



Risk assessment for protection from transmission of Coronavirus (COVID-19) during pandemic including all school activities

Bellerive FCJ Catholic College

Assessment conducted by: Andrew Eckford v34	Job title: Director of Finance & Business	Covered by this assessment: pupils, staff parents/carers and visitors.
Date of RA: 07/01/22	Last updated: 28/02/22	Date of next review: in line with government updates

This risk assessment has been produced using government guidance and advice about coronavirus in educational settings, information from the professional associations and unions NEU, NASUWT, ASCL, Unison, GMB, Hill Dickenson, Liverpool SBM Managers Association, Full School Opening Resources Pack from LCC, KMBC, and various discussions with staff and documentation from Bellerive FCJ. The document has been reviewed by Liverpool City Council Health and Safety Team, and their recommendations have been integrated. This document must be considered in conjunction with the Bellerive Operational Plan. The situation is evolving, and the latest government guidance will be incorporated and implemented as and when it is made available.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

This risk assessment covers all people at risk of coronavirus including staff, pupils, parents, carers, visitors and contractors.

Hazard	Control measures	In place? Yes/No	Risk rating following action H/M/L
Prevention – Protective measures			
<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<ul style="list-style-type: none"> • Parents & carers, pupils and their families are informed repeatedly and explicitly via school communications how to identify coronavirus symptoms and not to come to school if they show signs of being unwell with symptoms and/or believe they have been exposed to coronavirus. • Staff are informed of the symptoms of possible coronavirus infection and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Awareness that pupils, staff and their families must undertake a coronavirus test if suspected/symptomatic. • Any pupil or staff who displays signs of being unwell are sent home immediately. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. • The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. Inform parents that pupil is eligible for testing through local NHS 119. • See specific sections of this risk assessment on hand washing and PPE. • Students and staff are no longer required to test themselves twice weekly and report their results to the NHS portal. • LFD tests are available from pharmacies, can be ordered online and a small amount of buffer stock is still held at school and available for staff to use if they wish to test themselves. • In the event that a LFD test indicates a positive test they should self isolate and follow the information below: <ul style="list-style-type: none"> - People self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative on both day 5 and day 6 and do not have a temperature, from Monday, 17 January - Individuals who are still positive on their rapid lateral flow tests must stay in isolation until they have had 2 consecutive negative tests taken on separate days - It is crucial that people isolating with COVID-19 wait until they have received 2 negative rapid lateral flow tests on 2 consecutive days to reduce the chance of still being infectious. - The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. If an individual is positive on day 5, then a negative test is required on day 6 and day 7 to release from isolation. 	Yes	L

Hazard	Control measures	In place? Yes/No	Risk rating following action H/M/L
	<ul style="list-style-type: none"> - The isolation period ends of day 10 when day 0 is the onset of symptoms, if the isolation period has not already ended. - The default self-isolation period continues to be 10 days, and you may only leave self-isolation early if you have taken 2 rapid lateral flow tests and do not have a temperature in line with guidance. 		
Clean hands thoroughly more often than usual	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils and staff to wash their hands. • Pupils and staff wash or sanitise their hands with soap and hot water upon arrival, before and after break times and lunchtimes, and before leaving school. • Hands should be washed for no less than 20 seconds. • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Enough sinks with soap and/or hand sanitiser stations to be provided across the school. Clean water and waste disposal bins are supplied in all toilets and kitchen areas and replenished regularly/when needed by housekeeping staff. • Hand cleaning routines to be incorporated into the school culture, supported by behaviour policy. • Pupils/students are requested to sanitise their hands on entry to the classroom 	Yes	L
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<ul style="list-style-type: none"> • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units immediately. • Tissues to be readily available in all classrooms. 	Yes	L
Minimise contact between individuals and maintain social distancing wherever possible	<ul style="list-style-type: none"> • Within classrooms, furniture has been arranged to assist staff in maintaining distance from their pupils, staying at the front of the class. Arrangements have been made for seating pupils side by side and facing forwards, rather than face to face or side on, and where possible, this includes moving unnecessary furniture out of classrooms to make more space. • Within classrooms the wearing of masks by students is no longer recommended by the DfE. • In person assemblies are allowed • Staff meetings can take place face-to-face. 	Yes	L

Hazard	Control measures	In place? Yes/No	Risk rating following action H/M/L
<p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>Measures for arriving at and leaving school</p> <ul style="list-style-type: none"> • Staff on duty at entrances and gates – hand sanitising promoted • Making sure school, parents and pupils follow the Coronavirus: safer travel guidance for passengers when planning their travel. Pupils are no longer required to wear face masks on dedicated school transport or public transport, however it is still recommended by the Government. • Encouraging pupils to walk or cycle to Bellerive where possible • Minimise, where possible, unnecessary travel on coaches, buses or public transport. <p>Ventilation</p> <ul style="list-style-type: none"> • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. • If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply • natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) • SLT will monitor and have regular oversight of ventilation to ensure areas are well ventilated. • CO2 monitors are available for staff to use to monitor the CO2 levels in their rooms • The school will consider the purchase of air filtration / purifier units for rooms that present an unacceptable risk after monitoring with CO2 monitors. 	<p>Yes</p>	<p>L</p>
<p>Where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>Per the government advice here.</p> <ul style="list-style-type: none"> • Students and staff are not required to wear face coverings anywhere in school, unless the school is advised by the Local Health team to reinstate this measure. • Face coverings may be worn by staff, pupils and visitors, at any time, if they wish to do so. • Some PPE is still stored at school in case that the Local Health team are required to reinstate enhanced measures in the event of a local outbreak. 	<p>Yes</p>	<p>L</p>

Hazard	Control measures	In place? Yes/No	Risk rating following action H/M/L
Response to any infection			
Contain any outbreak by following local health protection team advice	<p>The school will continue to work with the local health protection team who will be able to advise if any situation is considered to be an outbreak.</p> <p>In consultation with the local Director of Public Health, where an outbreak in Bellerive or the local area is confirmed the school will follow the health advice which may include reinstating protective measures or regular testing.</p>	Yes	L

Hazard	Control measures	In place? Yes/No	Risk rating following action H/M/L
<h2>School Operations</h2>			
Attendance	<p>It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development. Bellerive will:</p> <ul style="list-style-type: none"> • communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) • identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during or since the pandemic • use the additional catch-up funding schools will receive, as well as existing pastoral and support services, attendance staff and resources and schools’ pupil premium funding to put measures in place for those families who will need additional support to secure pupils’ regular attendance • work closely with other professionals as appropriate to support the return to school, including continuing to notify the child’s social worker, if they have one, of non-attendance 	Yes	M
School workforce availability	<p>The shielding programme has now ended in England. This means that people who were previously considered clinically extremely vulnerable (CEV) will not be advised to shield in the future or follow specific national guidance.</p> <ul style="list-style-type: none"> • Advice for those who are pregnant women, is available. • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors are concerned the school will implement the recommend Liverpool City Council Extended Duty of Care risk assessment for individuals categorised as CV or CEV to identify potential additional controls. If staff do not want to be part of the extended duty of care risk assessment process, they will be asked to confirm that they have received it a copy of this “risk assessment for protection from transmission of Coronavirus (COVID-19) during pandemic including all school activities”. • Bellerive may alter the way staff are deployed and use existing staff more flexibly. Managers should discuss and agree any changes to staff roles with individuals. • Recruitment will continue as usual • Bellerive will continue to engage supply teachers and other supply staff during this period. 	Yes	M

Hazard	Control measures	In place? Yes/No	Risk rating following action H/M/L
Educational visits	<ul style="list-style-type: none"> Domestic (UK) day trip educational visits are allowed including residential visits, subject to a normal risk assessment being carried out Overseas educational visits are allowed subject to a normal risk assessment being carried out. 	Yes	L
Curriculum, behaviour, pastoral support and exams	<ul style="list-style-type: none"> Separate activities are being undertaken regarding the provision of catchup support using dedicated government funding. Behaviour and wellbeing of students continues to be monitored carefully. Planning for Summer 2022 exam series to run as normal, unless told otherwise. The guidance public health guidance to support exams sets out that we would not ordinarily expect candidates and invigilators to wear face coverings during exams and assessments, but only on arrival and departure. Both candidates and invigilators may wear face coverings if they wish to do so. It is recommended that we follow this advice for mock exams and other assessments taking place under exam conditions or as close to exam conditions as possible, including those taking place to gather evidence for Teacher Assessed Grades. This includes circumstances where these assessments take place in classrooms. 	Yes	L
First Aid	<ul style="list-style-type: none"> Government guidance regarding the provision of first aid to individuals with potential coronavirus infection will be followed and may be found here alongside advice provided by a 999 call. PPE must be worn whenever a distance of 2 meters cannot be maintained along with rigorous hand washing. All first aiders to be consulted and given information on how to approach first aid and coronavirus. Appropriate number of first aiders on site at all times. 	Yes	L
Visitors	<ul style="list-style-type: none"> Visitors to the site should not attend if they have tested positive for Covid-19 or are experiencing symptoms of Covid-19 Parents Evenings are online only 	Yes	L

Hazard	Control measures	In place? Yes/No	Risk rating following action H/M/L
Emergencies	<ul style="list-style-type: none"> • All pupils' emergency contact details are up to date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • Bellerive has up to date First Aid Procedures outlined in the Workplace Risk Assessment in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Yes	L

Hazard	Control measures	In place? Yes/No	Risk rating following action H/M/L
Contingency planning for outbreaks			
Process in the event of local outbreaks	<ul style="list-style-type: none"> • Bellerive will fully comply with all advice from DfE and Liverpool City Council in the event of a local spike in infection, which may involve further measures to contain the spread. • The school will continue to report confirmed positive cases of Covid-19 to Liverpool City Council using the online form. • We will inform SPOC@si.liverpool.gov.uk if there is <ul style="list-style-type: none"> - Evidence of severe disease due to Covid-19, for example if a pupil, student, child or staff member is admitted to hospital due to Covid-19 - A cluster of cases where there is concerns about the health needs of vulnerable staff or students within the affected group • For individuals or groups of self-isolating pupils, remote education plans will be ready and in place. 	Yes	L
Distance-learning	<ul style="list-style-type: none"> • There is a strong contingency plan in place for remote education provision. • Ensure school can operate on both remote and in school levels and that it does not create undue pressure on staff. Consideration given to workload on staff where possible – staff working from home perhaps take the lead on home-learning platform to relieve pressure on those in school. • The senior team maintains their plan for pupils’ continued education even during full/partial school closure to ensure there is minimal disruption to pupils’ learning – this includes their plan to monitor pupils’ learning while not in school. • The Behavioural Policy and Staff Code of Conduct are always adhered to, even while working remotely. Behaviour policy for pupils may need to be updated to account for rules around minimising infections. • Safeguarding concerns are to follow normal safeguarding procedures. Any concerns or issues to be immediately documented on CPOMS for effective management by DSL. • The school manages the use of parents’ and pupils’ contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils. 	Yes	L