



Covid-19 Risk Assessment

Updated on 06.01.2022



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Acting Headteacher: Mr. M. McQuiston

Dear Families,

Additional measures have been put in place around school to help control levels of transmission which are extremely high at this current time.

For the next few weeks, there will be no whole school assemblies or in-person staff meetings. Meetings with parents and other professionals will be limited to those which are deemed essential. All rooms in school will be well-ventilated but this may mean school is colder than usual due to the cold weather. We ask that you consider providing your child with additional layers. As always, we will ensure that the building is cleaned frequently.

Staff test twice-weekly regardless of symptoms and we ask that parents and carers test themselves and their children regularly too. When school is closed, please contact our 'OUT OF HOURS' email address if your child tests positive or is displaying symptoms of Covid. Alternatively, contact the school office as soon as school opens (8AM each week day).

OUT OF HOURS Email Address: covid@olgh.co.uk

The school office will be the first point of contact during the day when school is open.

Kind regards,

Mr. McQuiston
Acting Headteacher

School Covid-19 Procedures

School is continuing to function without the use of 'bubbles'. However, every effort is made to limit unnecessary contact with children and adults from others classes to limit the potential spread of the virus. Rooms are kept well-ventilated and surfaces that are frequently touched are wiped down regularly. Hand gels and soap is widely available around school. Meetings will be limited to essential during January and until the risk of infection has reduced significantly enough.

Staff are strongly encouraged to use lateral flow devices to test themselves regularly at home. These tests are taken twice-weekly and the results are recorded through the use of a Google Form to limit the admin required to monitor these. Any staff who test positive are asked to contact the headteacher without delay to ensure they can be adequately covered.

Children and families are actively encouraged to test regularly to safeguard the whole community and prevent the spread of the virus. They should inform the school of any positive test result as soon as possible via the school office or the use of our Parentapps communication system or the covid@olgh.co.uk email address.

Symptomatic & Asymptomatic Children or Staff

- **Any individual with Covid-19 symptoms or who has tested positive will not be allowed to attend school and must self-isolate immediately, under the current government guidance, for 10 days starting from the first day of their symptoms or the date of their test if they are asymptomatic.**
- The parent/ carer or staff member should notify the school/ HT of their absence by phone or email as soon as is reasonably possible.
- If a child develops symptoms during the school day, they will have their temperature taken by school staff and they must isolate (in the designated place - **the meeting room**) from the rest of the school until they are able to be collected from school. Parents will be contacted immediately.
- When helping someone who is displaying symptoms, PPE equipment must be worn and then disposed of by double-bagging and storing for 72 hours before binning in the normal way.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom, if possible. The bathroom should be cleaned and disinfected using standard household cleaning products before being used by anyone else.
- In the case of a staff member, they must go home immediately.
- **Anyone displaying symptoms will be advised to get a PCR test.** If negative, they can return to school when fit to do so.
- Those identified as close contacts with a positive case by Track and Trace will be asked to take daily lateral flow tests for 7 days.
- School will record and keep minimum dataset: reason for absence, date of onset of symptoms, symptoms, class etc.
- If an adult/ child in school tests positive, this will be reported to Liverpool City Council using their MDS form.
- For those isolating, they can test to release from isolation on Day 6 and Day 7. Both of these tests must be negative before they can stop isolating on Day 8. Two negative results 24 hours apart are required to stop isolating, any time after Day 6. Day 1 is the first full day after testing positive.

Hygiene and Cleaning

Hand and Respiratory Hygiene

- Children are required to sanitise their hands upon entering the classroom – all classrooms have touchless hand sanitisers and handwash to do so. Touchless hand sanitiser stations are available in communal areas too.
- Teachers will prompt children to wash their hands more frequently than usual – 20 seconds with soap and running water. Classrooms will also have hand gel.
- We promote the 'catch it, bin it, kill it' approach.
- Teachers will actively teach children about hygiene and remind them to try to avoid touching the face.
- Children will wash their hands in the morning, before eating, after playtimes and after toilet breaks.
- All staff will be asked to be responsible for enhanced cleaning procedures, where reasonable – wiping down frequently touched surfaces with an anti-bacterial wipe during break times, for example.

Enhanced Cleaning Provision

Before School	Morning Break	Lunch	Afternoon Break	After School
● Cleaners on site to deep clean toilets, classrooms and lunch hall.				
● Communal areas – corridors and entrances to be cleaned				

- Door handles wiped
- Floors mopped
- All areas well-ventilated after school

Start and End of the Day						
EYFS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
8:45 – 3:10			8:45 – 3:15			
Entrances on South Drive main gate and on Chestnut Grove are open in the morning – no parents allowed on site in the morning.						
Only the South Drive entrance is open at the end of each day. Parents are allowed on site, expected to wear a mask and to socially distance as much as possible. They are kindly asked not to stand on the path outside classroom doors but rather to use the playground.						
All staff must wear masks at the beginning and end of the day when in contact with parents.						
Morning Break Time						
EYFS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Reception Outdoor Area	10:30 AM – 10:45 AM			10:45 AM – 11:00 AM		
Lunch Time						
EYFS	Year 1 and Year 2		Year 3 and Year 4		Year 5 and Year 6	
12:00 – 1:00	12:15 – 1:15	12:15 – 1:15	12:15 – 1:15	12:30 – 1:30	12:30 – 1:30	12:30 – 1:30
Hall @ 12:00 – 12:30	Hall @ 12:15 – 12:35	Hall @ 12:20 – 12:40	Hall @ 12:30 – 12:50	Hall @ 12:35 – 12:55	Hall @ 12:40 – 1:00	Hall @ 12:45 – 1:05
Mrs. Blythe & Mrs. Pomford	Mrs. Spence	Mrs. Robinson	Mrs. Edison	Mr. Rodriguez	Mrs. Wilcock	Miss Ellis

Classroom Layout
Teachers are free to position their classroom tables in whichever position they prefer based on their teaching style. However, during singing or playing of musical instruments, where there is more risk, teachers must position children in forward-facing positions, as per local authority guidance.
Resources
Classroom Based Resources
<ul style="list-style-type: none"> • Children can share resources such as books and maths equipment. • Equipment should be cleaned more regularly, as with other frequently touched surfaces. • Children will be given their own pencils, pens and coloured pencils and these should not be shared – they will keep these in a pencil case given to them by school.
Shared Equipment
<ul style="list-style-type: none"> • Resources used by different groups of children will be cleaned after use. • If this isn't possible, they will be left for 48 hours before using again.

Staff Shared Areas
All Communal Areas
Face coverings must be worn in all communal areas by all adults in school. This includes: corridors, staffroom, offices during meetings and the school hall.
The Staff Room
The staffroom is limited to a maximum of 5 staff at any one time. Staff should be aware that all staff should have the option of being in the staffroom and therefore should ensure that everyone is given an adequate amount of time to do so. Windows
The Main Reception Office
Staff must ensure that they maintain a 2m distance and no more than two additional members of staff should be in this room at any one time.
Staff Meetings

Staff meetings will be held mainly online, although we may require some meetings in person. Staff **must** ensure they sit 2m away from other adults during these times.

The Headteacher's Office

The Headteacher's office can accommodate no more than 5 adults at any one time. This room will be used for SLT meetings after school, when necessary. Only when it is deemed essential will parents and/or external agencies be invited to meet Mr. McQuiston in this room.

The Meeting Room

The meeting room will be used to isolate anyone who is displaying symptoms of Covid-19, by SLT and essential meetings with parents only. The room must be cleaned down after use.

Assemblies

Whole school assemblies are temporarily suspended for the month of January. This will be reviewed regularly and they will begin as soon as the risk has been reduced significantly.

Face Coverings

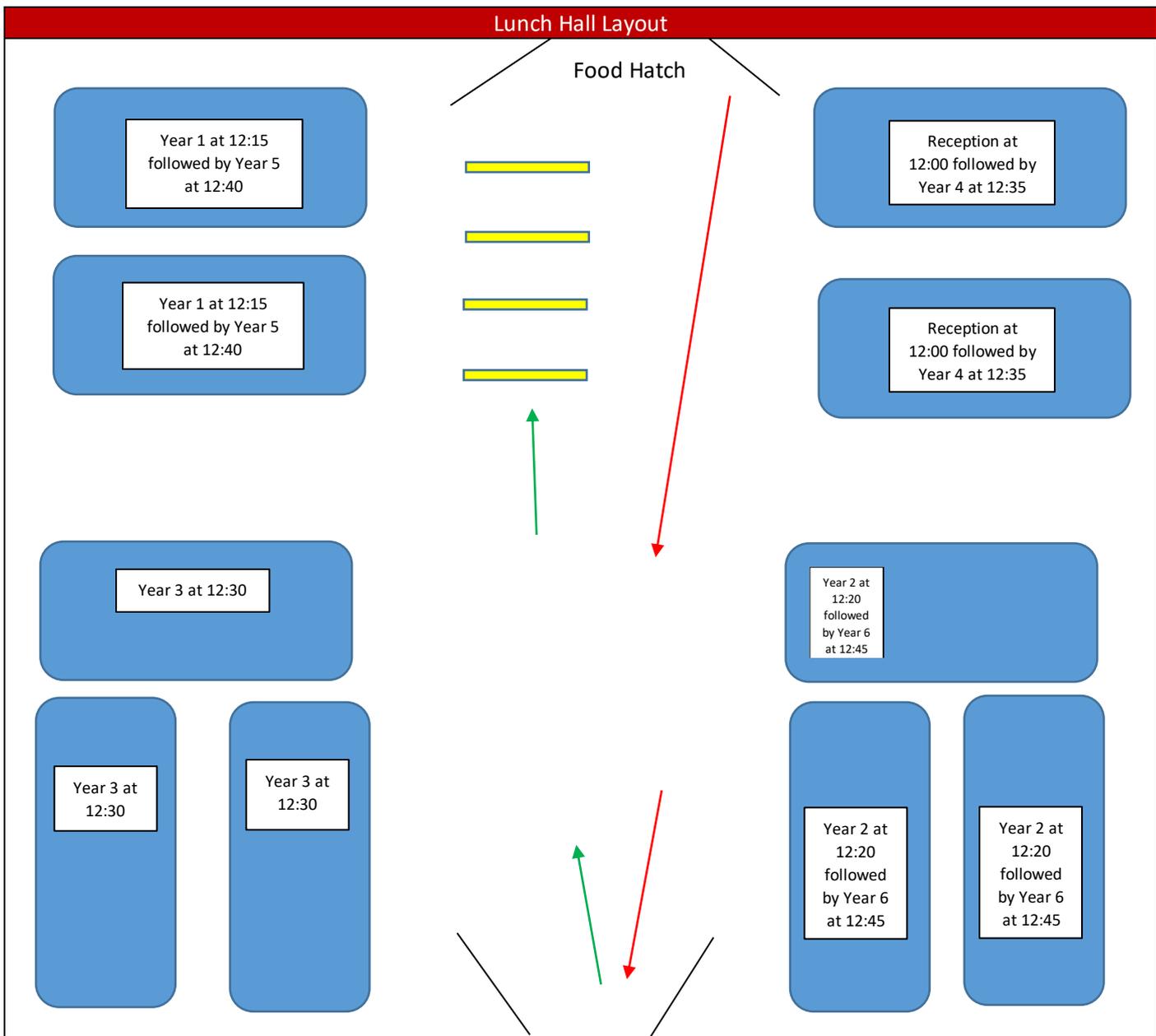
Staff and visitors are advised to wear face coverings in communal areas of the school or when social distancing is not impossible. Children do not need to wear face coverings in school. **Face coverings must be worn by all adults at the school gates.**

Ventilation

Rooms should be kept well-ventilated. This includes keeping windows open where possible and ensuring rooms are completely aired when not in use to ensure clean air is circulated.

PPA

Because we do not have a designated PPA room, staff are being asked to take their PPA time off-site to reduce the number of people in the building, when possible. PPA teachers are reminded to maintain a 2m distance from the children and other staff members so as to not put themselves at further risk of infection.



Lunch Procedures

- Each year group has a designated lunchtime supervisor.
- They will collect the children from the classroom at their designated lunch time and lead them either to the playground or straight to the lunch hall dependent on the allocated lunch slot.
- Lunchtime staff in each class will clean down the tables and chairs of their group after use.
- Reception will remain in their outdoor area; Year 1 and 2 will play on the infant side of the playground.

Breakfast, After School and Extra-Curricular Provision

Breakfast Club & After School Club

These clubs can continue as normal. Extra consideration is given to hand hygiene and ensuring children are adequately spaced out around the hall. Records are kept of all children attending clubs.

Other Extra-Curricular Clubs

Extra-curricular clubs are running

Staff will coordinate lunch-time activities on the playground. These structured activities, which are carefully planned, will be a huge help in providing the children with a range of fun games to enjoy.

Teachers will be running extra-curricular clubs at lunch-time and after school.

These clubs will be restricted in size and by which classes can take part so we can keep a track of who has attended and had contact with others.

Residential Trips

Year 6 trip to PGL

PGL for Year 6 2020/21 has been booked for May 2022. There is no change to this booking.

Other Educational Visits

Educational day visits **are permitted** at this current time but are subject to stringent risk assessments being carried out. The purpose of the visit and the environment in which the visit will take place are key factors in determining whether or not a visit can go ahead.

External Visitors

All visitors on the school site should register and the school should ensure site guidance is explained to visitors on or before arrival. Visitors are asked, where possible, to provide evidence of a negative lateral flow or PCR within 24 before visiting school.

Details needed to be collected from visitors include:

- the name of the visitor
- a contact phone number for each visitor
- date of visit
- arrival time
- departure time

Details need to be kept for 21 days in line with the schools GDPR policy.

Visits to school are at the discretion of Mr. McQuiston. They will be limited and on-site visits will only take place if necessary.

Uniform

Children must wear full school uniform to school consisting of white shirt, grey trousers or skirt, school tie and navy school jumper/ cardigan with smart black school shoes.

Children can wear their PE Kit to school on the days they have PE.

PE kit consists of:

- White polo top, navy shorts and trainers/ pumps
- Additional jogging suits can be purchased from 'Kitted Out' on Allerton Road for the colder days – navy jogging bottoms and navy jogging top.

OLGH January 2022 Covid-19 Risk Assessment

A	Date: 05/07/2020	School: Our Lady of Good Help Catholic Primary School	Team: N/A	Location: South Drive, L15 8JL, Liverpool
Review Date: Ongoing		Ref: N/A	Assessor:	Head Teacher: Mark McQuiston (Acting Head of School)

B	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	<ul style="list-style-type: none"> ● 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. ● Staff are strongly encouraged to test regularly. These results will be recorded every Sunday and Wednesday evening via Google Form to ease the burden on admin. ● Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy ● Pupils who are symptomatic will not be allowed to attend school and must be tested. ● Anyone testing positive must isolate and will not be able to attend school until the isolation period comes to an end – work will be set children to complete, if well enough to do so. <p>SLT will also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> ● New and expectant mothers ● Extended duty of care ● Stress ● Individual Pupil assessments <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff meeting the following criteria:</p> <ul style="list-style-type: none"> ● Vulnerable member of staff ● Staff who live with a vulnerable person. <p>Formal process in place for SLT to contact the worker if required, as detailed within applicable risk assessment above.</p> <p>SLT 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/ 	Low-med

- ❖ Public Health England <https://www.gov.uk/government/organisations/public-health-england>
- ❖ Department for Education <https://www.gov.uk/government/organisations/department-for-education>
- ❖ Health and Safety Executive <https://www.hse.gov.uk/>

Referring to the following guidance and publications, as applicable:

- ❖ HSE COVID19 latest information and advice
 - ❖ HSE Working safely during the coronavirus guide
 - ❖ Government guidance COVID-19: guidance for schools and other educational settings
 - ❖ 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
 - ❖ Government publication Best Practice: how to hand wash
- Due to the rapidly changing advice on Covid-19, SLT will 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 guidance on using PPE putting on and removing PPE shared with staff. PPE used in line with government guidance:
 - <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, in line with guidance includes:

- ❖ Disposable half face masks:
 - ❖ Disposable gloves:
 - ❖ Disposable aprons:
 - ❖ Goggles - where personal care is to be provided
- All used PPE will be double bagged and disposed of appropriately. Store for 72 hours before disposing via the normal waste stream.
 - All staff informed that hands are to be washed regularly as per Government guidance.
 - Pupils regularly, in age appropriate ways, taught and asked to wash as per Government guidance.
 - Signage is displayed around school encouraging staff and pupils to maintain good hand hygiene.
 - 'Catch it, bin it, kill it' promoted.
 - Parents and carers kept informed via parentapps and email regarding any changes to procedures
 - Staff kept informed via email, staff meetings/ briefings and zoom calls if necessary.
 - 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.

			<ul style="list-style-type: none"> All incidents reported to the Health and Safety Unit, using the LCC online accident and incident report form. <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> HSE RIDDOR reporting of COVID-19 Attendance team to complete MDS forms for positive cases and send to Liverpool City Council 	
2	Covid-19 virus: General school environment	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Staff and visitors must use hand sanitiser upon entry to the school. Pupils will also wash their hands when they enter their classroom. Parents and staff must wear face coverings at the school gates for drop off and pick up. Parents drop off children at school gates, as has always been the norm. They can collect their children on the school premises (playground). If dropping off late or collecting early, parents must report to the school office via intercom at the carpark. Children will be brought out to the parents. 2 members of staff present on the gate(s) to greet parents and prevent access to school grounds - Mr. Clark (caretaker) and SLT members. Parents are requested to collect children from the playground and to not congregate along paths outside external classroom doors. Glass panel in place for office staff to shield from foyer. Touchless Hand sanitizer stations located at the entrances to the building and in each room, including toilets, staff room and corridors. Internal doors to be kept open where possible and windows opened in the classrooms to improve ventilation. Rooms to be well-ventilated by opening external doors where possible when not in use. Classrooms have been fitted with CO2 monitors. Break and Lunch have been staggered to reduce the number of children moving around school at one time and to reduce the number of children in the hall at any time. Whole school assemblies and collective worship are not to take place during the month of January, until the risks significantly reduce. The use of the school staff room is minimised to maximise social distancing between colleagues – 5 max. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. Classes will be kept together thereby minimising mixing with other classes as much as possible. The number of children using toilets will be managed - 1 girl and 1 boy at a time – as per the norm. 	Low-med
3	Covid-19 virus: School reception and offices	Staff	<ul style="list-style-type: none"> Staff are instructed to send information electronically to avoid the use of internal mail services. All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. Office windows will be opened where practical, to encourage as much natural ventilation as possible Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations. 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. A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use. Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. 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. 	Low-med

4	Covid-19 virus: Meetings	Staff	<ul style="list-style-type: none"> ● In-person meetings are to be reduced during the month of January, or until the risk reduces significantly. Staff should use other means of remote communication to host meetings where facilities are readily available. ● Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff. ● Meeting room capacity is reduced to ensure social distancing. ● Meeting rooms will be adequately ventilated with external windows opened during meetings. ● Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting. ● 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. ● Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings 	Low
5	Covid-19 virus: Classrooms	Staff Pupils	<p>Children to be kept in their class as a bubble:</p> <ul style="list-style-type: none"> ● Classes will be kept together as much as possible to avoid unnecessary mixing of children and adults. ● Wherever possible, staff supervising a cohort will also remain within this year group – teacher, TA and lunchtime supervisors have been allocated year groups. ● Playtimes and lunches to be staggered. ● Support staff to bring first aid onto the playground during play times. ● All classes are to take place in the same setting wherever possible to limit the numbers moving around the school. ● For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. ● All unnecessary items are removed from classrooms and teaching environments as much as possible. Classrooms to remain clutter-free. ● Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible. Staff instructed in the following working practices: <ul style="list-style-type: none"> ● Wiping down frequently touched surfaces. ● Staff must use spill proof flasks. ● Staff who need to move between groups of children should be extra cautious. ● Children will be reminded to wash their hands upon entry to school, before and after play times (including lunch), after any trips to the toilet and upon leaving for home. Cleaning of hands is ensured frequently. ● The staffroom has been socially distanced – tables have been separated and a maximum of 5 adults can be in the room at any one time. Additional cleaning during the day will be implemented. Staff will have access to additional space in Mrs. Wileman’s garden (warmer weather). 	Low-med
6	Covid-19 virus: Dining Area	Staff Pupils	<ul style="list-style-type: none"> ● The dining room will hold a maximum of 60 children split into year groups with clear divisions. Children must remain more than 2m away from other year group bubbles. During lockdown, there will be no more than 30 at any time. ● Lunch times will be staggered to ensure ‘bubbles’ do not mix. ● Dining room tables and chairs will be wiped down between sittings. ● Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible. ● Tape marking applied to the dining room to indicate social distancing in the line for school dinners. Children will be asked to remain seated until called to receive their hot meal - 4 children at a time. 	Low-med
7	Covid-19 virus: School Day	Staff Pupils Visitors	<ul style="list-style-type: none"> ● Parents and guardians are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school. ● Parents and guardians requested not to gather on the school playground in groups at collection time. 	Low-med

		Contractors	<ul style="list-style-type: none"> Children should wear PE Kit to school to avoid having to change on the days they have PE. 	
8	Covid-19 virus: Working and teaching within the school environment	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Staff instructed in the following working practices: <ul style="list-style-type: none"> ❖ Keep rooms well-ventilated ❖ Regularly perform appropriate hand washing ❖ Clean down regularly touched surfaces ❖ Promote good hygiene 	Low-med
9	Covid-19 virus: Cleaning	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> All cleaning staff are experienced and have received appropriate training. Reference existing school COSHH risk assessments: Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments. 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. Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. School will be fully cleaned at the end of each school day, with toilet checks and cleaning of door handles at break times implemented by staff. Regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned, throughout the day. Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include amongst other things: <ul style="list-style-type: none"> ❖ Printers/ photocopying machines ❖ Door entry keypads ❖ Doors, fridges and cabinets handles ❖ Light switches ❖ Kitchen surfaces Classrooms where a pupil or staff member has become symptomatic during the school day will be cleaned along in-line with Government publication COVID-19: cleaning in non-healthcare settings. 	Low-med
10	Covid-19 virus: Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> 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 and told to get a Covid test. Staff members with symptoms will be sent home to isolate and told to get a Covid test. If staff are unable to maintain social distancing from isolated pupils, appropriate PPE should be worn e.g. a surgical face mask. Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible. This room will be deep cleaned afterwards. Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested: <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 for at least 10 days from the start of their symptoms. If they still have a high temperature, they should keep self-isolating until temperature returns to normal. The school understands how to inform the city council of any positive cases through the MDS forms supplied. In the event of an outbreak, further measures will be put in place so reduce transmission. 	Low-med

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	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed
1	Stakeholders to be given Risk Assessment for consultation	<ul style="list-style-type: none"> Staff, governors and parents emailed and comments taken into consideration 	Mark McQuiston	Ongoing	
	Teaching children about Hygiene	<ul style="list-style-type: none"> Staff to use e-bug resources to promote good hygiene 	Teachers	Ongoing	
	PPE	<ul style="list-style-type: none"> PPE to be procured 	Mark McQuiston	Ongoing	
	Updates for staff	<ul style="list-style-type: none"> Staff to be sent updates in guidance as it is received 	Mark McQuiston	Ongoing	
	Communication to staff	<ul style="list-style-type: none"> Staff briefings and meetings to take place in Year 6 classroom or via Zoom Staff to be updated as new guidance is given Staff briefed on what to do if a child becomes symptomatic 	Mark McQuiston	Ongoing	
	Communication to parents regarding school procedures	<ul style="list-style-type: none"> Parents should be made aware of drop off and pick up procedures Start and finish times Expectations and procedures when displaying symptoms Changes to protocols 	Mark McQuiston	Ongoing - when changes are made	
	Communication to pupils	<ul style="list-style-type: none"> Pupils told rules and expectations Toilets to be used no more than - 1 boy and 1 girl 	All staff	Ongoing	
	Cleaning guidance	<ul style="list-style-type: none"> Cleaners to be kept up to date on gov guidance on cleaning school 	Duncan Clark	Ongoing	
	Supervision	<ul style="list-style-type: none"> 2 staff (Mr. Clark, Mrs. Hopwood and SLT member) on either gate Staff to monitor toilets, ensuring 1 in 1 out and cleanliness Lunch staff to monitor queue for food – keep queue short Staff to direct children to correct seats for dinner 	Staff	Ongoing	
	Isolation room	<ul style="list-style-type: none"> 'Sensory Room' to be used for any symptomatic children 	All staff	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: Mark McQuiston</p> <p>Signature: M. McQuiston</p> <p>Date: 06.01.2022</p>

Equality Impact Assessment– School Reopening (Pupils and Staff)

This Equality Impact Assessment (EqIA) is used to assist us to ensure we meet our duties under the Equality Act 2010 to take account of the needs and impacts of the proposal or function in relation to people with protected characteristics. Please note, this is an ongoing duty. This means we will keep this EqIA under review and update it as necessary to ensure its continued effectiveness.

To demonstrate having 'due regard' for the Equalities Act (2010) and the Public Sector Equality Duty Section 149, when making significant decisions that include policies, processes and/or guidance it is crucial that Our Lady of good Help Catholic Primary School considers the needs and implications for those people with protected characteristics.

The EqIA has been completed to identify the potential adverse effects of the significant decision, in this case school re-opening on pupils and staff with protected characteristics. There are nine protected characteristics under the Equalities Act (2010) that include age, disability, gender reassignment, race, religion or belief, marriage and civil partnership, sexual orientation, pregnancy and maternity and sex.

We are mindful of the emerging data and evidence of the disproportionate adverse effects of COVID-19 on people with protected characteristics specifically Gender, Black, Asian, and Minority Ethnic (BAME) people, LGBTQ+ people, Disabled People and Older People. These impacts must be born in mind when making the decision for the wider re-opening of schools.

The Equality Impact Assessments refer to a number of COVID-19 Individual and Workforce Risk Assessments.

Guidance used in assessment of Impact and identification of Reasonable Adjustments:

- Risk Reduction Framework for NHS Staff at risk of COVID-19 infection <https://www.fom.ac.uk/covid-19/update-risk-reduction-framework-for-nhs-staff-at-risk-of-covid-19-infection>
- Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 <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>
- People at higher risk from coronavirus <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/>
- Advice on social distancing <https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/>

Documents to support the completion of the EqIA are listed below:

- SEND / Vulnerable Pupil risks assessment (protocol / risk assessment)
- Individual staff risk assessment

COVID-19: Equality impact assessment – Pupils

Policy or Decision	COVID-19: School wider-opening Individuals with increased vulnerability to infection or poorer outcomes from COVID-191	Assessment conducted by – name:	Mark McQuiston
School Name:	Our Lady of Good Help Catholic Primary School	Assessment conducted by – job title:	Acting Head of School
Covered by this Assessment:	Pupils	Assessment date:	July 2020

Groups with protected characteristics	It is assessed that this decision could have a:			Impact Comments:	Reasonable Adjustments Identified:	Negative Impact: Please provide details as to why reasonable adjustments are not being made
	Positive Impact	Neutral Impact	Negative Impact			
Age (Adults only)				Not applicable for this assessment	Not applicable	Not applicable
Disability			X	a. High Risk – ‘Clinically Extremely Vulnerable’: Identified specific medical conditions have been identified as placing someone at greatest risk of severe illness from coronavirus. b. Moderate Risk – ‘Clinically Vulnerable’: Identified health conditions have been identified as placing someone at higher risk of severe illness from coronavirus. c. Other – Do not fall into one of the above categories, however, have received medical advice to remain at home. d. Disability which is the subject of reasonable adjustments e. Reopening schools to children with special educational needs could increase their access to school based support.	a. Pupils within this category will have been contacted by the NHS and advised with regards to shielding requirements. These pupils will be provided with study to be carried out from home. b. Pupils within this category have been advised by the NHS/government to follow advice on social distancing. These pupils will be provided with study to be carried out from home unless stringent social distancing measures are possible, and they/their parents agree to a return. c. Pupils within this category will provide a letter from their GP confirming advice. If it is possible to attend school these pupils, a risk assessment should be undertaken if required. d. A risks assessment should be undertaken if required. e. A risks assessment should be undertaken if required.	Not Applicable – all reasonable adjustments will be made.

Gender reassignment		X		No evidence of impact	Not required	Not required
Marriage and civil partnership		X		No evidence of impact	Not required	Not required
Pregnancy and maternity			X	No evidence of impact	Not required	Not required
Race			X	Current evidence that ethnicity of a BAME background may be associated with increased vulnerability	A Pupil Risk Assessment may need to be completed.	Not Applicable – all reasonable adjustments will be made.
Religion or belief		X		No evidence of impact	Not required	Not required
Sex			X	Current evidence of males being at higher risk of being admitted to hospital.	A Pupil Risk Assessment may need to be completed.	Not Applicable – all reasonable adjustments will be made.
Sexual orientation		X		No evidence of impact	Not required	Not required

COVID-19: Equality impact assessment – Staff

Policy or Decision	COVID-19: School wider-opening Individuals with increased vulnerability to infection or poorer outcomes from COVID-191	Assessment conducted by – name:	Mark McQuiston
School Name:	Our Lady of Good Help Catholic Primary School	Assessment conducted by – job title:	Acting Head of School
Covered by this Assessment:	Staff	Assessment date:	July 2020

Groups with protected characteristics	It is assessed that this decision could have a:			Impact Comments:	Reasonable Adjustments Identified:	Negative Impact: Please provide details as to why reasonable adjustments are not being made
	Positive Impact	Neutral Impact	Negative Impact			
Age (Adults only)			X	<ul style="list-style-type: none"> a. Moderate Risk – ‘Clinically Vulnerable’ – those aged over 70. b. Current evidence that those aged over 50 of BAME ethnicity, particularly those with comorbidities, may be associated with increased vulnerability. c. Current evidence that those aged over 60 of White European ethnicities, may be associated with increased vulnerability. 	<ul style="list-style-type: none"> a. Staff within this category have been advised by the NHS/government to follow advice on social distancing. These staff should work from home unless this is not an option, stringent social distancing measures are possible. An individual staff risk assessment is completed to determine this. b. An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role. c. An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role. 	Not Applicable – all reasonable adjustments will be made.

Disability		X	X	<p>a. High Risk – ‘Clinically Extremely Vulnerable’: Identified specific medical conditions have been identified as placing someone at greatest risk of severe illness from coronavirus.</p> <p>b. Moderate Risk – ‘Clinically Vulnerable’: Identified health conditions have been identified as placing someone at higher risk of severe illness from coronavirus.</p> <p>c. Other – Do not fall into one of the above categories, however, have received medical advice to remain at home.</p> <p>d. Disability which is the subject of reasonable adjustments</p>	<p>a. Staff within this category will have been contacted by the NHS and advised with regards to shielding requirements. These staff will be provided with work that can be carried out from home.</p> <p>b. Staff within this category have been advised by the NHS/government to follow advice on social distancing. These staff should work from home unless this is not an option, stringent social distancing measures are possible. An individual staff risk assessment is completed to determine this.</p> <p>c. Staff within this category will provide a letter from their GP confirming advice. If it is possible to attend work these staff will have an individual staff risk assessment.</p> <p>d. These staff will have an individual staff risk assessment completed.</p>	Not Applicable – all reasonable adjustments will be made.
Gender reassignment		X		No evidence of impact	Not required	Not required
Marriage and civil partnership		X		No evidence of impact	Not required	Not required
Pregnancy and maternity			X	Moderate Risk – ‘Clinically Vulnerable’ – Pregnancy.	Staff within this category have been advised by the NHS/government to follow advice on social distancing. These staff should work from home unless this is not an option and stringent social distancing measures are possible. An individual staff risk assessment is completed to determine this.	Not Applicable – all reasonable adjustments will be made.
Race			X	Current evidence that ethnicity of a BAME background may be associated with increased vulnerability	A BAME risk assessment is completed dependent upon cumulative vulnerability and job role.	Not Applicable – all reasonable adjustments will be made.
Religion or belief		X		No evidence of impact	Not required	Not required
Sex			X	Current evidence of males being at higher risk of being admitted to hospital.	An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role.	Not Applicable – all reasonable adjustments will be made.
Sexual orientation		X	X	Potential for a positive effect or negative impact. LGBTQ+ people have a higher rate of mental ill health, domestic abuse in comparison with their counterparts which could affect their return to work.	An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role.	Not required

Equality impact assessment based directly upon members of staff. In addition to this, our school has identified that staff: (i) who live with individuals classified as High Risk – ‘Clinically Extremely Vulnerable’ - will work from home unless this is not an option, stringent social distancing measures are possible. A ‘COVID-19 – Individual Staff Risk Assessment’ should be undertaken to determine this. (ii) who live with individuals classified as Moderate Risk – ‘Clinically Vulnerable’ - should attend work and the school will undertake a ‘COVID-19 – Individual Staff Risk Assessment’

Any member of staff over the age of 50 that identifies as BAME staff will have an individual Risk Assessment completed. On request any BAME staff under the age of 50 can have a Risk Assessment completed.

Any member of staff that identifies as being aged over 60 of white European ethnicity can request an individual Risk Assessment

Public Health Resources

FAQ

Q1. Should we screen pupils and staff coming in to school?

All children and parents should already have been told not to attend if they have symptoms (new continuous cough and/ or high temperature or loss of sense of smell or taste) in the last 7 days, or if they live with anyone who has had symptoms in the last 14 days. Education settings should **continue to reiterate this to parents, pupils and teachers**.

Routine daily testing of an individual's temperature is not a reliable method for identifying coronavirus and is not recommended.

Q2. Should we screen other essential visitors to the school?

Other visitors to your school should be asked before entering if they have had symptoms in the last 7 days or if anyone in their household has had symptoms in the last 14 days. If they have then they should not be permitted to enter.

Routine testing of an individual's temperature at one point in time is not a reliable method for identifying coronavirus and is not recommended.

Q3. How often should I wash my hands or use hand sanitiser?

You should wash your hands thoroughly for 20 seconds with soap and running water more often than usual, particularly: when coming in to start work, before eating or preparing food, after using the toilet, after having contact with another person, before and after providing care (e.g. first aid), after coughing or sneezing, before touching your face. You should use hand sanitiser when handwashing isn't possible.

Q4. What do I do if a child becomes unwell in school?

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 of the child and 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.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

Q5. What if corridors are narrower than 2 metres?

Brief transitory contact, such as passing in a corridor is **low risk** and should not be of particular concern.

Q6. What do we do if there is a child or teacher with symptoms or confirmed positive? Who do we tell?

Please see the flow charts in the main guidance document issued by the local authority.

Q7. What if a symptomatic child needs to use the toilet?

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. Appropriate PPE should be worn.

Q8. If I've just helped a child with symptoms do I need to go home?

No only if you have symptoms yourself (or test positive later). If the child subsequently tests positive then you should self-isolate for 14 days (as should the child's group/class).

Q9. What about cleaning the area?

Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

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

Q10. What if I do have to come closer than 2 metres of a child with symptoms?

If you do have to come within 2 metres of a **symptomatic child** (new continuous cough and/ or high temperature or loss of sense of smell or taste) you should wear a fluid resistant mask. If contact with a **symptomatic** child is necessary then you should wear disposable gloves, a disposable apron and a fluid-resistant surgical face mask. 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.

Q11. Can we get tested?

Anyone with symptoms – staff, parents and children can get tested through the testing portal:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Or telephone 119

Q12. How do you catch coronavirus?

Primarily through droplet infection - the virus can be carried in fluids coming out of someone's mouth or nose and directly travel to land on your eyes, nose or mouth.

Or

Through touching a contaminated surface and then touching your eyes, nose or mouth.

It is also possibly found in eye secretions and stools of infected people.

Q13. Do we still have to remain 2 metres apart?

Ideally staff in secondary schools should maintain 2 meters distance from their pupils, staying at the front of the class, and away from their colleagues where possible.

We know that this is not always possible, particularly when working with younger children in primary school, but if adults can do this when circumstances allow that will help.

In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.

Minimising contacts and mixing by using small and/ or consistent groups (bubbles) is a crucially important strategy for infection control.

Q14. Can we have whole school assemblies?

No – avoid large gatherings such as assemblies or collective worship with more than one group.

Q15. Is it safe to touch surfaces, packages, envelopes, deliveries etc?

Viruses can survive on different surfaces for different times depending on temperature, humidity, light and other environmental conditions.

Frequently touched communal surfaces should be cleaned regularly. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, as should outdoor playground equipment

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.

Washing your hands more regularly will also reduce the risk of infection.