

Risk Assessment

A	Date: 12 01 2021	School: Chatham Nursery School and Picton Children's Centre	Team:	Location: 139 Earle Rd, Liverpool L7 6HD
	Review Date: To be reviewed on a fortnightly basis	Ref: LCC Full School Opening Resources Guidance V2; Model Risk Assessment	Assessor: Julie Marshall (Deputy HT), Karen Somnez (Admin Officer) & ASBC Ltd (Tony Shipley) Updated by Andrea Connearn	Head Teacher: A Connearn

B	Assessment of Risk for: LCC/ ASBC Adapted Model Risk Assessment for Covid-19; 02 07 20 (including minor update 26 08 20) aligned with LCC SI Full School Opening Resources Version 2 – 26 08 20 & Government Guidance for full reopening of schools 07 08 2020 (update 28 08 20)
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C Ser Nº	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	<p>Note: Chatham Nursery AND Picton Children's Centre is housed within the NHS owned Picton Medical & Children's Centre. The NHS Facilities Management Team control main maintenance issues / statutory testing, etc.</p> <p>The school/centre will display a signed copy of the <u>STAYING COVID-19 SECURE IN 2020</u> confirming a Covid 19 risk assessment for the school has been completed (posted in the school's H&S file).</p> <p>This risk assessment will be published on the School's web site and Council website as transparent information system in line with Government advice. <i>Schools and Centres 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). Sharing your risk assessment</i> https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-</p>	LOW Under current guidance for COVID-19

[outbreak/guidance-for-full-opening-schools](#)

GENERAL INFORMATION

All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.

There is adequate supervision, where required, to ensure procedures are correctly adhered to.

Liverpool City Council COVID-19: [Personal Protective Equipment \(PPE\) Policy](#) See *LCC H&S Guidance Note GN18 & LCC PPE Check List. V3 update from LCC 'Reopening Schools ... 29th May* Appendix H – LCC PPE Policy

Reference School infection control risk assessment, as required: *this Covid-19 Risk Assessment, plus Assessment 47 Infection Control & Communicable Diseases, plus guidance documentation GN29*

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 (14 days general, minimum of 10 days from start of symptoms).

Pupils & staff returning from visits to other countries, not exempt on the 'bridge list' will self-isolate for 14 days in line with Government requirements.

Latest update January 2021

A national lockdown has been introduced. Whilst The Government announced a restrictive measure to school attendance, Nursery schools currently are open for ALL pupils. The school will continue to review keeping staff safe and reduce numbers of staff on site where appropriate.

There may be unavoidable temporary closure of bubbles due to staff sickness/self isolation at this time.

Managers must also review all of the following applicable individual risk assessments where relevant:

- New and expectant mothers (completed and updated as agreed).
- Extended duty of care no EHC plans for children at Chatham Nursery.
- Stress
- Individual Pupil assessments N/A at present

Note; For pregnant women from 28 weeks' gestation, or with underlying health conditions such as heart

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or lung disease at any gestation, a more precautionary approach is advised. Women in this category should be recommended to stay at home. **This advice has been cited in full reopening of schools 07 08 2020**

See Covid-19 virus infection and pregnancy (Royal College Of Obstetricians & Gynaecologists). Currently, there is no evidence to suggest that COVID-19 causes problems with the baby's development or causes miscarriage. 2.2 Risk to Baby

Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:

- Vulnerable member of staff and/or pupil who has received a Government shielded letter. This requirement was finished 01 08 2020. and reinstated 06 01 2021 The government advises that; clinically extremely vulnerable & clinically vulnerable pupils and staff can return to school, in staff cases; if it is not practicable to work from home.
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- Staff who have an extremely vulnerable household member. See advice above 18 08 2020
- Staff who live with a vulnerable person See advice above 18 08 2020

Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above. If a risk assessment is required for an extended duty of care, see model template on LCC SI Full School Opening Resources Version 2 – 26 08 20

Manager to regularly update and inform staff re government guidance regarding covid-19 controls required:

- Gov.uk <https://www.gov.uk/>
- Public Health England <https://www.gov.uk/government/organisations/public-health-england>
- Department for Education <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school>
- Health and Safety Executive <https://www.hse.gov.uk/>

Referring to the following guidance and publications, as applicable:

- HSE COVID19 latest information and advice

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- HSE Working safely during the coronavirus guide
- Government guidance COVID-19: guidance for schools Covid-19
- Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
- Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable
- Government publication COVID-19: cleaning in non-healthcare settings
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- Government publication Best Practice: how to hand wash
- Government guidance for food business on Coronavirus (Covid-19)
<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-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)
- Guidance for full reopening: schools 07 08 2020 updated 28 08 2020
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance; Actions for early years and childcare providers during the coronavirus outbreak 27 07 2020
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>
- Government publication Best Practice: how to hand wash
<https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing>

COVID 19 ADVICE / CONTACTS

Due to the rapidly changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.

Headteacher/Head of Centre will refer to current NHS Advice, web; <https://111.nhs.uk/covid-19> or telephone 111. The DfE are providing COVID-19 advice Phone: 0800 046 8687 or Email: DfE.coronavirushelpline@education.gov.uk

Headteacher/Head of Centre will refer to current PHE (Contact Tel: 0344 225 0562) Guidance <https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services>

Should a cases (C-19) arise at the school, the school will contact the local health protection team (HPT) for actions required. Cheshire & Merseyside HPT, Suite 3B, 3rd Floor, Cunard Building, Water Street L3 1DS Tel: 03443350562 – chose Option 1 – Out of hours; 0151 434 4819

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Other general queries can be directed to; (C-19 Single Point of Contact);
School Improvement Liverpool [email; SPOC@si.liverpool.gov.uk](mailto:SPOC@si.liverpool.gov.uk), Tel: 0151 233 3901

Where a test for a child is hard to obtain staff will issue the family with a test.

By end of January, staff will be trained and be able to access LFT tests on site.

There is adequate supervision, where required, to ensure procedures are correctly adhered to.

Due to the changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.

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:

- Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes

Note:

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.

PPE is only needed in a very small number of cases:

- 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
- PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms

<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>

PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:

- Disposable half face mask

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			<ul style="list-style-type: none"> • Disposable gloves • Disposable aprons • Where personal care is to be provided eye protection/surgical face mask • <i>detail any other specific disposable PPE in use N/A at present</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. <u>Only in the case of suspected contaminated or contaminated waste.</u> See Section 9</p> <p>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.</p> <p>Signage around Centre/school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School/Centre encourages good respiratory hygiene by promoting ‘catch it, bin it, kill it’. Posters displayed in prominent areas and toilets.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running; Parents and Guardians kept informed via telephone, web site, email bulletins etc. regarding proposals for reopening including start finish times and any new local rules regarding drop off and pick up etc.</p> <p>Staff kept informed via email, online meetings etc. In house meetings will be held with 2m distancing compliance.</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>Reference made to HSE guidance for reporting under RIDDOR: HSE RIDDOR reporting of COVID-19</p>	<p>LOW Under current guidance for COVID-19</p>
2	Covid-19 virus; General school/Ce	Staff Pupils	<p>Additional school gates will be opened (where possible), to the school grounds to dilute the numbers coming through them as much as possible.</p> <p>Children arrive at Chatham Nursery via the car park – NHS main entrance. They buzz (call point) into the Nursery Section, one family at a time, the child’s temperature is checked and if satisfactory are taken by a member of staff to their classroom. The Nursery foyer has 2m distancing markings on the floor.</p>	

	<p>ntre environme nt</p>	<p>Visitors Contractors</p>	<p>Note; all staff & visitors are also temperature checked when arriving on site. ALL STAFF, PARENTS AND VISITORS ARE EXPECTED TO WEAR FACE COVERINGS IN THE RECEPTION AREA ON ENTRY/EXIT TO THE SETTING. <i>If face covering is not worn (except for exemptions) a person will not be admitted.</i></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. <i>See above</i></p> <p>Any deliveries to the school e.g. stationery, cleaning chemicals will be securely stored and left isolated for 72 hours when possible, washing hands after the moving of the delivery.</p> <p>School first aid risk assessment to be reviewed, as required: <i>refer to WRA1 Workplace Indoor Risk Assessment – First Aid signage posted that identifies all First Aiders and locations of First Aid boxes.</i></p> <p>School biometrics and touchscreen entry control systems are disabled during the Covid-19 pandemic. Chatham Nursery and Picton Children’s Centre log staff and visitors in and out as required (a manual log for safeguarding and fire evacuation roll call, etc). Visitors during the pandemic will generally be discouraged from attending site unless there is no other option</p> <p>Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments are appropriate.</p> <p>Hand sanitizer stations located at the entrances to the building, <i>classrooms and offices.</i></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.</p> <p>Corridors, walkways and staircases have tape arrow markings laid out to indicate side to walk on (two way traffic). N/A</p> <p><i>Cross corridor / room entrance fire doors and other high occurrence touch points will be cleaned regularly throughout the working day to prevent contamination of constant touch points.</i></p> <p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social</p>	<p>LOW Under current guidance for COVID-19</p> <p>LOW Under current guidance for</p>
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		<p>distancing while others are using the opposite side. Staff verbally reinforce controls in corridors and walkways where necessary.</p> <p><i>Note from; Covid-19-implementing-protective-measures-in-education-and-childcare-settings:While in general, groups should be kept apart, <u>brief, transitory contact, such as passing in a corridor, is a low risk.</u></i></p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Classrooms/entrances to classrooms • Staff rooms • Toilets • Staff offices <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>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.</p> <p><i>A maximum of 4 staff at any one time will use the first floor staffroom. Beverages, etc., can be taken back to their car or foyer or back office providing social distancing can be maintained.</i></p> <p><i>A maximum of 6 staff (including 2 from any given bubble where appropriate: i.e. three groups of 2) at any one time can use the meeting room on the first floor WHEN BOOKED IN ADVANCE.</i></p> <p><i>When available (see booking diary) the Family room can be booked for a maximum of 6 staff (including 2 from any given bubble where appropriate: i.e. three groups of 2) at any one time. It is expected that surfaces/seats used will be cleaned thoroughly after use, using antibacterial wipes or antibacterial spray and disposable cloths.</i></p> <p><i>These arrangements will be reviewed on a fortnightly basis.</i></p>	<p>COVID-19</p> <p>LOW</p>
3	Covid-19 virus: School AND Children's	<p>Staff</p> <p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p><i>Front office/Reception use is limited to 1 member of staff to enable appropriate distancing where possible. If this cannot be maintained for any reason, face masks must be worn.</i></p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and</p>	

	Centre reception and offices	<p>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. A maximum of 3 desks may be used in the Core team room at any given time. Surfaces keyboards and telephones must be wiped with antibacterial wipes/spray and disposable cloth before and after use.</p> <p>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential.</p> <p>Core team staff continue to work one week on site and one week at home unless called upon to cover a staff absence. Where possible, staff will work in the same office with the same colleagues.</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. 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. See 'fogger' for sanitation under cleaning – see Section 9</p> <p>Occasionally work stations will be used by more than one staff member – where this is the case, the station will be sanitised prior to and after use. If used in the same day, a 15 minute interval will be used to ensure cleaning.</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>LOW Under current guidance for COVID-19</p>
4	Covid-19 virus: Meetings	<p>Staff</p> <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>Children's Centre visitors and service users only use the room if a meeting is booked with a member of</p>	

			<p>staff.</p> <p>Any Children’s Centre meetings with families should be one to one (although can have more than one family member in a bubble) and in line with current service delivery plan.</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.</p> <p>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>LOW Under current guidance for COVID-19</p>
5	Covid-19 virus: Classrooms	Staff Pupils	<p>Nursery School and EYFS provision</p> <ul style="list-style-type: none"> Minimise mixing within settings e.g. different rooms for different age groups. Note; Chatham Nursery will have 3 ‘bubbles’ / groups of average 20 children, the 2 year old, 2-3 year old and Nursery 2 (3-4 pre-Reception Class) bubbles. DURING NATIONAL LOCKDOWN THERE WILL BE 2 BUBBLES UNLESS UPTAKE REQUIRES 3 BUBBLES. (all with an average of 5 children). <p>Nursery Year Groups 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. Not really applicable</p> <p>Classes are back to normal capacity in line with government guidance. Chatham Nursery School will keep pupils in ‘Year Group Bubbles’:</p>	<p>LOW Under current guidance for COVID-19</p>

- Pupils will then be kept in their small groups ('bubbles') and should not mix with other groups during the day. *See above*
- Chatham Nursery groups will be allocated one classroom; 2 year old, 2-3 year old and Nursery 2 (pre-Reception Class) areas to contain the potential spread of the virus until restrictions are lifted
- Wherever possible, staff supervising a cohort should also remain within this 'bubble' Note; Chatham employ a sports coach for the pre-reception group only. *This is currently under review and the coach has not commenced work with the school yet.*
- Teachers should ensure that all staff and children wash their hands regularly throughout the day particularly when eating and at the start and end of activities.
- Playtimes; Chatham children are out regularly throughout the day, each group (bubble) has the use of an exclusive to that group outdoor play area.
- Equipment i.e. keyboards, laptops, ipads, etc., should be cleaned the end of the school day:
 - 3 year old's toys are cleanable
 - 2 year old's have sheets & blankets that are washed after use. They also have a mattress, that as part of the School's standard protocol's is sanitised after every use.
 - Chatham Place Nursery School, who are integrated with St Hugh's Primary, has access to a 'fogger' from the Primary School if required. *See Section 9*

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. *Not applicable to Chatham Place Nursery; children attending site, change into wellies and if required waterproof coat and spend most of the day outside. Note; shelters available around the outdoor area. During winter months & inclement weather this will be reduced, with classes returning to their bubble room*

When in class children will sit in their bubbles. Dependent on the activity this may include sitting next to and opposite each other.

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

For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. *Bubbles crayons and the like remain exclusive to each bubble*

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

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			<p>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. <i>See above – majority of activities external areas</i></p> <p>Pupils regularly reminded to maintain social distancing where possible. <i>N/A not possible with 2/3 and 3-4 year olds.</i></p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible. <i>Windows and doors will be opened during the school day when in use to allow for (cross) ventilation of the room</i></p> <p>Note; typical split system air-conditioning can be used during this pandemic (C-19) https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm Heating and cooling systems run by the NHS BMS.</p>	<p>LOW Under current guidance for COVID-19</p>
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Dining room be laid out so that ‘bubbles’ are separated whilst eating. <i>Chatham Nursery ask pupils to bring packed lunches & the school will provide snacks, on outdoor tables used exclusively for dining, in each exclusive bubble area. During winter months & inclement weather this will be reduced, with classes returning to their bubble room. All cutlery, if required, is served to the ‘placement’ by staff.</i></p> <p>Lunch times will be staggered to ensure ‘bubbles’ do not mix. <i>(Currently not applied due to size of bubbles but will be reviewed on a fortnightly basis).</i></p> <p>Dining room tables and chairs will be wiped down <i>after use.</i></p> <p>Dining room supervisors, cleaners and serving staff (& teachers) to maintain 2m social distancing wherever possible.</p> <p><i>Water drink fonts (was free access to children) isolated for children only, staff top-up the children’s water bottles when required. The children are allocated a designated water bottle exclusively for their use. This</i></p>	<p>LOW Under current guidance for COVID-19</p>

			is sanitised in the Nursery dishwasher when used or at the end of the day.	
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7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<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>Chatham children generally have staggered drop off/collection points to ensure parent footfall reduced. (2 ½ day model)</p> <p>Children arrive at Chatham Nursery via the car park at various times to the NHS main entrance. They buzz (call point) into the Nursery Section, one family at a time, the child's temperature is checked and if satisfactory are taken by a member of staff to their classroom. The Nursery foyer has 2m distancing markings on the floor.</p> <p>Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once.</p> <p>Parents are requested not to gather at NHS Car Park, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school.</p> <p>Parents requested not to gather on the school playground and to maintain social distancing at all times. N/A no access to playground.</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets. Staff lunch times are staggered to allow bubble integrity. Children currently eat at the same time. This is reviewed fortnightly.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines:</p> <ul style="list-style-type: none"> • General staff manage children's access to the toilets • Paper hand towels & pedal bins provided • Sensor bins provided in the adult toilets 	<p>LOW Under current guidance for COVID-19</p>
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8	Covid-19 virus; Working and teaching within the school environment	Staff Pupils Visitors Contractors	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain 2m social distancing at all times, where practicable. • Teachers & TAs' should not bend down to pupils level when communicating in close quarters Not viable for 2-4 year olds • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. <p>Lessons and activities planned to make best use of school/centre 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><u>Intimate Care for EYFS & SEND</u> See below & 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> 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</p> <p><u>Intimate care; nappy changing and similar:</u></p> <ul style="list-style-type: none"> • <u>Is PPE required for tasks involving changing nappies or general care for babies?</u> <i>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</i> 	<p>LOW Under current guidance for COVID-19</p>
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- a child shows symptoms, they should not attend a childcare setting and should be at home.
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?
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 **each** 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.
- Also see; Supporting children and young people with SEND as schools and colleges prepare for wider opening. Extract from Section; **Updating Risk Assessments (please read all of this section in the on line document for SEND pupils)**; 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. 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. <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
This Government information was updated 24 07 2020

PPE is only needed in a very small number of cases:

- *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*
- *PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms*

Safe working in education, childcare and children's 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>

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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. <i>Integral contract for all cleaning</i></p> <p>Reference existing school COSHH risk assessments <i>For Chatham maintenance & cleaning chemicals; see School H&S file</i></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. <i>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</i></p> <p>Reference existing school COSHH risk assessments: <i>School H&S File Section 4, COSHH General Cleaning Chemicals 29a. also; Section 9, COSHH product risk assessments.</i></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. <i>Chatham Nursery fixed & other play equipment is allocated exclusively to each 'bubble.' Staff to wipe / sanitise; taps, climbing bars, bike seats and handle bars, seesaw, etc., at the end of the working day.</i></p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings (15th July 2020)</p> <p>What you need to know (extract from <i>cleaning in non-healthcare settings</i>):</p> <ul style="list-style-type: none"> • 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. <i>The area should be isolated for 72 hours were possible (rooms, not common space e.g. corridor)</i> • 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 • Chatham; (non-disposable cloths will be disinfected after use), plus using a disposable cloths; 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 • 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 	<p>LOW Under current guidance for COVID-19</p>
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- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

School will be fully cleaned at the start/finish of each school day & other cleaning of higher risk areas throughout the day:

- Ensure waste bins (preferably a pedal bin in every classroom) are monitored and emptied regularly.
- Ensure staff receiving deliveries wear gloves.

Cleaners on site throughout the school day (Nursery staff are to sanitise touch points throughout the day and toys at the end of the day)

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.

Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces.

These will include (amongst other things):

- Printers/photocopying machines
- Door entry keypads
- Door, fridge and cabinet handles
- Light switches
- Kitchen surfaces

Chatham and Picton Children's Centre have access to St Hugh's 'fogging machine', St Hugh's Staff are trained in it's use – it is available to Chatham/PCC when required to sanitise an area;

Knitted fabric chairs & 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;

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.

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.

Soft furnishings, (most toys) soft toys and toys that are hard to clean (such as those with intricate parts)

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are removed from classrooms and stored elsewhere.

Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.

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.

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):

1. Should be put in a plastic rubbish bag and tied when full
2. The plastic bag should then be placed in a second bin bag and tied
3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known

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.

If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:

- keep it separate from your other waste
- arrange for collection by a specialist contractor as hazardous waste

There will be a charge for this service.

Other household (domestic) waste can be disposed of as normal.

15 07 2020


<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

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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. Headteacher will refer to current NHS Advice, web; https://111.nhs.uk/covid-19 or telephone 111 The DfE are providing COVID-19 advice Phone: 0800 046 8687 or email: DfE.coronavirushelpline@education.gov.uk</p> <p>Staff who are suspected as being infected at work will require the employer to complete a RIDDOR report to the HSE. https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</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> <ul style="list-style-type: none"> • 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. • If someone tests positive, they should follow Government guidance and must continue to self-isolate. • The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: https://www.gov.uk/guidance/contacts-phe-health-protection-teams. 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><u>Should a case (C-19) arise at the school,</u> the school will contact the local health protection team (HPT) for actions required. Cheshire & Merseyside HPT, Suite 3B, 3rd Floor, Cunard Building, Water Street L3 1DS Tel: 03443350562 – chose Option 1 – Out of hours; 0151 434 4819</p> <p>See Track & Trace system; order a test immediately at www.nhs.uk/coronavirus 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. See LCC Full School Opening Resources Version 2 – 26 08 20</p>	<p>LOW 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**

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	Actions required to combat Covid-19	Monitor Government updates for developing operational advice	Headteacher	ongoing	
2	This Risk Assessment is for the full Reopening of Schools September 2020. 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	

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: A Connearn (Headteacher)</p> <p>Signature: </p> <p>Date: 12 01 2021 <i>Please note an electronic signature will suffice.</i></p>
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