

Risk Assessment

A	Date: 20.01.21	School: Woolton High School	Team:	Location: L25 6JA
	Review Date: ongoing (minimum two weekly)	Ref: School Risk Assessment	Assessor: Mark Christian	Head Teacher: Mark Christian

B	Assessment of Risk for: 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 (via the staff shared drive), governors (via email) and also 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>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> <p>School infection control risk assessment is in place.</p> <p>Pupils who are symptomatic will not be allowed to attend school.</p>	Low

		<p>Pupils with household members exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance</p> <p>Managers must 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 risk 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 members of staff who have received a Government shielding letter will work from home (where their job role permits) or will attend work and ensure they adhere to Covid Safe practices (Hands, Face, Space and Hygiene (cleaning surfaces etc)).• Staff who have an extremely clinically vulnerable household member, will attend work and ensure they adhere to Covid Safe practices (Hands, Face, Space and Hygiene (cleaning surfaces etc)).• Staff members that are pregnant (individual risk assessments to be carried out and agreed with staff member).• BAME groups will attend work and ensure they adhere to Covid Safe practices (Hands, Face, Space and Hygiene (cleaning surfaces etc)). <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>	
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			<p>Headteacher will refer to current PHE (Contact Tel: 0344 225 0562) Guidance https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services and if necessary Occupational Health Department advice (0151 233 3000) regarding exclusion from school premises for a recommended period of time.</p> <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">• Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes. <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">• Disposable gloves• Disposable aprons• Half face masks• Where personal care is to be provided eye protection (visors) and surgical face masks <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. Sanitising hand wash is available across the school.</p> <p>Staff given latest public health information and guidance.</p>	
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			<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> <p>Pupils will be regularly reminded that hands should be regularly cleaned as per Government guidance</p> <p>Parents and Guardians to be regularly kept informed via school website, text to parents and letters regarding any new emerging information related to Covid-19.</p> <p>Staff kept informed via email, Staff WhatsApp 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 and reporting directly to SPOC.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> • HSE RIDDOR reporting of COVID-19 <p>SLT and site staff will ensure all areas are regularly checked and guidance followed in regards to the 'Building Reopening Checklist' see p. 33 and 34 of LA reopening guidance that was used in summer but remains relevant.</p>	
2	Covid-19 virus; General school environment	Staff Pupils	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 /	Low

		<p>Visitors</p> <p>Contractors</p>	<p>medical room). See HSE guidance https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</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 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>Staff will be encouraged to wear (where possible) a facemask / visor in designated areas. These include areas such as the foyer, the corridors in school, the assembly meeting room during staff training / meeting sessions and any other area of school where it is felt to be a sensible safeguard to do so. Face masks will not be required in classes or the dining room, but staff are permitted to continue to wear them in these areas if they choose to do so.</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. Visitors should also follow the school requirement to wear a face covering in all designated areas.</p> <p>Pupils will enter the school building at different times due to taxi drop offs naturally being staggered.</p> <p>Hand sanitiser stations will be located at the entrances to the building and will be mounted on internal walls / held by staff on entrance duty. 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</p>	
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			<p>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 upon arrival at class, but it is acceptable that hand sanitiser 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 wherever possible, albeit not exclusively.</p> <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, in areas of school. Rooms must also be kept ventilated.</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 class groups will be minimised 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 another designated dining area (for pupils eating packed lunch). Each of these locations will have</p>	
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			<p>designated areas for pupils from each class group. 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 sanitiser spray.</p> <p>Staff that eat with pupils in the dining room must always be mindful of the need to keep the dining room well ventilated and maintain an appropriate social distance from pupils and other staff. Any staff that eat lunch in the staff room must also be mindful of the need to ensure that the room is well ventilated and that they adhere to appropriate social distancing regulations as per government guidance.</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> <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>Hands, Face, Space and Hygiene will also be reinforced regularly to all members of the school community.</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>Pupils will broadly follow a 'normal' curriculum as much as possible with the minimum possible of movement around school. This may change dependent on staff absence and the need to cover internally. Where numbers permit, classes may be merged to enable curriculum coverage on days where staff numbers have been impacted due to absence.</p>	Low

		Contractors	<p>School will finish at an earlier time to enable cleaning of surfaces and equipment as well as creating time for staff to prepare remote learning resources.</p> <p>We will continue to facilitate individual taxi transportation wherever possible</p> <p>Staff will encourage pupils / colleagues to wipe down all surfaces after pupils leave classes and 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 collect their child, then they must wait outside of the building until their child is brought out to them.</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 lockers / TEC class rooms and given back to children at the end of the school day.</p> <p>Classes should be kept together until their transport arrives to minimise mixing with other classes as much as possible.</p> <p>At Break times, as the school does not have the staffing capacity to offer zoned breaktime areas / staggered times, 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	Staff Pupils	Staff instructed in the following working practices:	Low

		<p>Visitors</p> <p>Contractors</p>	<ul style="list-style-type: none"> • Aim to maintain the recommended social distancing rules at all times, where practicable. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. <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 classes 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> <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>	All cleaning staff are experienced and have received appropriate training.	Low

		<p>Visitors</p> <p>Contractors</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.</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 adequate access to PPE made available to them.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. This includes the cleaning of any surfaces touched throughout the day using general household cleaning products.</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 cleaning methods do kill this virus” (Source – COVID-19: Cleaning in non-healthcare settings).</p>	
6	Covid-19 virus; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<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. 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</p>	Low

			<p>(including N95 standard face masks and visors and the child will sit at a safe distance from staff in the vehicle. Windows will also be opened to ensure ventilation.</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. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>What you need to know (extract from <i>cleaning in non-healthcare settings</i>):</p> <ul style="list-style-type: none">• 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.• 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• 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• 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• wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning	
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			<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>Headteacher will refer to current NHS Advice, web;</p> <p><u>https://111.nhs.uk/covid-19</u> or telephone 111</p> <p>The DfE are providing COVID-19 advice Phone: 0800 046 8687 or email: <u>DfE.coronavirushelpline@education.gov.uk</u> 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.</p> <p>Staff who are suspected as being infected at work will require the employer to complete a RIDDOR report to the HSE.</p> <p><u>https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</u></p> <ul style="list-style-type: none">• 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.	
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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
- Breathing difficulties
- Loss of the sense of smell & taste
- The above 4 symptoms are the only one's listed on the NHS site 18 05 20. Other reported symptoms include:
 - Sore throat
 - Headaches
 - Flu like aches & pains
 - Fatigue
 - Abdominal pains / diarrhoea
 - Severe vomiting
 - Rash (Kawasaki disease) – signs of toxic shock / over activation of the immune system (likely attaching vital organs)
 - Persistent chest pain or trouble breathing
 - New confusion
 - Blue lips or face
- The NHS also state: ***“trust your instincts”*** with children – if you suspect a problem get in touch with the NHS via telephone on 111, or 999 for more serious issues

See Test & Trace system; order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access

7	Covid-19 Risk of infection from visitors	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Where possible communication between parents and the school should be via telephone, text message, email or Class Dojo. Any parents wanting to visit school 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 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. When in school, all visitors must wear a face covering or they will be asked to leave. 	Low
8	Covid-19; PPE considerations in the event of Physical Intervention of a pupil	Staff Pupils	<ul style="list-style-type: none"> Woolton High School does have a Duty of Care to all pupils 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. 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. 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 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 incident that involve any form of physical intervention. 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 physical contact with a child should ensure that they maintain good hand washing techniques and refrain from touching their own face, mouth or nose. 	Low

			<ul style="list-style-type: none"> For any pupil that is repeatedly acting in a manner that directly compromises the safe working practices of school staff in light of Covid-19, the school reserves the right to assess the risk that any child is presenting and may decide that we cannot meet the needs of that child on-site during this latest pandemic period. In this eventuality, that child would need to be educated at home for the foreseeable future. 	
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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>	Controls (Ser N° to correspond with Hazard Ser N°)	To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
	Transport – Taxi drivers and parents fully briefed about drop off / pick up protocols		SLT	1 st September 2020	1 st 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 st September 2020 1 st September 2020	1 st September 2020 1 st September 2020
	Staff to ensure that classrooms etc are appropriately fit for purpose ahead of 'full-opening' of school on 6 th January 2021	All rooms cleaned, soft furnishings and non-essential items removed, cleaning and sanitising products in place	All staff	4 th January 2021	5 th January 2021
	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	4 th January 2021	5 th January 2021
	Ensure that any member of staff that informs school that they are pregnant has a risk assessment				

F	Once additional controls are implemented, what will the overall risk level be: <p style="text-align: center;"> High Medium Low </p>	Risk assessment signed off by: M E Christian Signature: M E Christian Date: 05.01.2021
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