

Risk Assessment and Risk Management Record

School/Youth Group Gwlady's Street Primary and Nursery

Whole School

This Risk Assessment has been updated on 1.11.21 using <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance> as a reference

IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL	CONTROLS FOR MANAGING THE RISKS	REMAINING RISK
Pupils/ parents testing positive	Low	<ul style="list-style-type: none"> • You should not come to school if you have symptoms • Parents to follow NHS guidance and isolate. • Parents to email covid@gwlady'sstreet.com with results • School to complete appropriate paperwork and send to Local Authority. • School to follow advice from Track and Trace if contacted. • Anyone developing symptoms when in school will be sent home and asked to follow Public Health Advice and get a PCR test. 	Track and Trace will contact close contacts and advise that they take a PCR test.
Face Masks	Low	<ul style="list-style-type: none"> • Liverpool City Council has published a letter to parents stating that masks and face coverings are to be worn whilst on school grounds. • School staff to send out letter electronically and hard copy to parents • Staff to ask parents as they enter school 	

		<p>grounds to wear masks</p> <ul style="list-style-type: none"> • Additional masks to be handed out to parents if they do not have a mask. 	
Opening times	Low	<ul style="list-style-type: none"> • School will have a 1 way system in place • Enter through the upper Gwladys Street gates and leave through the Muriel Street gates. • School gates will open at 8:45am and 3:15pm • Only FS1 parents to use the top main gate from 8.25 am (obviously can use if have older sibling too with them) but the gate will only open with buzzer. • School will return to normal opening times • School doors will open at 8:50am and pupils will be dismissed to parents and carers at 3:30pm • Breakfast club will open at 7:45am and parents will drop pupils off at the KS2 building. • Gate will close at 8:00am and reopen for school opening times • One way system in hall ways to continue – staff to model this to all pupils 	Letter shared with parents and carers of gate times
Becoming ill in school	Low	<ul style="list-style-type: none"> • Pupil or staff should be moved to an isolation room. • Windows opened to allow good ventilation • PPE should be used by staff in close contact. • SLT informed then parents called once directed by a member of the SLT • Room cleaned after the individual has left. 	

		<ul style="list-style-type: none"> The house hold (including any siblings) should follow PHE stay at home guidance. 	
Staff testing	Low	<ul style="list-style-type: none"> Staff will be expected to return to twice weekly testing using the Lateral Flow kits from the weekend of Saturday 28th August and report their results on the online system and NHS app If staff are attending the setting during the summer holiday period they must also take a Lateral flow test before entering the site. School LFT can be used for this. If a member of staff test is positive, they must inform SLT and conduct a PCR test and self-isolate 	
Preventing the spread of Covid-19 within the school setting Handwashing	Low	<ul style="list-style-type: none"> Hand sanitisers will remain in place around the school and staff and pupils will be asked to use on entry and exit of the setting. Pupils will be taught good hygiene and wash their hands with soap and water when going to the bathroom, before lunch and at any other time needed. Staff to also discuss use of classroom equipment and remind pupils not to put equipment in mouths. 	
Catch it, Bin it, Kill it	Low	<ul style="list-style-type: none"> Ensure that pupils have access to tissues within the classrooms. Children to be taught about good respiratory hygiene e-Bug COVID-19 website has additional free resources to support this. 	

		<ul style="list-style-type: none"> All teacher will model and support pupils on the 1st week back in how to wash hands and also use the sanitiser stations. 	
Cleaning	Low	<ul style="list-style-type: none"> Regular cleaning of toilets, rooms and other areas of high contact throughout the day as per cleaning rotas. 	
Good ventilation	Low	<ul style="list-style-type: none"> Occupied spaces should have windows open to allow good ventilation. You should balance the need for increased ventilation while maintaining a comfortable temperature. School to use CO2 monitors in school once provided to identify any areas within the school with poor ventilation. 	Spaces identified to addressed.
Breakfast Club	Low	<ul style="list-style-type: none"> Breakfast club will take place in the KS2 hall and pupils will sit and play with their own year groups. Each table will have a set of equipment/ resources for a week and this will be quarantined over the weekend and moved onto the next group. 	
Classroom and school routines	Low	<ul style="list-style-type: none"> All previous arrangements during Covid-19 can now stop. Tables can return to groupings. Staff to provide class seating plans to SLT to support Track and Trace. Water bottles (school sports bottles only) to be sent home daily to be washed and fresh water to be added. Assemblies can take place in zones 	
		<ul style="list-style-type: none"> Pupils will return to EYFS (F1 and 2) groups, KS1 (Year 1 and 2), LKS2 (Year 3 and 4) and 	If at any point an outbreak occurs, groupings will be

		UKS2 (Year 5 and 6) accessing areas.	reduced into individual year groups or classes following guidance from Public Health
Lunchtime	Low	<ul style="list-style-type: none"> Staff in the KS1 building can use the Staffroom, KS2 staff will use the KS2 resource room (this will be reviewed half termly) Pupils move as a block EYFS (F1 and 2) 11:30 – 12:00 in KS1 room Year 1 (12:10 – 12:40) Year 2 (12:50 – 1:20) <p>KS2 hall Year 3 and 4 -12:00pm to 12:30pm in KS2 hall Year 5 and 6 – 12:30pm to 1:00pm</p> <p>Play pupils keep to year blocks (Y3 and 4 small KS2 playground, Y5 and 6 large KS2 playground) The lunch hall will be cleaned down between servings.</p>	
Playtime	Low	<p>Year 1 – 10:15 – 10:30 Year 2 – 10:30 – 10:45 Year 3 (Small KS2 playground) and 5 (Large KS2 playground) – 10:15 – 10:30 Year 4 (Small KS2 playground) 10:30 – 10:45 Year 6 (Large KS2 playground) 10:30 – 10:45</p>	
Meetings	Low	<ul style="list-style-type: none"> Staff will socially distance when needed. School will endeavour to keep all staff safe and monitor covid rates and some meetings may revert to a virtual online meeting. 	Zoom will be used if Covid rates are high
Visitors	Low	<ul style="list-style-type: none"> Will be asked to read the school risk assessment and adhere to the measures in 	Visitors to be kept to a minimum and SLT to be

		place.	consulted before arrangements made.
Water fountains	Low	<ul style="list-style-type: none"> Not to be used at present – This will be reviewed monthly. Staff to provide jugs of water in classrooms to top up pupil water bottles throughout the day. 	
PE	Low	<ul style="list-style-type: none"> Pupils to attend school in PE kits 	
Office	Low	<ul style="list-style-type: none"> Only agreed staff to enter office. Other staff to email requests or access the office staff via the office window. 	

Form Completion Date: P Wolstencroft-Moore 1.11.21
 Head of Establishment / EVC: P Wolstencroft-Moore
 Group Leader (Signature) Ms N Booth

Points the Group Leader or team to be aware of