

- Library will only open where the Governors and Trustees consider it safe and correct to do so based on this risk assessment.
- Staff will not be asked to operate outside their contractual requirements and shielded staff and those with key Covid characteristics will be supported by the library.
- Where there are insufficient staff to meet health and safety requirements, the library will be supported by the Trust with decisions over closure if all options have been considered and exhausted.

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

This risk assessment will reflect local arrangements and school will only close if we do not have enough participating pupils or staff to warrant the school remaining open and/or in the event of a coronavirus outbreak.

Elms Bank School Library

Assessment conducted by: O. Langley-Sadler, Phil McClean and Andrea Jones Hatcher	Job title: Headteacher, Executive Site Manager & School Business Manager	Covered by this assessment: pupils, staff, public and other relevant individuals.
Date of assessment: 17th May 2021	Review interval: in line with government updates	Date of next review: On going

Track and test

Monitoring numbers

Queuing outside

Related documents

Government guidance to the public and information shared via the 'roadmap' outlined by the Government.

Public Health Advice to Minimise Risks

Area for concern	Recommended Control
<p>The system of controls:</p> <p>PREVENTION</p>	<p>1) 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 the library. If anyone in the library 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.</p> <p><i>Covid Outbreak at library:</i></p> <p>In the event that a member of staff, volunteer or student shows Covid symptoms on entering the library the following will happen:</p> <ol style="list-style-type: none"> a) Staff member will be sent home immediately and asked to self-isolate for 10 days in the first instance. They will arrange a test and communicate the outcome of that test asap to the school. b) Parents/carers will be called for a student suspected with signs of Covid. The student will be isolated in the training room and staff supporting will wear full PPE. The staff member will remain at least 2m away and wear PPE consisting of apron, gloves, face mask and clear visor. The student must not touch any door handles or surfaces inside. Where a student can independently sit within the training room, the escorting member of staff will sit outside of the room. The room will be fully ventilated with windows open. The member of staff will wear PPE consisting of gloves, apron, face mask and clear visor. Once the student has been collected by the parent, the student will be asked to self-isolate for 10 days and seek testing. Parents to confirm the test result to school asap. School will assist in obtaining the test where appropriate. c) In the event a student/staff member / volunteer becomes ill during the day with suspected Covid symptoms – the above applies but there will also be a deep clean conducted by the site team (wearing PPE as above) of any areas that the student has been during the day. Library staff to always have a change of clothes to enable them to have a shower where they have been working within 2m of suspected Covid student. <ol style="list-style-type: none"> a. Library staff - Hydro showers at EB main site. d) In the event a member of staff or student is confirmed to have Covid – a dynamic risk assessment will be completed and assess to what extent a deep clean is needed and whether the library will need to be closed to undertake this. All endeavours to keep the library open will be maintained – however it may be necessary to close the library in exceptional circumstances. The Trustees, Governors and Headteacher reserve the right to make this judgement. e) In the event a member of staff or student is confirmed to have Covid – staff members and students working closely with them (within a 2m distance and for longer than 15 minutes) will be informed and ask to self-isolate for 10 days. In this time, they will need to seek a test if they develop symptoms. f) Posters up asking all visitors not to enter the building if they have any of the symptoms of Covid-19 <p>2) Clean hands thoroughly more often than usual. Build routines into the library culture and plan ways to promote handwashing with soap and water for at least 20 seconds across the working day, particularly:</p> <ul style="list-style-type: none"> • After coming into library and then every half an hour throughout the day.

	<ul style="list-style-type: none"> • After sneezing or coughing – encourage to complete this action into the crease of their arm. • Before and after handling or eating food • After going to the toilet • Increased hand sanitisers and hand cream around library. Hand sanitising points available at entrance and exit and cafe. All visitors asked to sanitise their hands on arrival.
	<p>3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Promote the ‘catch it, bin it, kill it’ approach, e.g. by providing tissues, bins, posters</p> <ul style="list-style-type: none"> • Tissues and lidded bins provided • Posters around library to encourage ‘Catch it, Bin it, Kill it’
	<p>4) Enhanced cleaning introduced, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <ul style="list-style-type: none"> • New cleaning regime implemented throughout the library • Cleaning log introduced to track procedures • Checks on PPE Levels and tracked • Resources cleaned regularly • Safe disposal of all rubbish implemented • Purchased more cleaning and PPE stock. • Computer, Keyboard, phone, mouse Must be wiped between each person’s use with antibacterial Wipes
	<p>5) Minimise contact between individuals and maintain social distancing wherever possible All staff and students to wear face coverings or visors. Fresh face coverings or washed visors* to be worn every day. *visors only to be worn by staff who have specific medical reasons Teaching staff to stay 2 m away from students where possible.</p> <ul style="list-style-type: none"> • Limited customer policy – only 10 members of the public in the library at any one time. • Strict one way system implemented – all visitors to wash hands in entrance, follow one way system and exit via back door. • System of counting in members of public • A queueing system outside will be used. Markings will be made on the pavement so a 2m distance is kept between each visitor (or household group). • Collating personal information/track and trace app downloaded. Details kept for 21 days then shredded. • Take away drinks and snacks available from Cafe. • Public toilet, computers, book borrowing and children’s area will be unavailable for public use to minimise contact with surfaces and to maintain social distancing inside the building.
	<p>6) Where necessary, wear appropriate personal protective equipment (PPE)</p>

	<p>All staff, and students (those who are independent), volunteers and visitors will wear face coverings on entering the building and wear at all times, apart from eating and drinking at designated break times, or working in own office area.</p> <p>SLT and School Nurse have identified the following scenarios where PPE gloves, aprons, a face mask and a clear visor must be worn. These include:</p> <ul style="list-style-type: none"> • when dealing with seizures • vomiting • anyone with Covid symptoms • nose bleeds • respiratory problems • cleaning an area where a student/staff member with suspected Covid symptoms has been.
	<p>7) Minimise cross contamination between homes and school/ensuring that they follow guidance from Government when not in school/work All students and staff to minimise the number of items they bring from home.</p> <p>8) Additional Measures:</p> <ul style="list-style-type: none"> • All rooms to be ventilated with all open windows/doors. This includes times when it may be cold outside. Students and staff to wear extra layers if this is the case. • Rooms when not in use to be propped open to allow air to circulate – including toilet. • Temporary sinks installed in reception areas. • Staffing working with students who find it hard to socially distance ensure they are bare below the elbows to enable easy cleaning of hands and forearms. • Extra hand washing after handling money/or wearing of gloves – following safe use of PPE re: glove wearing. • All long hair to be tied up into a pony tail • No neck lanyards to be worn – clip on lanyards to be worn. • All more able students to be encouraged to wear masks throughout the day.
<p>The system of controls:</p> <p>RESPONSE TO INFECTION</p>	<p>9) Engage with the NHS Test and Trace process.</p> <ul style="list-style-type: none"> • All staff and students and volunteers supported to access testing. • Lateral Flow testing to be available for staff and students – home test kits to be administered. • All staff to phone with any health concerns by 7.30am each morning. Covid related issues and questions must also be communicated to school via email and phone by 7.30am to AW/SLT. • All staff and families to share track and trace information asap • All staff and families to share Covid related illnesses within the immediate family with school. • Posters up at entrance to communicate to members of the public that we are asking them leave their name and telephone number if visiting the library or download the track and trace app.

	<p>10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> • See section 1
	<p>11) Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> • In case of a Covid outbreak EB will contact PHE (0344 225 0562) and Local Authority (This is only for confirmed covid cases).
Risk assessments	<p>Complete health and safety risk assessments</p> <ul style="list-style-type: none"> • Staff consulted on risk assessment between – May and June 2021. Contributions reflected within document. • Individual staff risk assessments completed who are BAME, and/or not had the vaccine. Individual risk assessments to be undertaken who are returning from shielding.
Fire safety	<ul style="list-style-type: none"> • In the event of a fire a member of the staff team will usher everyone out of the building. • A member of staff will contact the emergency services. • Any emergency vehicles will be let into library • Fire packs will be taken out by a member staff • Any visitor will be escorted outside with the staff team. • Assembly points will remain the same. We will try to adhere to social distancing when escorting pupils from the building but their safety is paramount. • Doors to be closed on exit of rooms. • Staff member to do a sweep of the building to ensure that no one is in the building. • A roll call will be taken by a member of staff
Safeguarding	<ul style="list-style-type: none"> • Anything of a safeguarding nature to be reported to DDSL and reported to either DSL, Orienne Langley-Sadler, or one of the other DDSL at school or college. If no DDSL is on site then a DDSL at Elms Bank School will be contacted on 0161 766 1597.
Cash handling	<ul style="list-style-type: none"> • All students and staff will wash hands (or sanitise them if hand washing is not available) before and after handling cash.
Food Hygiene	<ul style="list-style-type: none"> • Takeaway only service to be offered in the café • One way system in place in the café area. Signage will be installed to inform people of one-way system. • Limited menu of hot and cold drinks and pre-wrapped snacks to be sold to minimise contact and avoid the spread of infection. • All students and staff will wash their hands before handling any food or making drinks • Staff and students will wear masks at all times when working in the café • The serving area will be cleaned every half an hour with antibacterial products • Screens will be installed at café counter to limit contact

Additional resources:

School Policies and Procedures: <https://www.elmsbank.co.uk/key-information/policies-and-guidance/>

NHS Testing and Track and Trace: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Local Health Protection Team: <https://www.gov.uk/guidance/contacts-phe-health-protection-teams#greater-manchester-hpt>

DFE Guidance:

- **Safeguarding:** <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- **Remote learning:** <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- **Attendance:** <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- **Premises:** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- **Prevention and control-** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- **Advice:** <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- **Data protection:** <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>
- **Educational provision guidance:** <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- **Educational settings:** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- **Guidance on school closures:** <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>
- **Reporting:** <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/educational-settings-self-reporting-online-form-frequently-asked-questions-faq>
- **NQT advice:** <https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers>
- **Cluster and hubs:** <https://www.gov.uk/government/publications/using-clusters-and-hubs-to-maintain-educational-provision/cluster-and-hub-provision-coronavirus-covid-19>
- **Vulnerable:** <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- **Extremely vulnerable:** <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- **SEND -** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **Home learning support:** <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- **Remote support:** <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- **Accountability measures:** <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>

- **Pupils' mental health support/pastoral care at home:** <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>
- **Parents:** <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- **Parents with pupils with SEND:** <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- **Supporting parents:** <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- **Local authority:** <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/school-term-dates-closures/school-closures>
- **Local authority:** <https://www.peterborough.gov.uk/residents/schools-and-education/school-closures>
- **Financial support:** <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- **Exceptional costs:** <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- **Reducing burdens:** <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- **Social distancing:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- **PPE:** <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- **Public health England** <https://www.gov.uk/government/organisations/public-health-england>
- **NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- **Government advice:** <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- **DfE** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- **A detailed checklist and key guidance for action for health and safety** is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- **Information re testing:** <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>