

Heswall Primary School

RISK ASSESSMENT: Reopening January 2021

UPDATED 04/1/21 Updates since previous RA shown in red



Location or address: Heswall Primary School		Date: 3/1/21		Assessment: Jon Lawrenson Nicky Bolton	
Activity or situation Reopening under Tier 3 restrictions Jan 2021		Reviewed Ongoing		Signature	
Hazard	Who may be harmed and how	What controls exist to reduce risk (highlighted actions still to complete)		Risk 1-25	What action could you take to further reduce risk
Communication <i>Staff, parents, pupils, and all parties on site.</i> <i>Failure to communicate key messages to reduce risk of transmission</i> <i>Failure by staff to read risk</i>	Staff, pupils, trainees, parents, visitors unaware of school policies and procedures increased risk of transmission of Coronavirus (COVID 19)	Heswall Primary follows all DfE, PHE & Gov. UK guidance <i>Clear and frequent communication sent to parents indicating how the school will function and any changes made.</i> <i>High expectations with regards to families following all relevant Covid-19 guidance, will feature in newsletters and emails to keep the safety profile high.</i> Behaviour policy revised with new rules and expectations and communicated with staff, parents & pupils		3X2=6	

<p>assessment guidance given</p>		<p>Building on staff re-induction in September, staff to revisit updated risk assessment in January INSET. Staff to acknowledge by email that they have read and understood the risk assessment.</p> <p>Staff continually briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times)</p> <p>Risk assessment published to school website as per HSE guidance.</p> <p>A copy sent to all local trade unions.</p> <p>A copy sent to the Local Authority.</p> <p>Children, young people, parents, carers or any visitors, such as suppliers, told not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>Only people with appointments allowed to enter the building - signage used to communicate this to anyone new visiting the school. Any individual, who is not a member of staff is given a guide to social distancing measures implemented in school when they enter the school. This will be read and agreed to before entering the school premises.</p> <p>Parents and children given access to education resources such as E-bug and PHE schools resources</p> <p>Contractors and suppliers have been communicated with about procedures e.g. cleaning, catering, food supplies, hygiene suppliers</p>		
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		Additional cleaning hours agreed to ensure toilets and frequently contacted surfaces cleaned at least twice a day.		
Unaware of steps to take in the event of suspected or confirmed case in school	Staff, pupils, parents, visitors - failure of measures to adequately contain spread of Coronavirus (COVID 19)	<p>School will ensure understanding of the management of a confirmed case and will follow the latest Wirral PHE guidance and the NHS Test and Trace process.</p> <p>If the situation is not straightforward and school needs help in making an assessment of close contacts, school will ring the DfE Helpline on 0800 046 8687 option 1 (Wirral schools contact email Alison Simpson (alisonsimpson@wirral.gov.uk) or Jane Harvey (janeharvey2@wirral.gov.uk) who will get in touch with you as soon as possible.)</p>	3X2=6	
Infection control – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<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> <p>Pupils, staff and other adults advised clearly not to come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, starting from the day the test was taken.</p> <p>If anyone in the school 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 will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if</p>	3X2=6	

		<p>they have coronavirus (COVID-19). If the test is negative, they may return to work, if well.</p> <p>No entry to the main office, with the exception of JL, MS, KN and JM- cleaners can access when the office is not operational. Staff can address office members for assistance from the doorway, but must not enter the room.</p> <p>Number of staff teaching across bubbles will be minimised where possible, however some staff will still work in different bubbles to fulfil their role.</p> <p>Sufficient handwashing facilities are available and hand sanitiser is available across school.</p> <p>In addition to sinks in toilets, Year 2 to use sink in cloakroom.</p> <p>In addition to sinks in toilets, Years 3,4,5,6 to use allocated sinks in shared area on a timetabled rotational basis, with thorough cleaning between in each group.</p> <p>School has built hand and respiratory hygiene into school culture and ensures that pupils clean their hands regularly.</p> <p>Tables (in Key stages 1 and 2) and backs of chairs (in Key stage 2) wiped regularly with disinfectant during the day.</p> <p>Adults continue to maintain a 2 metre social distance from one another (including in the staff room) and from the children, whenever possible.</p>		
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		<p>Teachers try to maintain social distancing by avoiding face-face contact with children. Face coverings and visors may be worn by staff working in close contact with children- as staff feel appropriate.</p> <p>Only one member of staff in the photocopying room at a time and face coverings must be worn in this space.</p> <p>Classroom doors and windows are kept open if possible, for air flow.</p> <p>Teachers reduce tasks involving touching lots of varied shared equipment such as crafts</p> <p>Teachers reduce the use of shared resources by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces cleaned and disinfected more frequently.</p> <p>Rooms accessed directly from outside where possible.</p> <p>Unnecessary items such as toys not permitted to be brought from home. PE kits, essential equipment, lunch boxes and coats can be brought in and hung in cloakroom areas.</p> <p>Assemblies suspended</p> <p>Water fountains open for water bottle filling only. Water fountains must be sanitised regularly.</p> <p>Parents requested to ensure pupils change uniform regularly.</p>		
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		<p>Staff & pupils aware of contact points and frequently touched surfaces e.g. taps, pens, backs of chairs, light switches, door handles, scissors, equipment, toys -highly used areas</p> <p>All shared equipment e.g. photocopier, strimmer, telephone, IPADS will be cleaned with disinfectant before and after every use.</p> <p><u>Personal Hygiene preventative measures</u></p> <p>Children clean hands at regular intervals throughout the day, as directed by their teacher. Children wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. Children use hand sanitizer when entering and exiting the room.</p> <p>Staff clean hands at regular intervals throughout the day. Staff wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. Staff use hand sanitizer when entering and exiting the room.</p> <p>Staff and children ensure good respiratory hygiene - promote the 'catch it, bin it, kill it' approach</p> <p>Sufficient handwashing facilities available. Where a sink is not nearby, hand sanitiser provided in classrooms and other learning environments</p> <p>All adults and children:</p> <ul style="list-style-type: none"> ○ clean their hands-on arrival at the setting, before and after eating, and after sneezing or coughing ○ encouraged not to touch their mouth, eyes and nose 		
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		<ul style="list-style-type: none"> ○ use a tissue or elbow to cough or sneeze and use for tissue waste ('catch it, bin it, kill it') ○ use disposable tissues provided in each classroom <p>Classrooms provided with disinfectant and disposable gloves and paper towels in case someone coughs or sneezes onto surfaces.</p> <p>Help available for children and young people who have trouble cleaning their hands independently</p> <p>Young children encouraged to learn and practise these habits through games and stories.</p> <p>Bins emptied throughout the day</p> <p>Note that some children and young people need additional support to follow these measures (for example, social stories to support them in understanding how to follow rules)</p>		
Face coverings /social distancing measures in school Staff, pupils & visitors - -risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<p>Primary school pupils do not need to wear a face covering. Guidance has been sent to parents to explain that face covering are not necessary. We do however, respect the right for children to use face coverings, but children must be able to manage the use of them independently. Children seen using face coverings unhygienically will be asked to remove them. Clean face coverings only to be worn for school.</p> <p>Parents and carers are required to wear a face covering at school pick-up/drop-off points (certain individuals are exempt from wearing face coverings)</p>	3x2=6	

		<p>2 metre social distancing must still be followed at all times.</p> <p>Staff must remain 2 metres apart when meeting eg for planning</p> <p>Members of school staff who oversee drop-off and collection times will also be required to wear a face covering or visor.</p> <p>Face coverings must also be worn by staff when moving around the school corridors or into/across other class bubbles. However, teachers who are teaching in multiple bubbles, do not need to wear a face covering whilst they teach.</p> <p>All staff must wear face coverings correctly. Clear instructions have been provided to staff, children and young people on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission. (See Putting on & taking off PPE presentation for staff by J Fairbrother)</p> <p>Wearers of face coverings reminded to clean hands before and after touching to remove or put them on</p> <p>Face coverings must be stored safely in sealable plastic bags between use. If a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.</p> <p>Remind staff, pupils & visitors to dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home</p>		
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<p>Social distancing across school - risk of transmission of Coronavirus (Covid 19)</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>	<p>School will do everything possible to minimise contact between children and staff.</p> <p>Measures within the classroom:</p> <ul style="list-style-type: none"> • Groups will be a full class • Staff & pupils maintain 2 m social distancing where possible • Staff minimise time spent within 1 m of anyone • Staff avoid face to face contact with pupils and stand up, above and behind them • Staff keep 2 m from colleagues • All children encouraged to socially distance, if possible. • Pupils sit side by side facing forward • Teachers stay at the front of the class where possible • All furniture and equipment moved to ensure this seating • Teachers to try and maintain social distancing -keep out of pupils' sneeze/breathe/cough zone • Rooms have been adapted and excess furniture & equipment removed to support social distancing where possible. • Timetabling limits sharing of rooms and social spaces between groups as much as possible. <p>Teachers</p> <ul style="list-style-type: none"> • Teachers and other staff may operate across different classes and year groups to facilitate the delivery of the school timetable, however this will be avoided where possible. • Where staff need to move between classes and year groups, they will keep 2m from pupils and other staff, wear a face covering and employ good hygiene. 	<p>3x2=6</p>	<p>The risk assessment will be reviewed on a daily basis along with other health and safety advice from our HS consultants, DFE & PHE for children, young people and staff in light of recent government advice, identifying protective measures.</p> <p>Any changes will be communicated to staff, parents and any other stakeholders affected.</p>
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		<ul style="list-style-type: none"> School will maximise the use of outdoor space for lessons. <p>Staff and children's families asked to stringently observe social distancing measures outside school that apply to England.</p>		
Social distancing in the staffroom area- risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Staggered breaks and lunch times (see Document 2) to limit numbers Staff to observe good hand hygiene before and after eating Sanitiser, tissues and lidded bins in staffroom Trigger bottle of disinfectant, gloves, and paper towels in staffroom. Staff to wipe down surfaces after eating. Frequently touched surfaces in the room to be wiped regularly. Staff to wipe the microwave and taps after use. Staffroom subject to professional cleaning daily Number of chairs used will be reduced and should be distanced from others using the staffroom at the same time. Staff should use their own mug and place in the dishwasher after use. No cups and plates should be left in the sink Cutlery should be cleaned in dishwasher Paper hand towels should be used for drying and immediately disposed of in the bin. 	3x2=6	
Pupils & relevant staff not participating in the PH Wirral /Flu Immunisation programme (vaccine)	Staff, pupils	<ul style="list-style-type: none"> School will engage with local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. School will maintain capacity for the delivery of the school aged flu vaccination programme. School will work with The Immunisation Team to look at the requirements and procedures that need to be put in place to ensure that 	3X2=6	

		<p>the programme can be delivered efficiently and effectively, maximising the safety of staff and pupils.</p> <ul style="list-style-type: none"> • The Immunisation Team contact details are 0151 514 2509/0151 514 2510. • See also: <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/902790/Flu_vaccination_programme_briefing_for_school_team_and_headteachers.pdf</p>		
<p>Measures for arriving at and leaving school-risk of transmission of Coronavirus</p>	<p>All staff, pupils, contractors, and visitors</p>	<p>All children, young people, parents, carers or any visitors, such as suppliers told not to enter school if they or any of their household are displaying any symptoms of coronavirus (following the <u>COVID-19: guidance for households with possible coronavirus infection</u>)</p> <p>Drop off and pick up times are staggered, to ensure parents and children can adhere to social distancing - especially in playgrounds/collection areas and other areas of congestion, including school gates and frontages on the highway. HT or DHT manage start and end of the day. See Document 1</p> <p>Updated plan detailing pick up and drop off points and drop off and collection times for September given to parents. See Document 2</p> <p>Children will not line up at the start of the day but will filter into the classroom.</p> <p>Teachers keep children who are late being collected in the classroom. Children do not leave to meet their parents until they can maintain a social distance to walk to the meeting place. Late parents wait at a distance from other parents and children in sight of the classroom window.</p>	<p>3x2=6</p>	<p>Parents will be reminded of the importance of good time keeping in the collection of their child. Any late collections will be made from the classroom and teachers will only release the child to their parent on the yard when it is safe to do so.</p>

		<p>Children and parents use different entrances as indicated on the photo plan, to spread children at different points. Social distancing signs displayed.</p> <p>A walking one-way system introduced to and from school to avoid parental cross over. Additional signage placed on fences around school and at the gates to alert parents to the one way system.</p> <p>In a parental information letter (outlining details of procedures), parents alerted to the fact that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which will be conducted safely)</p> <p>Allocated zones outlined for teachers to stand during pick up or drop off where required.</p> <p>Site mapmarking locations of areas used by individual classes show entry/exit and any one-way systems to staff and parents.</p> <p>Children leave school immediately at the end of the day. Children are not permitted to use the school grounds or the jungle gym after school.</p> <p>Encourage parents and children and young people to walk or cycle to their education setting where possible.</p>		
Public transport to school – risk of transmission of	Staff, pupils, parents, visitors -	Staggered start times to enable more journeys to take place outside of peak hours.	3x2=6	

Coronavirus (Covid 19)	contracting Coronavirus (Covid 19)	<p>Schools has encouraged parents, staff and pupils to walk or cycle to school if at all possible.</p> <p>Pupils over 11 reminded that coverings are required at all times on public transport</p> <p>Families using public transport advised to refer to the safer travel guidance for passengers.</p>		
Toileting of younger students	Staff and pupils	<p>Classes asked regularly if they need to toilet to ensure they are not all going at break times.</p> <p>Staff ensure toilets will not become crowded by limiting the number of children.</p> <p>Hand washing facilities available and staff will encourage children to wash hands after visiting the toilet.</p> <p>Staff ensure the children know to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly</p> <p>Help available for children and young people who have trouble cleaning their hands independently</p> <p>Toilets cleaned at least twice during the working day.</p>	3x2=6	<p>Teachers and cleaning staff will check hand sanitizer, soap and other welfare provisions available and do not run low.</p>

<p>Cleaning of areas- risk of transmission of Coronavirus.</p>	<p>Staff and pupils</p>	<p>Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas</p> <p>Follow PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day.</p> <p>Advice is to use any product that dissolves lipids this includes general cleaning products -Fairy Liquid, Dettol</p> <p>KEY point -Do not have to kill the virus in school but need to remove it into a wet cloth and rinse down sink.</p> <p>Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink</p> <p>Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose</p> <p>Encourage pupils to clean - to teach them about safety.</p> <p>Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to .</p> <p>If suspected case of Covid 19 follow the COVID-19: cleaning of non-healthcare settings guidance</p>	<p>3x2=6</p>	<p>Staff will be reminded of procedures</p> <p>Parents will be made reminded of expectations.</p>
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		<p>Toys, fabrics, soft furnishings will have to be washed or replaced more frequently</p> <p>Sanitizer stations located across site</p> <p>Regular cleaning of toilets and supply of hand soap</p> <p>Clean and disinfect regularly touched objects and hard surfaces more often than usual using standard cleaning products</p> <p>Clean 'hot spot' surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, banisters, regularly throughout the day.</p> <p>Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects.</p> <p>Teach and encourage pupils to importance of cleaning such items.</p> <p>Intensive cleaning to take part at the end of the day.</p>		
Inadequate cleaning of areas following displays of suspected COVID symptoms	Staff and pupils	<p>Full guidance can be found here: https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</p> <p>If a child becomes unwell and is awaiting collection, they will be moved, if possible and if appropriate, to the meeting room, where they can be isolated. Ideally, a window will be opened for ventilation. An adult will supervise outside the room, PPE is available if necessary. If it is not</p>	3x2=6	Regular checks will be completed to ensure cleaning supplies are available.

		<p>possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they will use the medical room toilet. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>If an employee, pupil or known visitor tests positive for coronavirus, further advice will be sought from the Public Health England Local Health Protection Team. They will take over the risk assessment process from that point. They will also provide guidance if school is contacted in connection with the NHS Test and Trace.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with will be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these will be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>		
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<p>Risk of transmission through contact with school resources</p>	<p>Staff and pupils</p>	<p>Staff and pupils have own pens and equipment.</p> <p>Equipment can be shared between children in the same class, but must be cleaned before use after each child.</p> <p>Equipment cannot be shared between year groups unless cleaned meticulously between use. Allow 48 hour (72 hours plastic) between use when sharing resources between classes</p> <p>Unnecessary items such as toys, not permitted to be brought from home. PE kits, essential equipment, mobile phones and bags are allowed. Lunch boxes and coats can be brought in and hung in cloakroom areas.</p> <p>Children will bring their own water bottles from home.</p> <p>Where possible marking not to be taken home to limit potential contamination spread.</p> <p>Teachers and staff should make sure they wash their hands and surfaces, before and after handling pupil's books.</p>	<p>3x2=6</p>	

		Staff should consider online homework where possible.		
First aid provision - risk of school unable to provide first aid in the event of an emergency.	Staff, pupils, parents, visitors everyone.	<p>Adequate numbers of first aiders on site in all categories</p> <p>First aid certificates which expired during lockdown have been updated for theory. First aid practical booked for staff by October- all staff will be First Aid trained by October 2020.</p> <p>All staff completed 'PPE putting on & taking off' training</p> <p>All classes provided with PPE kit.</p> <p>Where possible staff maintain 2m distance and assess ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e can casualty help themselves, run wound under water, apply plaster.</p> <p>If not possible to keep 2m separation, the following PPE to be worn. Wash hands prior to donning:</p> <ul style="list-style-type: none"> ○ Apron ○ Gloves ○ Fluid Resistant (IIR) surgical face covering <p>Eye protection will be worn if there is risk of exposure to blood and bodily fluids or if available</p> <p>Staff will be directed to information to help them know how to safely don and remove PPE</p>	3x2=6	New staff and student teachers will be asked to complete - PPE putting on and taking off on the JFA website

		<p>First aider will minimise time spent sharing a breathing zone with the casualty and will direct them to do things for themselves wherever possible.</p> <p>Waste will be discarded in clinical waste bins.</p> <p>Hand washing with soap and hot water for 20 secs minimum will INCLUDE washing forearms if exposed.</p> <p>CPR guidance:</p> <p>Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth.</p> <p>If in any doubt about confirming cardiac arrest start chest compressions until help arrives.</p> <p>Call ambulance. If COVID 19 is suspected, tell them when you call 999.</p> <p>If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives</p> <p>See: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p>		
<p>PPE requirements</p> <p>Staff teaching well pupil/children with no Covid19 symptoms</p>	<p>Staff, pupils, parents, visitors everyone.</p>	<p>No requirement for face coverings/face coverings etc except if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. However, staff working in close proximity to children for extended periods of time may wear a visor or face covering, if they wish to do so.</p>	<p>3x2=6</p>	<p>New members of staff/trainees asked to complete PPE taking on and</p>

		<p>A face covering will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face face covering will be worn by the supervising adult.</p> <p>Hand washing with soap and hot water for 20 secs minimum</p> <p>2m social distancing maintained as far as possible</p> <p>Adequate stocks of PPE kept in school and will be regularly reviewed and replaced if necessary.</p>		off training on J. Fairbrother site.
<p>PPE requirements Staff carrying out activities within 2m of children where there is a risk of coming into contact with body fluids of the child /service user:</p> <ul style="list-style-type: none"> • one-to-one • washing • toileting /nappy changing 	Staff, pupils, parents, visitors everyone.	<p>Risk assessments carried out to determine if there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn or if requiring staff to provide care closer than 2m</p> <p>Temporary and supply staff aware of children where PPE will need to be worn.</p> <p>For intimate care, staff provided with:</p> <ul style="list-style-type: none"> ○ disposable gloves ○ disposable plastic apron ○ sessional use of a fluid repellent (type II R) surgical face covering with or without eye protection is also recommended if the individual pupil risk assessment 	3x2=6	New members of staff/trainees asked to complete PPE taking on and off training on J. Fairbrother site.

<ul style="list-style-type: none"> • first aid provision (see below) • pupils being sick • any restraint of challenging pupils 		<p>identifies likelihood of an additional splash risk (e.g. a spitting child)</p> <p>Face coverings well fitted</p> <p>Staff know how to safely don and remove PPE</p> <p>PPE discarded in clinical waste</p> <p>Hand washing with soap and hot water for 20 secs minimum this will INCLUDE washing forearms if exposed.</p> <p>Nappy changing</p> <p>Nappy changing approached from side or out of line of pupil or from head end.</p> <p>Wipe away from the adult</p> <p>Nappy changing areas well ventilated.</p> <p>PPE / visors will available for nappy changing if needed.</p> <p>Nappies changed in allocated area in Plus Club room - surfaces will be wiped down after each nappy has been changed.</p>		
Medical isolation room - risk of transmission of	Staff, pupils, parents, visitors -	Meeting room used as the isolation room.	3x2=6	

<p>Coronavirus (Covid 19)</p>	<p>contracting Coronavirus (Covid 19)</p>	<p>If unable to isolate a child move them to an area 2m away from others.</p> <p>PPE stock is available to all staff should they need to escort pupils to this area.</p> <p>PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with complex needs</p> <p>All non-essential items removed from the isolation room</p> <p>Child awaiting collection will be supervised</p> <p>Medical room will be used, if required, whilst awaiting collection.</p> <p>If used, this will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they are requested to do so by NHS Test and Trace or the PHE advice</p>		
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Safeguarding - risk of breach	Staff and pupils	<p>Schools follows statutory safeguarding guidance, <u>keeping children safe in education</u> and the <u>coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</u>.</p> <p>Any Media contact directed to the Head Teacher and Chair of Governors, who will refer to the Wirral LA for guidance.</p>	3x2=6	
Remote Learning - risk to staff and pupils by abuse of systems	Staff and pupils	<p>School follows <u>Safeguarding and remote education during coronavirus (COVID-19)</u>, as well as statutory guidance on online safety in Annex C of <u>keeping children safe in education</u>.</p>	3x2=6	
Inadequate assessment of transmission risk between SEND pupils and staff.	Staff and pupils	<p>Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines.</p> <p>Contact with parents prior to September to ensure pupils, who staff feel will struggle with transition back to school, are given opportunity to discuss with their new teacher, COVID 19 measures put in place.</p>	3x2=6	Cleaning of any special equipment needed for SEND pupils also needs to be included in the cleaning regime.

		<p>Small groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak.</p> <p>Individual assessment made for pupils who have known behaviours that would pose risk, such as spitting and biting where social distancing is not possible. Provision of PPE considered on a case by case basis.</p> <p>https://www.gov.uk/government/publications/safeworking-in-education-childcare-and-childrens-socialcare/safe-working-in-education-childcare-andchildrens-social-care-settings-including-the-use-ofpersonal-protective-equipment-ppe#doescoronavirus-covid-19-mean-that-ppe-is-needed-foradministering-first-aid</p> <p>If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, no additional PPE is necessary as these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low.</p> <p>Additional space and frequent cleaning of surfaces, objects and toys will be required in any break out room areas. Cleaning arrangements should be increased in all settings, with a specific focus on surfaces which are touched a lot.</p>		
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		https://www.gov.uk/government/publications/safeworking-in-education-childcare-and-childrens-socialcare/safe-working-in-education-childcare-andchildrens-social-care-settings-including-the-use-ofpersonal-protective-equipment-ppe#how-should-icare-for-children-who-regularly-spit-or-requirephysical-contact		
Stress and mental health issues for staff	Staff and pupils	<p>Time available if staff want to talk to senior leaders about their personal situation- through socially distanced meetings.</p> <p>This may include discussion about:</p> <ul style="list-style-type: none"> • Thoughts on returning, fears, concerns about returning, • what will be easy to accomplish, what will be hard, • fatigue (Staff have continued to work), • changes in circumstance, retirement, pregnancy, bereavement. • additional worries about members of their family and friends. • Staff will be reminded of any internal support plan/system that is in place and their entitlements to access the EAP. • Reasonable adjustments if required. 	3x2=6	Support will be available for staff from Occupational Health
Clinically vulnerable pupils - Classed as clinically extremely vulnerable due to pre-existing medical conditions	Staff, pupils, parents, visitors everyone.	<p>Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19).</p> <p>Pupils who will remain on the shielded patient list can attend school, as can those who have family members who are shielding.</p>	1X1 =2	

		<p>If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent</p> <p>Pupils unable to attend because they are complying with clinical and/or public health advice will have access to remote education.</p> <p>School has provided reassurance to parents of at-risk pupils of the measures that have been put in place to reduce the risk in school.</p>		
Shielded staff	Staff	<p>Shielding advice for all adults and children paused on 1 August.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield were advised that they could return to work from 1 August as long as they maintained social distancing.</p> <p>Risk assessments have been carried out on all staff who have been shielding</p> <p>See guidance the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p>	3X2=6	
Clinically vulnerable or extremely clinically staff who are at higher risk of severe illness (for example, people	Staff	<p>Clinically vulnerable staff must take particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace and the controls in this risk assessment.</p> <p>Staff advised to take extra care in observing social distancing, strictly staying 2 metres away from others wherever possible,</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p>	2x2=4	

with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance		<p>School has reviewed how those members of staff are deployed to enable them to work in roles in school where it is possible to maintain social distancing.</p> <p>Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Individual risk assessments will be carried out for this category of staff if they must spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk</p>		
<p>BAME Staff and pupils</p> <p>Evidence from the Office for National Statistics shows a greater impact of Covid-19 on Black communities with a disproportionate number of deaths being recorded.</p>	Staff, pupils, parents, visitors everyone.	<p>Risks to BAME staff and pupils assessed.</p> <p>Identify existing underlying health conditions that may increase the risks for them in undertaking their role</p> <p>Measures the school is putting in place to reduce risks have been shared with identified persons to address concerns.</p> <p>Keep ongoing contact with staff particularly about their safety and their mental health.</p> <p>School will try as far as practically possible to accommodate additional measures where appropriate.</p> <p>Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>O.H. advice will be sought where appropriate.</p>	3x2=6	

		<p>EAP & counselling will be offered where appropriate</p> <p>See https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</p>		
<p>New and/or expectant mothers – deemed clinically vulnerable included in <u>Staying at home and away from others (social distancing) guidance</u></p>	<p>Staff, pupils, parents, visitors everyone.</p>	<p>Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant DFE guidance available for clinically-vulnerable, including pregnant women,</p> <p>A pregnant member of staff will be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so.</p> <p>We advise any pregnant member of staff to:</p> <ul style="list-style-type: none"> • Stay away from anyone with symptoms • Handwash for 20 seconds on arrival, on leaving, before and after food and regularly throughout the day, drying hands thoroughly. • Use Hand sanitiser available across the school to sanitise when water and soap not available • Employ good respiratory hygiene • Wash their hands for 20 seconds or sanitise after touching frequently touched objects – door handles, taps, tiler flushes, toilet seats, • Avoid face-to-face contact • Minimise the number of people in contact with at work • Work in a well-ventilated area • Wash their clothes daily 	<p>3x2=6</p>	

		<p>Individual risk assessments will be carried out for this category of staff if they have to spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk.</p> <p>Follow guidance from GP and mid-wife.</p> <p>Maintain high standards of hygiene</p> <p>Inform headteacher if circumstances change</p>		
Restraining students.	Staff, students	<p>For students that have individual risk assessments, and it is identified that restraint may be required immediate access to PPE will be needed and is available in all classrooms.</p> <p>Additional adult should be available in class for children who have known behaviours that would pose risk, such as spitting and biting where social distancing is not possible.</p>	3x2=6	
Visitors to school, essential visitors from external agencies visiting pupils at the school (eg educational psychologists, child and adult mental health services (CAMHS), behavioural	Visitors, staff and students.	<p>Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection)</p> <p>Visitors made aware of all measures in place in school to reduce risk of spread of virus.</p> <p>Visitors told wash hands on arriving or use hand sanitiser located at entrance. Clear guidelines available on entry to school about the procedures in place. This includes signing a document prior to entering the</p>		

support, advisory teachers, peripatetic teachers etc)		<p>premises, to confirm that the visitor does not have symptoms related to Covid-19.</p> <p>Visitors will be required to use sanitiser before and after each different pupil session.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools following the above advice</p> <p>Pupils leave bubbles and wash hands or use sanitiser before and after their appointment / meeting</p> <p>Visitor has own PPE or PPE will be provided for each session • 2m social distancing rules in place</p> <p>PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/face covering</p> <p>Room has ventilation - windows and door open whilst the room is occupied.</p> <p>Disinfecting kit in</p> <p>All hard surfaces wiped down before and after each separate appointment /meeting with pupils.</p> <p>Any equipment brought into school must be able to be wiped down pre and post each pupil session.</p>		
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		<p>Visits arranged for outside of school hours, where possible</p> <p>A record, including contact details is kept of all visitors.</p> <p>Social distancing and hand hygiene should be observed by all visitors.</p> <p>Advice given to school office re handling of parcels and hand-held signing devices - Regular hand washing and sensible precautions to be taken</p>		
Working at height	Staff	<p>Site manager/ caretakers should have checked all ladders on site.</p> <p>If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table.</p> <p>Check all ladders and step ladders on site prior to use. Record in the site ladder register</p>	3x2=6	
DSE	Staff	Staff workstations reviewed after the long absence.	2x2=4	All staff regularly using screens, will carry out the Display Screen Self-Assessment on return to school.

Emergency procedures & lockdown	Staff	<p>Site-specific fire evacuation plan shared with the whole team.</p> <p>Drill completed: December 2020</p>	2x2=4	
Kitchens	Staff	<p>Surfaces and areas to be disinfected prior to reopening.</p> <p>Kitchen deep cleaned prior to reopening before food preparation</p> <p>Catering equipment recommissioned. Servicing and PAT testing checked.</p>	2X2= 4	
<p>Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors and pushpads</p> <p>Changes to emergency fire procedures - uncertainty of</p>	Staff, pupils, parents, visitors everyone.	<p>School fire risk assessment reviewed to reflect any changes that have been made.</p> <p>Fire log book checked to ensure it is up to date with all checks</p> <p>Staff reminded that if wedges are to be used they will be removed each time the room is left unattended, in the event of the fire alarm sounding and at the end of every day.</p> <p>The updated fire evacuation plan shared with all staff; See Document 3</p> <p>Staff reminded that it is not a requirement to maintain 2 metres social distancing in the event of an emergency or unplanned sounding of the fire alarm, however it will be maintained at the gathering point, if possible.</p> <p>Staff reminded of their responsibility not to increase the risk of fire in the workplace: by keeping combustible materials to the minimal, turning off electrical equipment when not in use and at the end of the day.</p>	3x2=6	

staff and pupils due to working at different locations to normal and changes in evacuation routes.		Practice drill held to ensure everyone knows their roles and responsibilities. See photo plan for fire marshalling sites		
Legionella	Staff, pupils	Prior to opening fully every tap, shower and toilet running/flushed. Recorded in waterlog book Monthly water checks take place.	3x2=6	
HS Checks- failure of equipment, leading to injury	Staff, pupils, parents, visitors everyone.	SLT staff know how to check the fire alarm and set and reset in an emergency Continue to test the alarm All staff carry out pre-use visual checks of their areas, playground equipment as formal checks may not take place.	2x2=4	
Equipment - failure of equipment leading to accident or injury	Staff, pupils, parents, visitors everyone	Areas of the school that have not been used for some weeks checked and the tables, chairs and other equipment in these areas. Teachers check their own classrooms to ensure all is in good condition. Other pieces of equipment such as dining sets which have not been used inspected, checking smooth operation of opening and wheeling.	2x2=4	

Manual handling- risk of staff injured by moving and handling heavy items.	Staff	Staff reminded to take care when moving and handling equipment back to its normal areas/location	3x2=6	
Security - Opening and locking up procedures	Staff, pupils, parents, visitors everyone.	Adequate numbers of key holders familiar with how to open/lock up. Set and re-set the alarm Keys easily accessible to unlock school gates in the event of evacuation away from the premises.	2x2=4	
Heating/Boilers	Staff, pupils, parents, visitors everyone.	SLT check boilers and heating systems have been serviced through lock down as required.	2x2=4	
Medication	Staff, pupils, parents, visitors everyone.	SLT ensure trained staff available to administer medicines and records maintained. Secure medicines storage Inhalers and epipens available for pupils in classrooms and for outdoor activities	3x2=6	
Emergency plan	Staff, pupils, parents, visitors everyone.	School emergency plan reviewed to cover Covid 19 issues 1.6.20	3x2=6	

Third party users—Beehive Club- increased risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors everyone.	<p>Beehive to follow whole school risk assessment.</p> <p>School risk assessments have been shared with them</p> <p>Breakfast and after-school provision organised into two consistent groups with no more than 15 children in each group.</p> <p>Parents asked to limit the number of different wraparound providers they access, as far as possible.</p> <p>No contact sports</p>	3x2=6	
Sports activities- risk of transmission of Coronavirus	Staff, pupils, parents.	<p>Pupils kept in year groups</p> <p>Sports equipment thoroughly cleaned between each use by different individual groups</p> <p>Contact sports avoided.</p> <p>Outdoor sports prioritised where possible. If hall is used, maximise distancing between pupils.</p> <p>The areas will be cleaned between groups - surfaces wiped down</p> <p>Pupils reminded about hand and respiratory hygiene</p> <p>Schools refers to the following advice:</p> <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation ○ Sport England for grass root sport ○ Association for Physical Education 	3x2=6	

		<ul style="list-style-type: none"> ○ Youth Sport Trust 		
Music – singing and playing instruments – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors – contracting Coronavirus (Covid 19)	<p>Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies</p> <p>Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, school will limit the numbers in relation to the space.</p> <p>Group sizes will be small, pupils positioned back-to-back or side-to-side and socially distanced.</p> <p>Wind and brass players positioned so that the air from their instrument does not blow into another player.</p> <p>Instrument sharing avoided,</p> <p>Good ventilation if held indoors but holding the session outside will be considered</p> <p>Increased handwashing before and after handling equipment, especially if being used by more than one person.</p> <p>Instruments cleaned by the pupils playing them, where possible.</p> <p>Peripatetic teachers can attend school & are expected to comply with all school measures to reduce the risk of transmission including taking particular care to maintain 2m distance from other staff and pupils</p>	3x2=6	

		Peripatetic teachers provide a risk assessment to school		
School trips	Staff, pupils, parents, visitors everyone.	<p>Educational visits for non-overnight, domestic educational visits resume September, if; in single class groups, to a destination that is within walking distance and is not open to other members of the public.</p> <p>When risk assessing trips all protective measures, such as keeping children within their consistent group, social distancing & hygiene will be adhered to, to ensure they can be done safely.</p> <p>School will request risk assessments from the destination to ensure all coronavirus (COVID-19) secure measures in place</p> <p>School will make use of outdoor spaces in the local area to support delivery of the curriculum.</p> <p>Schools will consult the health and safety guidance on educational visits when considering visits.</p>	3x2=6	
Ventilation & air conditioning – lack of increases risk of transmission of Coronavirus (Covid 19))	Staff, pupils and visitors lack of ventilation to disperse Coronavirus (Covid 19) - contracting Coronavirus (Covid 19)	<p>School will ensure an adequate supply of fresh air into building(s).</p> <p>Where possible windows & doors will be opened to increase the supply of fresh air (unless fire doors).</p> <p>Staff have been reminded not to leave doors propped /wedged open when leaving the area unattended</p> <p>To prevent pockets of stagnant air in occupied spaces by use of ceiling fans, desk fans or opening windows</p>	3x2=6	

		<p>Windows should be open where possible 15 minutes before classroom occupation</p> <p>If it is windy, cold or raining then it may not be practical to fully open the windows/vents, however they should be open as far as reasonably possible without causing discomfort.</p> <p>During cooler weather, it may be necessary to have the room heating on more than normal.</p> <p>See Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak which states the risk of air conditioning or fans spreading coronavirus (COVID-19) in the workplace is extremely low</p>		
<p>Playground equipment and activities -risk of transmission of Coronavirus (Covid 19)</p>	<p>Staff, pupils, parents, visitors everyone.</p>	<p>Outdoor equipment is either appropriately cleaned or quarantined between groups of children using it, and multiple groups do not use it simultaneously. A timetable has been created to support this.</p> <p>Beehive Club Breakfast & After school clubs' clean equipment between groups and after use.</p> <p>Site manages/caretaker visually inspects play equipment daily</p> <p>Site manages/caretaker has reinstated weekly formal checks of play equipment</p> <p>Pupils reminded of playground rules</p>	<p>3x2=6</p>	

		Staff reminded must walk playground and carry out a pre use visual inspection of all play equipment, fences, benches, etc prior to every session.		
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Risk Rating	Action Required
17 - 25	Unacceptable - stop activity and make immediate improvements
10 - 16	Tolerable - but look to improve within specified timescale
5 - 9	Adequate - but look to improve at review
1 - 4	Acceptable - no further action but ensure controls are maintained

Likelihood:

5 - Very likely
4 - Likely
3 - Fairly likely

Consequence:

5 - Catastrophic
4 - Major
3 - Moderate

- (1) List hazards ***something with the potential to cause harm*** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk ***the likelihood of harm arising*** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too will be noted.

2 - Unlikely 2 - Minor
 1 - Very unlikely 1 - Insignificant

Key contacts

	Link/Lead for schools
Risk Assessment/Health and Safety	Lorraine Adamson (Lorraineadamson@wirral.gov.uk)
PPE	Anna Jones (annajones@wirral.gov.uk)
Workforce implications	Sue Blevins (sueblevins@wirral.gov.uk)
Public Health/Infection Control considerations and guidance	Jane Harvey (janeharvey@wirral.gov.uk)
Asset Management considerations (buildings)	Mike Woosey (Mikewoosey@wirral.gov.uk)
Road Safety	roadsafety@wirral.gov.uk
Communications Plan (workforce/Public)	Sam Jenkins (samjenkins@wirral.gov.uk)

Emotional support for pupils	Health and schools Team
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