



Risk Assessment



Liverpool
City Council

A	Date: 9 th November 2021	School: Abercromby Nursery School	Team: NA as small school	Location: Falkner St., Liverpool, L9 7QA
	Review Date: 7 th December 2021	Ref:	Assessor: Tamara Bennett	Head Teacher: Tamara Bennett

B	Assessment of Risk for: Protection from transmission of COVID-19 – Schools Blue text signifies how the school has implemented specific measures reflecting their particular circumstances, using LCC and DfE Guidance.
----------	--

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	COVID-19: General	Staff Children Families Visitors Contractors	<p>This risk assessment was coproduced with all staff at the INSET day on 1st September 2021 and shared with Governors. It is available on our website.</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>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Pupils and staff who are symptomatic will be requested to isolate as per national guidance.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers NA currently • Extended duty of care NA currently • Stress NA currently • Individual pupil assessments NA currently 	<p>LOW</p> <p>Under current guidance for COVID-19</p>

			<p>Manager to regularly update and inform staff re government guidance regarding COVID-19 controls required:</p> <ul style="list-style-type: none"> • Gov UK: https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic • Gov.uk Public Health England https://www.gov.uk/government/organisations/public-health-england • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for early years and childcare providers COVID-19 • Government publication COVID-19: cleaning in non-healthcare settings • Government publication Best Practice: how to hand wash • Government guidance for food business on Coronavirus (COVID-19) • Government guidance COVID-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) <p>Due to the changing advice on COVID-19, managers should ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.</p> <p>Staff to undertake twice weekly Lateral Flow home tests whenever they are due on site.</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"> • Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes <p>PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> • Disposable half face mask • Disposable gloves 	
--	--	--	--	--

			<ul style="list-style-type: none"> • Disposable aprons • Where personal care is to be provided eye protection/surgical face mask • <i>detail any other specific disposable PPE in use</i> <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> <p>All staff informed that hands should be washed/sanitised regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed/sanitised as per Government guidance.</p> <p>Hands should be sanitised preferably using soap and warm water for 20s, drying with a paper towel. There are many hand washing points within easy reach throughout the building. In addition, hand sanitising stations will be placed in easy reach inside and outside.</p> <p>Signs placed around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting ‘catch it, bin it, kill it’. Posters displayed in prominent areas and toilets.</p> <p>Staff kept informed via email, online meetings etc. <i>and meetings in person, in Apple Tree room, well ventilated.</i></p> <p><i>Parents and Guardians kept informed via Abercromby ParentMail, phone calls and Web Site</i></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. Further support provided to all staff members affected by the incident.</p>	
--	--	--	--	--

			<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>Early Years settings must also report any confirmed case of Covid-19 to Ofsted.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> HSE RIDDOR reporting of COVID-19 	
2	COVID-19; General school environment	<p>Staff</p> <p>Children</p> <p>Families</p> <p>Visitors</p> <p>Contractors</p>	<p>All windows and where practical/safe, doors, are open to facilitate a flow of fresh air, allowing each room to be well ventilated.</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> Entrances to building Classrooms/entrances to classrooms Corridors Staff rooms Toilets Changing areas by messy play areas <p>Face masks no longer need to be worn by our small consistent staff team all of whom test regularly and are double vaccinated. Visitors into the building will wear surgical face masks provided by us and any staff working closely with them as well.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Corridors, walkways and staircases have markings laid out to indicate side to walk on (two way traffic). NA in our small school</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p>	<p>LOW</p> <p>Under current guidance for COVID-19</p>

			<p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>Water fountains should only be used with refillable bottles. No water fountains present. Children have their own water bottle, washed and filled freshly every day.</p>	
3	COVID-19: School reception and offices	<p>Staff</p> <p>Children</p> <p>Families</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are requested 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.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>Telephones not to be shared. 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. As we are a small school, different people may need to use the main phone, which must be wiped down with disinfectant wipes between different users.</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. All photocopier users are asked to sanitise their hands before using it, with signs and sanitiser in place.</p>	<p>LOW</p> <p>Under current guidance for COVID-19</p>
4	COVID-19: Meetings	<p>Staff</p> <p>Children</p>	<p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p>	<p>LOW</p>

		<p>Families</p> <p>Visitors</p> <p>Contractors</p>	<p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Whole school meetings (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees:</p> <ul style="list-style-type: none"> Attendees encouraged to take LFT test on the morning of the meeting prior to attending. If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. <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>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p> <p>Parent group meetings: Currently our family and toddler group is suspended.</p> <ul style="list-style-type: none"> Parent group meetings to be held in as large a space as possible to allow for adequate distancing between attendees. If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. School encourages the use of outdoor space for parent groups where appropriate. Indoor parent groups numbers are restricted appropriate to room size etc. <p>Attendees encouraged to take LFT test on the morning of the parent group prior to attending.</p>	<p>Under current guidance for COVID-19</p>
5	COVID-19: Classrooms	<p>Staff</p> <p>Children</p>	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. This is not practical in an</p>	<p>LOW</p>


			<p>Early Years setting. Instead resources are cleaned regularly and fogged 3x a week.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities. Children work in same room and outside with regular handwashing sanitising e.g. when moving from outside to inside.</p> <p>Classroom windows will be opened, and doors where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p>	Under current guidance for COVID-19
6	COVID-19: Dining areas	<p>Staff</p> <p>Children</p>	<p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room windows will be opened to allow natural ventilation.</p>	<p>LOW</p> <p>Under current guidance for COVID-19</p>
7	COVID-19; Cleaning	<p>Staff</p> <p>Children</p> <p>Families</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training. Cleaners provided by Minster Cleaning agency. We are currently paying for extra cleaning at lunchtime.</p> <p>Any new cleaning products brought on site in response to the current COVID-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaners have appropriate PPE in line with COSHH risk assessments</p> <p>Classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. Disinfectant fogging takes place after full cleaning on Monday, Wednesday and Friday</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the finish of each school day.</p> <p>Cleaner comes in at lunchtime and cleans toilets and wipes regularly touched items such as door handles, handrails etc.</p>	<p>LOW</p> <p>Under current guidance for COVID-19</p>

			Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been.	
8	COVID-19; Ventilation	Staff Children Families Visitors Contractors	<p>Staff are open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window.</p>	<p>LOW</p> <p>Under current guidance for COVID-19</p>
9	COVID-19; Pupils and staff who become symptomatic during the school day	Staff Children Families 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/follow public health advice.</p> <p>The Head Teacher's office is the designated isolation room. Any children presenting as symptomatic will be taken there, to the far end by the window which will be open, and supervised by a free member of staff e.g. the Head Teacher.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</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 NHS Test and Trace and get tested and to follow the current advice.</p>	<p>LOW</p> <p>Under current guidance for COVID-19</p>

			<p>Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. A PCR test will be required to check the LFT test result.</p> <p>If PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school, as long as they are not symptomatic.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact local authority SPOC team if they have a positive case. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.</p>	
10	COVID-19; Outbreaks	<p>Staff</p> <p>Children</p> <p>Families</p> <p>Visitors</p> <p>Contractors</p>	<p>Schools has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to raised COVID cases locally.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response</p>	<p>LOW</p> <p>Under current guidance for COVID-19</p>

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

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Keep abreast of current and updated guidance from Government, PHE and Local Authority and by attending local meetings e.g. Liverpool Primary Heads Association	dynamically amend risk assessment where appropriate	Tamara Bennett	within 2 days of guidance being updated	

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> High Medium Low </p>	<p>Risk assessment signed off by:</p> <p>Signature: </p> <p>Date: 9th November 2021</p> <p><i>Please note an electronic signature will suffice.</i></p>
----------	---	---