



St Margaret's CE Academy: Risk Assessment – Summer School 21

A	Date: 19 th July 2021	School: St Margaret's CE Academy	Team:	Location: Aigburth Rd, Liverpool, L17 6AB
		Ref: Summer School	Assessor: Mark D'Arcy	Principal: Stephen Brierley

B	Assessment of Risk for: Protection from transmission of Covid-19 during Summer School
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>Senior Leader on site to regularly update and inform visitors re government guidance regarding Covid-19 controls required:</p> <ul style="list-style-type: none"> 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/ <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 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 	LOW



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			<ul style="list-style-type: none"> • 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, SLT member on site should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</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.</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 virus; Summer School (General)	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. The government is currently advising people to shield until 31 July and is regularly monitoring this position. We do not expect people in this category to be attending work until at least the 1st August 2020.</p> <p>PPE is only needed in a small number of cases:</p> <ul style="list-style-type: none"> - children, young people and students 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 - if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an 	LOW



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			<p>apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>PPE (masks, visors and gloves) as well as sanitiser will be made available to staff on reception and staff may choose to wear this on site if they wish.</p> <p>If someone becomes unwell while undertaking their duties, they should go home and follow the stay at home guidance. PPE should be worn by staff caring for the child while they await collection, if a distance of 2 metres can't be maintained (e.g. a very young child or a child with complex needs).</p> <p>Following any incident of which a member of staff or student becomes unwell the work area / isolation room will be cleaned in accordance with the Governments advice Covid19 decontaminations in a non-health care setting.</p> <p>All doors of rooms being used to be opened in the morning to minimise contact (e.g. lower contamination risk of too many people touching handles).</p> <p>All windows that can be opened will be opened in any room that is being used and door wedges used to ensure doors are propped open to encourage circulation of air. Staff using rooms with doors wedged open to remove wedges in the event of a fire alarm.</p> <p>Students and staff will be encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Staff and students will be encouraged to follow good respiratory hygiene advice by promoting the 'catch it, bin it, kill it' approach.</p> <p>Hand sanitisers will be available in each area used by students.</p>	
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3	Covid-19 virus; Summer School (Specific)	Staff Pupils Visitors Contractors	<p>Only one year group will be in school at a time so that students remain in year group bubbles. Summer school will comprise of 1 week for Year 6 transition. The Year 6 transition will be split over 2 weeks (w/c 26/07/21 and 02/08/21) meaning whole year group is not in school at the same time.</p> <p>Staff will maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children.</p> <p>Peak travel times will be avoided by starting at 10am and finishing at 2 pm.</p> <p>All staff and students will be instructed to wash their hands or use hand sanitiser on arrival, regularly throughout the day and before and after eating.</p> <p>Hand sanitiser and disposable tissues will be provided in each space used for activities.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and students must have their own items that are not shared (an individual pencil case will be given to pupils on arrival for them to keep). Classroom based resources, such as books and equipment, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Staff and students must take regular breaks remembering to always wash hands and keep safe distances apart at least 2 metres.</p> <p>We will minimise contact and mixing, as far as possible whilst in school (e.g. for arrival, break and departure) and altering the school environment (e.g. changing classroom layouts so desks are further apart or dividing groups into different classrooms and working outside for activities where this is possible.</p>
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			<p>Staff will be instructed to wear casual dress which will enable them to wash and change their clothes daily in line with transmission guidelines.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (disabled toilet by staff room). The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	
4	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day.</p>	LOW

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



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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)

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: Director of Business and Finance</p> <p>Signature: </p> <p>Date: 15.07.21</p> <p><i>Please note an electronic signature will suffice.</i></p>
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