-style-type: none"> <li>• Staff encouraged to regularly use moisturising hand cream to prevent skin from drying and cracking, and to report any skin conditions or new skin symptoms (ie, Psoriasis or Dermatitis) affecting the hands as a result of frequent handwashing.</li> <li>• Access to the Council's Occupational Health Advisor for further advice on skin care/monitoring.</li> </ul>		
Inappropriate use of Alcohol-based Hand Sanitisers or Hand Rub that contains at least 60% alcohol	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc.)</li> </ul> <p><i>(may cause alcohol poisoning if ingested and may be ineffective against the virus if used incorrectly)</i></p>	<ul style="list-style-type: none"> <li>• COSHH Risk Assessment completed for use of hand rub/sanitiser within the school/setting.</li> <li>• Hand sanitiser/hand rub will only be used where access to hand washing with soap and running water is not readily available and where hands are not visibly soiled.</li> <li>• Bottles of hand sanitiser/hand rub to be stored out of the sight and reach of young children to reduce unintended, adverse consequences.</li> <li>• Where hand sanitiser has to be used by children and young people, this will be used under strict adult supervision.</li> <li>• Staff and children encouraged to report any adverse effects experienced with the use of hand sanitizer/hand rub, with advice sought from GP where serious reactions occur.</li> </ul>		
Vulnerable Groups at higher risk of severe illness from Coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>• Older Staff</li> <li>• Male Staff</li> <li>• Pregnant Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Those with existing underlying health</li> </ul>	<ul style="list-style-type: none"> <li>• Headteachers to identify and be aware of staff who fall into one of the vulnerable risk groups as determined by Public Health England or who are from a BAME background, to ensure they are given adequate protection and support to enable them to comply with Government Health recommendations. Separate individual risk assessments will be completed for such Staff who are more susceptible to severe illness or poor outcomes from COVID-19.</li> </ul>		

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	<p>conditions or from a Black, Asian and Minority Ethnic (BAME) background</p> <p><i>(who are at higher risk of severe illness or poorer outcomes from contracting Coronavirus)</i></p>	<ul style="list-style-type: none"> <li>• Staff who are clinically extremely vulnerable and have been 'shielding' will be supported to work from home, where this can be accommodated, and will only enter the workplace if it is COVID-Secure and suitable safe role can be found.</li> <li>• Separate individual risk assessments will be completed for any children determined by a medical practitioner as being clinically extremely vulnerable and more susceptible to severe illness or poor outcomes from COVID-19.</li> <li>• All reviews of staff roles and safety will be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, eg, disabled staff.</li> <li>• Reasonable adjustments will be made to avoid workers with disabilities or physical and mental health conditions being put at any substantial disadvantage, where necessary, for example: allowing someone with social anxiety disorder to have their own desk instead of hot-desking, installing a ramp for a wheelchair user, provided ground floor accommodation for a wheelchair user, etc.</li> <li>• A separate individual risk assessment will be undertaken for pregnant women over 28 weeks gestation, or under 28 weeks with an underlying health condition, which may make them more susceptible to more severe symptoms or effects from the disease.</li> </ul>		
Use of Shared Equipment and Resources	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children and Young People</li> </ul> <p><i>(may become infected by touching equipment and resources that have the COVID-19 virus on them, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> <li>• The use of shared resources will be reduced by:               <ul style="list-style-type: none"> <li>➢ limiting the amount of shared resources that are taken home and limiting exchange of take-home resources between children.</li> <li>➢ Frequently cleaning any shared resources and equipment.</li> </ul> </li> <li>• Soft toys and toys that are hard to clean (such as those with intricate parts) will be removed from use.</li> <li>• Classroom resources shared (indoor and outdoor) will be cleaned regularly, along with all frequently touched surfaces.</li> <li>• Outdoor play equipment shall only be used if it can be cleaned frequently.</li> <li>• Malleable resources, such as play dough, where used with younger children will not be shared between groups.</li> </ul>		

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		<ul style="list-style-type: none"> <li>Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities will be cleaned regularly.</li> </ul>		
Travelling to School during the outbreak	<ul style="list-style-type: none"> <li>Staff</li> <li>Children and Young People</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> <li>Unnecessary non-essential work travel will be avoided/minimised wherever possible.</li> <li>Staff and children are requested to avoid public transport if at all possible – where use of public transport is necessary, they are to conform with all requirements, eg, wearing mandatory face coverings, social distancing, etc.</li> <li>Staff have been requested not to share cars, wherever possible.</li> <li>Where travelling cannot be avoided for work purposes and staff have to travel together in one vehicle, the following mitigation methods have been implemented:               <ul style="list-style-type: none"> <li>➢ Use of fixed travel partners;</li> <li>➢ Avoidance of sitting face-to-face;</li> <li>➢ Refraining from playing music or radio broadcasts that may encourage shouting or raising of voices above normal conversation levels.</li> </ul> </li> </ul>		
Inadequate Induction of New and Temporary Staff	<ul style="list-style-type: none"> <li>Staff (including Supply Teachers and other temporary workers)</li> </ul> <p><i>(may suffer injury or ill health through a lack of understanding on the hazards and risks they may face, the control measures in place and emergency procedures to be followed)</i></p>	<ul style="list-style-type: none"> <li>Induction of staff will continue in school in line with social distancing guidelines.</li> <li>New and temporary staff will be provided with clear instructions and information, and adequate training, on how to work safely, including arrangements for infection control, social distancing, first aid, fire and evacuation.</li> </ul>		
Inadequate First Aid Facilities, Personnel and Equipment and Information for First Aiders	<ul style="list-style-type: none"> <li>Staff</li> <li>Children and Young People</li> <li>Visitors</li> <li>Designated First Aiders</li> </ul>	<ul style="list-style-type: none"> <li>First aid needs assessment reviewed to determine adequate and appropriate equipment, facilities and personnel to ensure staff and children receive immediate attention if they are injured or taken ill.</li> <li>Standard Infection Prevention and Control Procedures (ie, maintaining good hand, respiratory and personal hygiene) followed at all times by</li> </ul>		

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	<p><i>(may not receive immediate first aid treatment due to insufficient first aid facilities, personnel and equipment; and First Aiders may become infected through close contact with casualties infected with COVID-19 or spread infection through poor hygiene practices)</i></p>	<p>First Aiders to protect themselves and others and limit the risk of spread of COVID-19.</p> <ul style="list-style-type: none"> <li>• Contact and time sharing a breathing zone with casualties potentially infected with COVID-19 to be limited as much as possible, with casualties directed to do things for themselves where possible avoid touching them, their immediate environment and any waste).</li> <li>• PPE provided and used by first aiders as necessary with suspected cases of COVID-19 (ie, fluid resistant surgical mask, disposable gloves, disposable apron, and goggles or visor where the risk of splashing is present).</li> <li>• The use of chest compressions only will be performed by First Aiders should cardiopulmonary resuscitation (CPR) be required. No rescue breaths or mouth-to-mouth ventilation will be performed.</li> <li>• Guidance provided to first aiders on how to respond to a first aid incident during the Coronavirus COVID-19 pandemic, including specific instructions on giving Cardiopulmonary Resuscitation (see <a href="#">Guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a> and specific guidance on giving cardiopulmonary resuscitation (CPR) from the <a href="#">Resuscitation Council UK</a></li> </ul>		
<p>Individuals displaying Symptoms of Coronavirus (COVID-19) whilst attending the school/setting</p> <p><i>(The most common symptoms are a high temperature (over 37.8°C), a new, continuous cough, and a loss of, or change in normal</i></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable groups</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or</i></p>	<ul style="list-style-type: none"> <li>• Staff, children, parents, carers or any visitors, such as contractors, suppliers, etc, will be instructed not to attend or enter the school if they or someone within their household is displaying any symptoms of Coronavirus or has tested positive within the last 7 days to avoid spreading infection to others.</li> <li>• If a child, young person or staff member develops symptoms compatible with Coronavirus (whilst at the school), they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</li> <li>• All staff and children attending the school will have access to a test if they display symptoms of Coronavirus, as will members of their household.</li> <li>• Where the child or staff member tests negative, they will be allowed to return to the school and their fellow household members can end their self-isolation.</li> </ul>		

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<i>sense of smell or taste (anosmia)</i>	<p><i>talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p>	<p>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc</p> <ul style="list-style-type: none"> <li>• Where the child, young person or staff member tests positive, the rest of their class/group will be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</li> <li>• Where possible an Isolation Room (a clean, well-ventilated room, with opening window, closeable door and minimal non-fabric furniture) will be identified, in a location away from staff, children and other visitors, for the isolation of any potentially infectious child/individual who cannot immediately leave the setting. Appropriate adult supervision will be provided for children, where required. (Where it is not possible to isolate the child/individual, they will be moved to an area which is at least 2 metres away from other people). Protocol in place for responding to a suspected case of Coronavirus within the school/setting.</li> <li>• PPE will be worn by staff caring for any symptomatic child whilst they await collection, if a distance of 2m cannot be maintained.</li> <li>• Temperature monitoring or asking parents to report children and young people's temperature at the start of the day will not be undertaken, as this is an unreliable method for identifying Coronavirus COVID-19.</li> <li>• The PHE's Flowchart describing the <a href="#">Return to Work Process for a Symptomatic Worker following a SARS-CoV-2 (COVID-19) Test</a> will be followed prior to allowing workers back into the workplace.</li> </ul> <p><b>NHS Test and Trace</b></p> <ul style="list-style-type: none"> <li>• A temporary record of all staff, children and visitors using the workplace will be held for a period of 21 days, in a manageable way, to assist with NHS Test and Trace requests for data, if needed, to stop the onward spread of the virus in the workplace and wider society.</li> <li>• A St Helens Council Outbreak Management Plan has been developed to rapidly respond to help contain any clusters of infection or outbreaks, with contingency plans put in place should several people in the school be asked to self-isolate or the school is put in lockdown.</li> </ul>		

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		<ul style="list-style-type: none"> <li>Managers instructed to notify the local Test and Trace Team, who will liaise with PHE where required, should there be more than one case of COVID-19 associated with the school (reported as a suspected outbreak).</li> <li>Staff instructed that they must self-isolate whenever they receive a notification from the NHS Test and Trace service asking them to do so, following the <a href="#">NHS Test and Trace Workplace Guidance</a>. If this happens on multiple occasions, Headteacher shall review social distancing arrangements to identify where improvements can be made.</li> <li>Where staff believe the contacts that have triggered these notifications are school contacts, they should discuss with the Headteacher what further mitigating actions could be taken to reduce the risk of COVID-19, such as using screens.</li> </ul>		
Lack of testing, inspection and maintenance of Building-Related Systems	<ul style="list-style-type: none"> <li>All building occupants <i>(may be exposed to increased risk of injury or ill health from a lack of testing, inspection and maintenance of building related systems not being operational due to the school/setting being completely or partially closed, or having reduced occupancy during the Coronavirus (COVID-19) outbreak)</i></li> </ul>	<ul style="list-style-type: none"> <li>Member of staff identified with responsibility for managing the premises (with cover arrangements put in place in case of staff illness), reviewing risk assessments and implementing any measures to ensure that safety is maintained for wider opening.</li> <li>All systems within school buildings that have been completely or partially closed, will be re-commissioned before re-opening, as would normally be done after a long holiday period. This will be undertaken in consultation with the school's Competent Person(s)/Property Support Officer, but in particular:               <p><b>Hot and Cold Water Systems</b> (ie, tanks, sinks, basins, showers, drinking water outlets – taps and water fountains, calorifiers, direct-fired water heaters)</p> <ul style="list-style-type: none"> <li>Water systems which have not been maintained or remained partly operational at a reduced capacity during the lockdown, will be disinfected, flushed and certified by a competent contractor before the school re-opens.</li> </ul> <p><b>Gas safety</b></p> <ul style="list-style-type: none"> <li>Gas services remain in normal operation and planned gas safety checks including gas detection and/or interlocking continue to be</li> </ul> </li> </ul>		

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		<p>undertaken.</p> <p><b>Fire Safety</b></p> <ul style="list-style-type: none"> <li>➤ Fire safety management and evacuation plans reviewed and updated in line with operational changes, as necessary, and communicated to all staff, children and young people.</li> <li>➤ Fire assembly point re-organised to meet social distancing requirements.</li> <li>➤ Regular testing of fire alarm and detection systems, call points, emergency lighting and other fire safety systems undertaken to ensure they remain fully operational.</li> <li>➤ Regular hazard spotting carried out to identify escape route obstructions.</li> <li>➤ Daily checks to ensure that all fire doors are operational.</li> <li>➤ Fire drills continue to be held on a termly basis as normal, with a practise undertaken in the first half term when more pupils return.</li> <li>➤ Staff instructed not to wedge open self-closing fire doors to avoid the need to touch door handles/locks. Where a door is temporarily wedged to support drop off/collection, an adult will remain next to the door and will remove the wedge immediately in the event of a fire. These doors must remain closed to prevent the risk of uncontrolled fire spread and smoke should a fire occur.</li> </ul> <p><b>Security including access control and intruder alarm systems</b></p> <ul style="list-style-type: none"> <li>➤ All areas of the school kept secure in line with current security arrangements.</li> <li>➤ Keyholder information updated, as necessary.</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>➤ All systems remain energised in normal operating mode.</li> <li>➤ Natural ventilation via windows or vents will be used as far as possible and where available occupied room windows will be opened.</li> <li>➤ Where centralised or local mechanical ventilation is present, recirculatory systems have been adjusted to full fresh air. (If this is not possible, systems will be operated as normal). Where ventilation units</li> </ul>		

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		<p>have filters present, enhanced precautions must be taken when changing filters.</p> <p><b>Electrical Systems</b></p> <ul style="list-style-type: none"> <li>➤ Building-related electrical systems remain in use and are tested as appropriate.</li> </ul> <p><b>Drainage Systems</b></p> <ul style="list-style-type: none"> <li>➤ Checks on traps undertaken to ensure they have not dried out and water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers.</li> <li>➤ Where toilets are put back into use, flushing of toilets to be undertaken with the lids down and toilet ventilation systems working.</li> </ul> <p><b>Plant and Equipment</b></p> <ul style="list-style-type: none"> <li>➤ Plant and equipment continues to be maintained in line with manufacturer's instructions.</li> <li>➤ Scheduled thorough examination and testing of lifting and pressure equipment to continue to be undertaken during the Coronavirus outbreak, following the updated HSE Guidance during the Coronavirus outbreak. <a href="https://www.hse.gov.uk/news/assets/docs/loler-pssr-during-outbreak.pdf">https://www.hse.gov.uk/news/assets/docs/loler-pssr-during-outbreak.pdf</a>.</li> <li>➤ School will agree safe access and working arrangements with the contractor prior to commencing work on site.</li> <li>➤ Should problems be experienced in arranging scheduled thorough examinations, due to demands on inspection services, the school will adopt a risk based process, in consultation with their Competent Person, to determine the whether there are steps that can be taken to safely continue to use equipment (that has not had its scheduled thorough examination and testing) or decide to stop using the equipment.</li> </ul>		

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Inadequate arrangements for School Meal provision	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children and Young People</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p>	<ul style="list-style-type: none"> <li>• Children will clean their hands before eating their lunch.</li> <li>• Tables will be cleaned between groups.</li> </ul>		
Stress, Mental Health and Wellbeing adversely affected during the outbreak and upon return to school/setting	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children and young people</li> </ul> <p><i>(may be suffering with stress, mental health or wellbeing difficulties as a result of feeling disconnected, isolated from others or abandoned due to being/working at home for a long period of time; with children and young people missing the routine of school, seeing their friends and being supported by Teachers and other adults in the school/setting. Also, having experienced bereavements in</i></p>	<ul style="list-style-type: none"> <li>• Access to PHE online resources to promote and support mental wellbeing of children whilst learning at home. This includes <a href="#">wider guidance on supporting children and young people's mental health</a></li> <li>• Digital support includes:               <ul style="list-style-type: none"> <li>➢ <a href="#">an educational resource</a> for adults about children and young people's mental health.</li> <li>➢ The PHE <a href="#">Every Mind Matters platform</a> about looking after your own mental health</li> <li>➢ <a href="#">Rise Above</a>, targeted at young people, which also has <a href="#">schools-facing lesson plans</a>.</li> </ul> </li> <li>• Children will be provided with opportunities to talk about their experiences over the past few weeks, one-to-one conversations with trusted adults, where this may be supportive.</li> <li>• Positive opportunities will be provided for children to renew and develop friendships and peer groups and other enriching developmental activities.</li> </ul>	<ul style="list-style-type: none"> <li>• The Council's 'Adapting to the New Norm' guidance issued to all staff.</li> </ul>	

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	<i>their immediate family or wider circle of friends, or had increased caring responsibilities)</i>	<ul style="list-style-type: none"> <li>• Regular communication of mental health information and resources, and an open-door policy in place for those staff who need additional support.</li> <li>• Counselling services available via Management/Self-Referral to the Occupational Health Unit for any staff who are particularly anxious.</li> <li>• Staff workload monitored by management and adjusted as necessary.</li> <li>• Member of the Senior Leadership Team to keep in touch with home workers and ensure regular contact is made with them to make sure they are healthy and safe, recognising any signs of stress as early as possible.</li> <li>• Staff encouraged to speak regularly with their colleagues.</li> <li>• Teaching staff will have access to the free MindEd learning platform for professionals, which includes a <a href="#">Coronavirus (COVID-19) Staff Resilience Hub</a> with materials on peer support, stress, fear and trauma and bereavement, to support vulnerable pupils upon return to school.</li> </ul>		
Altered behaviours when returning to the school/setting which may affect social distancing guidelines	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children and Young People</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, through disregard of the new arrangements)</i></p>	<ul style="list-style-type: none"> <li>• Behaviour Policy to be reviewed and updated where appropriate to reflect the new protective measures and new rules and routines. This includes appropriate consequences (such as sanctions and rewards), so that staff can ensure pupils understand them and can enforce them rigorously.</li> <li>• Senior Leaders monitor areas where there are breaches of social distancing measures and the arrangements are reviewed.</li> </ul>		
Educational Visits	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children and Young People</li> <li>• Parent Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• All visits will be undertaken in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.</li> <li>• Outdoor spaces in the local area to be made use of to support delivery of the curriculum.</li> <li>• A full and thorough risk assessment in relation to all educational visits to ensure they can be done safely will be carried out, consideration will be given to control measures that need to be used to ensure they are aware of wider advice on visiting indoor and outdoor venues. The school will consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</li> </ul>		

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Home working  (Working with Display Screen Equipment (DSE))	<ul style="list-style-type: none"> <li>• Staff (working at home on a long-term basis)</li> </ul> <p><i>(may suffer pain in their necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain as a result of incorrect use of DSE or poorly designed workstations or work environments)</i></p>	<ul style="list-style-type: none"> <li>• Staff working at home with DSE will be encouraged to ensure that they set up their workstation to avoid :               <ul style="list-style-type: none"> <li>➢ avoid awkward, static postures by regularly changing position;</li> <li>➢ get up and move or do stretching exercises;</li> <li>➢ avoid eye fatigue by changing focus or blinking from time to time.</li> </ul> </li> <li>• Basic home workstation self-assessment to be completed by staff working at home on a long-term basis and who use DSE daily, for an hour or more at a time, using the HSE's practical workstation checklist <a href="https://www.hse.gov.uk/pubns/ck1.pdf">https://www.hse.gov.uk/pubns/ck1.pdf</a></li> <li>• Where possible, additional DSE equipment provided or allowed to be taken home by staff to support prolonged use of portable DSE at home (eg, separate monitor, keyboard, mouse, monitor riser, ergonomic chair).</li> </ul>		
Face to face meetings	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> <li>• Remote working tools (ie, video/tele-conferencing) utilised instead of face to face meetings, wherever practicable.</li> <li>• Where a face to face meeting cannot be avoided and is the only option participants will be kept to the absolute minimum with only essential persons present and social distancing will be maintained throughout.</li> <li>• Meetings will be held outdoors, wherever possible, or in well-ventilated room (ie, opening window) of sufficient size.</li> <li>• The sharing of pens and other objects will be avoided to prevent transmission during meetings.</li> <li>• Hand sanitiser will be provided in meeting rooms.</li> <li>• Meeting room thoroughly cleaned after each use.</li> </ul>		
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children and Young People</li> <li>• Parents/Carers</li> <li>• Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing works and scheduled inspections for schools (eg, estates related) have been designated as essential work by the government and will continue.</li> <li>• Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> </ul>		

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	<p><i>(may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> <li>• Arrangements in place for contractors to use a different entrance to staff and pupils, where possible, and classes organised so that contractors and staff/children and young people are kept apart.</li> <li>• Contractors will be monitored to ensure social distancing is being maintained throughout any such works.</li> <li>• Normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction, where required) in consultation with Property Services.</li> </ul>		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> </ul> <p>(failure to ensure controls are implemented may result in infection)</p>	<ul style="list-style-type: none"> <li>• The governing body continues to meet regularly via online platforms.</li> <li>• The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>• The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>• Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>• Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>		