

## Risk Assessment

A	<b>Date:</b> 16.09.20	<b>School:</b> Woolton High School View	<b>Team:</b> SLT	<b>Location:</b> L25 6JA
	<b>Review Date:</b> ongoing (minimum two weekly)	<b>Ref:</b> LCC Full School Opening Provision Guidance	<b>Covid Leads:</b> Mark Christian Sarah Powell	<b>Head Teacher:</b> Mark Christian

B	<b>Assessment of Risk for:</b> Protection from transmission of Covid-19 during pandemic including all school activities
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	<p>This risk assessment has been developed following consultation with SMT, school staff and governors. The completed document will be shared with all staff, governors and posted on the school website for parents, carers and any other agencies to view. All school staff are competent and have been fully briefed with regard to the procedures in place for the protection against infection from the virus. Updates to this risk assessment will be made on an ongoing basis and procedural changes will be made clear to all staff.</p> <p>Two nominated staff members will complete online 'Covid Lead training with SIL.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy</p>	low

			<p>School infection control risk assessment is in place.</p> <p><b>Pupils who are symptomatic will not be allowed to attend school.</b></p> <p><b>Pupils with household members exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance</b></p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"><li>• New and expectant mothers</li><li>• Extended duty of care</li><li>• Stress</li><li>• Individual Pupil risk assessments</li></ul> <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"><li>• Vulnerable member of staff who have received a Government shielded letter, will remain working from home</li><li>• Staff who have an extremely clinically vulnerable household member, will remain working from home</li><li>• BAME groups</li></ul> <p>Formal process in place for manager/colleagues to contact the worker if required, as detailed within applicable risk assessment above.</p> <p>SMT to regularly update and inform staff re government guidance regarding covid-19 controls required:</p> <ul style="list-style-type: none"><li>• Gov.uk <a href="https://www.gov.uk/">https://www.gov.uk/</a></li><li>• Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li></ul>	
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			<p>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:</p> <ul style="list-style-type: none"><li>• Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes.</li></ul> <p>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"><li>• Disposable gloves</li><li>• Disposable aprons</li><li>• Half face masks</li><li>• Where personal care is to be provided eye protection (goggles) and surgical face masks</li></ul> <p>All PPE can be obtained from the school office or from the school medical room. Staff will be issued with PPE packs for use,</p> <p>All used PPE should be double bagged and disposed of appropriately – use clinical waste bins.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Staff given latest public health information and guidance.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running. Staff directed to SLT for any specific requirements to support this.</p>	
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			<p>Pupils will be regularly reminded that hands should be regularly cleaned as per Government guidance</p> <p>Parents and Guardians have been kept informed via school website, text to parents and letters regarding proposals for reopening including start &amp; finish times and any new local rules regarding drop off and pick up etc.</p> <p>Staff kept informed via email, online meetings etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit, using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> <li>• HSE RIDDOR reporting of COVID-19</li> </ul> <p>SLT and site staff will ensure all areas have been checked and guidance followed in regards to the 'Building Reopening Checklist' see p. 33 and 34 of LA reopening guidance</p>	
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>First aiders will be required to wear PPE when administering any first aid care. PPE will be distributed to all classrooms being used across school all staff will be signposted to additional PPE where requested (in office / medical room). See HSE guidance <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a></p> <p>School first aid risk assessment to be reviewed, as required</p> <p>As Access control systems will not be required to be disabled due to individual staff using fobs rather than bio-metric access control, then current</p>	Low

			<p>Fire Risk Assessment, Fire Evacuation Procedures, Security and Lone Working risk assessments still apply.</p> <p>All staff to sign in at the office as normal, but hand sanitiser will be available before and after using the signing in screen. Staff will then be required to wash their hands as soon as possible after signing in.</p> <p>Visitors will only be allowed entry into the school via invite, but these will be limited to essential visits only and visitors should sign in at the office and wait in the foyer to be directed to a 'safe distanced' location as required.</p> <p>Pupils will enter the school building school through different locations depending on their class group and zone (see below)</p> <p>Hand sanitiser stations are located at the entrances to the building and will be mounted on internal walls. Pupils will be required to use the hand sanitiser before entering school and will be encouraged to wash their hands when they reach their class base (we recognise that some children with sensory issues will prefer to only use hand sanitiser solutions rather than using running water - those children will be encouraged to wash their hands with water at least once upon arrival, but it is acceptable that hand sanitizer will suffice for children that struggle with sensory issues).</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly and to maintain appropriate social distancing, in line with Government guidance. The signage for 2m distancing will remain in place, even though adults realise that the guidance for social distancing for pupils has moved to 1m Plus.</p> <p>Movement about school will be minimised as much as possible as children will be mainly operating in Key stage zones wherever possible, albeit not completely exclusively. Children in one zone will be prevented from having contact with children in another zone wherever possible.</p>	
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		<p>Both of school's Engagement Centre Nurture Provisions will operate as their own stand-alone Zones as is normal practice for these groups.</p> <p>Staff and pupils are requested to keep close to the left side of the corridor as they walk to maximise social distancing at all times.</p> <p>Classrooms are of a size that appropriate current social distancing (in all directions) can be maintained where possible, with a maximum of 10 pupils per room with 2 staff members. Staff and children will be expected to try to maintain social distancing wherever possible.</p> <p>All desks face the same direction i.e. front of the classroom.</p> <p>Classes will be kept together and mixing outside of the Zones will be minimized wherever possible.</p> <p>Students will eat either in in the dining room in their designated area (with safe social distancing measures in place) or in the Assembly meeting room (for pupils eating packed lunch). Each of these locations will have designated areas for pupils from each zone and a minimum of two-meter distance will be maintained between different pupils from different zones. TEC (Nurture group) pupils will eat in their Engagement Centre's as is normally the case. The dining room and TEC bases where food will be consumed will be cleaned before and after each sitting with sanitizer spray. When pupils have finished eating in the dining room, they will leave all used dishes and cutlery on the tables to be cleared away by kitchen staff. Kitchen staff will clear away tables and then ensure that they wash their hands thoroughly after touching used dishes and cutlery.</p> <p>Soft furnishings, soft toys and items that are hard to clean (such as those with intricate parts) are removed from classrooms and stored elsewhere.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p>	
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			<p>'Catch it, kill it, bin it' will be encouraged – Tissues in each classroom and carrying of personal tissues is to be encouraged</p> <p>Practical lessons will involve washing and cleaning of items that are used</p> <p>Each student will have individual stationery packs provided to them with their names on.</p>	
3	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils will broadly follow a 'more normal' curriculum as much as possible with the minimum of movement around school, ensuring that they keep to the left hand side of corridors when moving about school.</p> <p>School finish time has been changed and school will finish at 1.30pm to accommodate the alternative curriculum in place, facilitate individual taxi transportation and enable staff to wipe down all surfaces after pupils leave school.</p> <p>Taxi drivers or parents / carers will be expected to remain in their vehicles when dropping off or collecting children. If any parent arrives on foot to collect their child, then they must wait outside of the building until their child is brought out to them. As school does not have many parents arriving on foot to collect children, the school will not insist on the use of face masks by parents that have to attend school to collect children.</p> <p>Pupils will go to their designated form room on entry to the school for breakfast club. Pupils will be asked to limit the number of items brought into school. Valuables (Inc. mobile phones) will be stored in this room and given back to children at the end of the school day. Pupils are required to ensure that they hand in mobile phones as they are not permitted in classes or anywhere on the school site during the normal school day. Valuables will be safely stored by teachers in class rooms and returned to children when they are about to leave school at the end of the day.</p> <p>Classes should be kept together until their transport arrives to minimise mixing with other classes as much as possible.</p>	Low

			<p>Break times will take place on different yards / spaces for pupils from different zones to minimise mixing and to reduce numbers. Engagement Centre pupils already have isolated existing Break time arrangements.</p> <p>All activities in school should be adapted to encourage infection control, including increasing ventilation in every room with doors and windows open, as well as outdoor learning wherever possible.</p>	
4	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> <li>• Aim to maintain the recommended social distancing rule at all times, where practicable.</li> <li>• Limit number of surfaces touched, where possible.</li> <li>• Keep hands away from face as much as possible.</li> <li>• Regularly perform appropriate hand washing.</li> </ul> <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing.</p> <p>Classroom activities planned and structured with social distancing in mind; where possible lessons / activities will be held outdoors. Teachers will be encouraged to stay at an appropriate distance from pupils when feeding back re completed work, in line with government guidance. Use of pupil whiteboards will be encouraged for completion of some work tasks as well as a system of drop and retreat for teacher / LSA to look at and feedback on completed work.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p>	Low

			<p>Pupils regularly reminded to maintain social distancing.</p> <p>Staffing rotas will be rearranged to promote social distancing wherever possible, whilst being conscious of pupil needs.</p> <p>Support for all staff and learning from practice ongoing through staff meetings / emails / WhatsApp discussions re-emerging issues</p>	
5	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>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. Most new cleaning products that will be used will be general household cleaning products, in line with national guidance, which do not require a COSHH risk assessment.</p> <p>Each classroom will have access to hand sanitising products and PPE for regularly wiping down surfaces.</p> <p>Each member of staff will have sets of made PPE available to them.</p> <p>Cleaning undertaken in line with Government publication "COVID-19: cleaning in non-healthcare settings". This includes the cleaning of frequently touched surfaces</p> <p>School will be fully cleaned at the start of each school day as normal, with all staff (including non-COSHH trained staff members) encouraged to use general household spray and disposable cloths / blue roll for the purpose of wiping down regularly touched surfaces such as desk tops, door handles, handrails etc. to promote good hygiene with the understanding that "normal</p>	Low

			cleaning methods do kill this virus” (Source – COVID-19: Cleaning in non-healthcare settings).	
6	Covid-19 virus; Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors Contractors	<p>In the case of any pupil or staff member presenting with symptoms whilst in school, that pupil or staff member will be immediately isolated in a well-ventilated room (either HT’s office / conference room / SP’s Office), tested with a temperature ‘head thermometer’ and sent home. The staff member will be expected to make their way home under their own arrangements.</p> <p>In the case of a pupil presenting with symptoms, if they are able to be taken home by taxi, then their taxi will be arranged. If the taxi cannot take the child, then parent / carer will be asked to collect the child. If parent / carer cannot collect, then two school staff members will drive the child home using the school minibus, with the staff wearing full PPE (including N95 standard face masks, gloves and visors) and the child will sit at a safe distance from staff in the vehicle on the back seat. The child will also be asked to wear a face mask if possible. Windows will also be opened to ensure ventilation. The minibus will require a deep clean of all touched surfaces upon return to school. All relevant PPE equipment and cleaning products will be kept in a box in the school office and will be ready to go whenever they are required for home to school minibus transport.</p> <p>Any rooms / corridors / vehicle where that pupil or staff member has been will be deep cleaned by staff asap.</p> <p>The head thermometer will also need to be ‘deep cleaned’ after use.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> <b>What you need to know</b> (extract from <i>cleaning in non-healthcare settings</i>):</p>	Low

			<ul style="list-style-type: none"> <li>• cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</li> <li>• wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>• using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</li> <li>• if a room has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</li> <li>• wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> </ul> <p>Current Public health England guidance with track and trace to be followed.</p> <p>If staff are unable to maintain social distancing from isolated pupil, appropriate PPE should be worn i.e. visor / surgical face mask and goggles, gloves, apron.</p> <p>Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>School will follow current guidance if there is a confirmed case of Covid 19 in the school setting</p> <p>Staff are instructed to inform their manager if they suspect they have contracted a communicable disease (i.e. are symptomatic) to enable the appropriate action to be taken.</p> <p><b>Headteacher will refer to current NHS Advice, web;</b></p>	
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<https://111.nhs.uk/covid-19> or telephone 111

The DfE are providing COVID-19 advice Phone: 0800 046 8687 or email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk) and if necessary Occupational Health Department advice (0151 233 3000) regarding exclusion from school premises for a recommended period of time (for individuals or groups).

**Staff who are suspected as being infected at work will require the employer to complete a RIDDOR report to the HSE.**

<https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

- Ensure that the isolation room(s) are kept clean – use antibacterial cleaner on door handles and other contactable surfaces as directed in deep clean guidelines.

**See guidance**

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting>

**COVID-19 symptoms:**

- High temperature / fever
- New continuous cough
- Loss of the sense of smell & taste
- The above 3 symptoms are the only one's listed on the NHS site 16.09 20. Any one or combination of the three symptoms listed above would require a person to be tested for Covid-19.
- Other reported symptoms include (but not require testing):
  - Sore throat
  - Headaches
  - Flu like aches & pains
  - Fatigue
  - Abdominal pains / diarrhoea

			<ul style="list-style-type: none"> <li>○ Severe vomiting</li> <li>○ Rash (Kawasaki disease) – signs of toxic shock / over activation of the immune system (likely attaching vital organs)</li> <li>○ Persistent chest pain or trouble breathing</li> <li>○ New confusion</li> <li>○ Blue lips or face</li> </ul> <ul style="list-style-type: none"> <li>▪</li> <li>▪ <u>The NHS also state: “<b>trust your instincts</b>”</u> with children – if you suspect a problem get in touch with the NHS via telephone on 111, or 999 for more serious issues</li> </ul> <p><b>See Test &amp; Trace system;</b> order a test immediately at <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> or call 119 if you have no internet access</p>	
7	Covid-19 Risk of infection from visitors	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> <li>• Where possible communication of information between parents and the school should be via text message/email/website or Class Dojo. Any parents wanting to speak with school in person will only be permitted to do so via appointment. In more emergent cases, if a parent / carer / visitor does enter the premises without an appointment, staff should be either be behind the reception screen or at a minimum observe appropriate social distance (2 metres) from the parent / carer / visitor. All visitors and contractors to school should be limited to essential personnel only i.e. catering staff, maintenance personnel for emergency repairs to fix defective boilers, etc. Ensure any contractors are aware they must not visit the school if they or anyone they have come into contact with anyone who is symptomatic.</li> </ul>	Low
8	Covid-19; PPE considerations in the event of Physical Intervention of a pupil	Staff Pupils	<ul style="list-style-type: none"> <li>• Woolton High School does have a <b>Duty of Care to all pupils</b> to minimise the risk of foreseeable harm and there may be occasions where staff will need to use physical Intervention techniques to achieve this Duty of Care.</li> <li>• As per DCRT approved training and the school’s Physical Intervention policy, wherever possible, staff should use all de-escalation techniques to avoid the need for physical intervention.</li> <li>• In cases where physical intervention has become unavoidable, where it is necessary, PPE equipment has been provided by school to minimise the risk of infection as a result of not being able to safely socially distance</li> </ul>	Low

			<p>from any child involved. This equipment includes face masks, visors, gloves and aprons and staff are encouraged to try to use these PPE items wherever possible during any incident that involve any form of physical intervention.</p> <ul style="list-style-type: none"> <li>The new guidance for the full opening of schools is clear that where physical interventions / personal care needs mean that physical contact with a child is necessary, then any members of staff that have had any physical contact with a child should ensure that they maintain good hand washing techniques.</li> </ul>	
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**Risk Level: High:** Accident likely      **Medium:** Possibility of accident occurring      **Low:** Accident unlikely with control measures in place

<i>D</i>	<b>Controls</b> (Ser N° to correspond with Hazard Ser N°)	<b>To be completed by the Manager</b>			
Ser N°	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Staff name &amp; Dated)</b>
	Transport – Taxi drivers and parents fully briefed about drop off / pick up protocols		SLT	1 <sup>st</sup> September 2020	C Bennett 1 <sup>st</sup> September 2020
	All pupils to be briefed about new measures before returning to school	Letter to parents  ASD friendly resources shared with TEC pupils	HT  TEC Staff	1 <sup>st</sup> September 2020  1 <sup>st</sup> September 2020	M Christian  C Bennett  1 <sup>st</sup> September 2020
	Staff to ensure that classrooms etc are appropriately fit for purpose ahead of 'full-opening' of school on 1 <sup>st</sup> September 2020.	All rooms cleaned, soft furnishings and non-essential items removed, cleaning and sanitising products in place	All staff	1 <sup>st</sup> September 2020	All staff  1 <sup>st</sup> September 2020
	Ensure that all PPE is in place and replenishment of orders is completed as required.	Order of PPE via LCC on weekly basis as required	Office	1 <sup>st</sup> September 2020 ongoing	C Bennett  1 <sup>st</sup> September 2020

	Display Board to be visible to anyone requiring information about Covid procedures.	Display Board in conference room next to MC/SP office to have all Covid procedures on display	HT	16 <sup>th</sup> September 2020	M Christian 16 <sup>th</sup> September 2020
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<b>F</b>	<b>Once additional controls are implemented, what will the overall risk level be:</b>	<b>Risk assessment signed off by: M E Christian</b>			
	<p style="text-align: center;"> <b>High</b>                      <b>Medium</b>                      <b>Low</b> </p>	<p><b>Signature: M E Christian</b></p> <p><b>Date: 17.09.2020</b></p>			

# WHS Procedure for managing any Covid-19 confirmed case(s) in school

0151 233 3901

Inform SPOC / Public Health

0344 225 0562

Close relevant bubble (14 days)

TEC1 / TEC2 / Main School

Cleaners / Caretaker

Kitchen staff

Office staff

Whole School Closure

Inform staff / parents/carers / taxis / agencies working with children to latest government guidance for

Shut school temporarily for Deep Clean

Contact FFT to see if they can provide bank kitchen staff

SLT member to cover office / welfare calls (daily rota)

All staff to self-isolate for 14 days

Staff and pupils in bubble to self-isolate for 14 days

Consider Alternative cleaning options

If Yes— school to operate meals as normal

If No — school to close at 12pm each day

If more than one case is confirmed, re-contact SPOC / Public Health

Work Packs to be sent home + work set via dojo / MY Maths etc.

Review staffing rotas / timetable to ensure that school can still operate for attending bubbles

Consider FSM entitlement

Consider use of home learning resources for self-isolating pupils

**Direct contact:**  
being coughed on, or having a face-to-face conversation within 1 metre, or having unprotected skin-to-skin physical contact, or travel in a small vehicle with the case, or any contact within 1 metre for 1 minute or longer without face-to-face contact

**Close contact:**  
Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

Passing someone in a corridor is low risk and not a contact \*unless you are coughed on by a confirmed case

All direct and close contacts will **not attend** school and will be advised to self-isolate for 14 days starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday the first day of the 14-day period is on the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms.

