

Risk Assessment Form

Location/Dept: Poulton Lancelyn		Date Assessed: August 2021		Assessed by: C Arnold/ A Milne			
Task/Activity: Dealing with Coronavirus		Review Date: WB 1/9/2021 WB 29.11.21 WB 3.1.22 WB 28.2.22 WB 25.4.22					
Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Mitigate the transmission of Covi19 in school	Contact with persons suffering coronavirus	Employees Pupils Contractors Visitors Volunteers	<p>Rigorous hand-hygiene systems will be completed frequently by all adults and pupils (e.g. leaving or entering classroom and corridor zones)</p> <p>Classrooms, office areas and the staffroom will be kept well ventilated by opening windows or doors. Ventilation will be increased when rooms are empty for periods of time.</p> <p>When holding events where visitors are on site e.g. school plays, ventilation is increased.</p> <p>Working spaces that are shared between year groups (intervention rooms/bay areas) will be cleaned between use using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>	2	4		<p>Latest operational guidance and guidance for parents can be found here</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid19-operational-guidance</p> <p>https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers/schools-and-colleges-during-the-coronavirus-covid-19</p>

	Contact with persons suffering from coronavirus	Staff Pupils Contractors Visitors	<p>Children and staff with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.</p> <p>Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend.</p> <p>If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower.</p> <p>Adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious.</p>	4	2		outbreak/step4-update-what-parentsand-carers-need-to-know-about-early-yearsproviders-schools-andcolleges
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			<p>Close contacts do not need to self-isolate or complete daily LFT testing from 24.2.22</p> <p>If anyone develops one of the four COVID-19 symptoms, however mild, they will be sent home and advised to follow public health advice.</p> <p>If an individual becomes symptomatic in school, all surfaces that the person has come into significant contact with must be cleaned</p> <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 should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>The individual will be asked to wait in the quad area or main lobby at school whilst they wait to be collected. A member of staff will be present at all times.</p>				
	Contact with persons who may have been exposed to coronavirus	Staff Pupils Contractors Visitors	<p>Other persons who may have been exposed to the coronavirus do not have to self isolate from 24.2.22</p> <p>School can take the decision if a parent or carer insists on a pupil attending, to refuse the pupil, if in its reasonable judgement the pupil poses a risk of infection to the school community.</p>	3	1		

	Outbreak Management	Staff Pupils Visitors	<p>School follows local public health advice and the headteacher will contact the DfE Helpline/local HP Team advice line immediately in the event of a Positive cases increasing substantially. DfE helpline on 0800 046 8687 Wirral schools contact Wirral LA Covid helpline 0151 666 3600</p> <p>Where an outbreak is identified, a member of SLT will gain Wirral outbreak support</p>				
			Communication will be sent out to parents after advice has been sought from Wirral LA. Information will not be sent to parents after every positive case.				
	Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	Staff Pupils Contractors Visitors	<p>There is currently no perceived increase in risk for handling post or freight from specified areas. Post and parcels will be delivered into a specified area outside the school office</p> <p>Office staff, Caretakers & cleaners to maintain good hand hygiene in line with Public Health England advice</p> <p>Kitchen staff to maintain good hygiene in line with the school's HACCP.</p>	3	1		

	Disposal of waste that may be contaminated by a coronavirus sufferer		All waste that has been in contact with a symptomatic individual, including used tissues, and masks if used, and other PPE, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a clinical waste bin. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Clinical waste bins are stored in a locked Medical room – clinical waste bins will be collected weekly. Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.	3	1	
	Contracting and spreading of infection	Staff Pupils Contractors Visitors	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> Hands must be washed on entering the school at the start of each day and on exit and re-entry to each room setting. Hands must be washed before eating snacks/lunch Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze (catch it, bin it, kill it). 	3	1	

			<ul style="list-style-type: none"> • Put used tissues in the lidded bin allocated for this purpose straight away and wash hands for 20 seconds with soap and water. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Hand sanitiser is available in each classroom, entrances and exits of buildings, school hall and shared areas and near lunchrooms and toilets. • Clean the school building(s) on a daily basis, including frequently-touched surfaces (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aides). • Windows should be opened to improve ventilation • Up-to-date emergency contact details held in the office. • Fire doors must remain closed and wedges not used • Each class will be provided with a cleaning kit to ensure wipe able surfaces are regularly cleaned. • Each class will be provided with a basic first aid kit to attend to individual basic First Aid needs. • Telephones in shared spaces will be wiped with antibacterial spray/wipes after use. • Staff from Poulton Penguins will continue to use staff toilet by the 1st aid room. 				
	Returning from Abroad		All children and staff travelling to England must adhere to government travel advice when travelling to and from from another country during coronavirus (COVID-19).				

	School Events	Staff Visitors Pupils	<p>School has planned and completed separate risk assessments for any events held in school and has carefully following the latest DfE/PHE guidance (e.g. curriculum afternoon)</p> <p>School will consult Local Authority COVID helpline for specific advice if required on holding events</p> <p>School completes risk assessments for any curriculum activities and ensures the relevant protective measures are in place, where there is a risk of increased transmission of Covid-19.</p> <p>Shared equipment is thoroughly cleaned between each use.</p> <p>A full and thorough risk assessment, in relation to all educational visits, is carried out to ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p>Staff meetings will continue to take place weekly.</p>	3	1		
	Wrap around care	Staff Visitors Pupils	<p>School ensures third parties who use the school premises have considered the relevant government guidance for their sector and have put in place the appropriate protective measures (Jumping Jakes, Poulton Penguins, external music providers)</p> <p>School requests a copy of their COVID 19 risk assessment</p>				

	<p>Welfare</p> <p>Hand-contact points</p> <p>Poor hygiene and welfare conditions leading to staff discomfort or illness</p>	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Pupils</p>	<p>School has shared with all staff the measures in place and involved staff & the governing body in that process</p> <p>Clear communication is sent to parents and pupils with a link on the school website covering all aspects of how school will function.</p> <p>Regular staff briefings are held to cover any changes to arrangements.</p> <p>Staff can be on the school site between 7.45am and 6.00pm.</p> <p>Toilets/Classrooms to have a regular supply of hot and cold water complete with soap and towels.</p> <p>Toilet use will be carefully monitored to ensure no more than 4 pupils will enter at any one time. Pupils will be given a toilet opportunity before and after scheduled playtimes.</p> <p>Staff toilets are allocated – main building office toilet for PL staff, toilet near HT office is for Penguins staff, KS2 building toilets for ‘Bay’ staff, toilet in Junior kitchen area for Jumping Jakes staff</p> <p>Hand sanitiser available (where required).</p> <p>Hand-contact points cleaned frequently/where practicable.</p> <p>Toilets and kitchen area to be regularly cleaned.</p>	3	1		
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			<p>Phase leaders to have regular contact with staff members in each phase to check staff wellbeing and welfare</p> <p>A Remote Learning policy and Live Teaching policy are both available to support staff and families on the school website if remote learning is necessary.</p> <p>Interventions are created using recovery funding to support pupils who have been affected educationally or have pastoral anxieties due to Covid-19.</p> <p>A Q+A section is on the school website to provide families with key information about Covid-19.</p>				
	Infection control	Pupil Staff Visitors	<p>Records are maintained of staff/pupils who have been tested for COVID-19</p> <p>Close liaison with families regarding symptoms is established and regular family contact is developed to ensure that children from families with symptoms do not attend school are being educated.</p> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and not go to their GP or other healthcare centre</p>	3	1		
	<u>Fire</u> a)Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors/pushpoints	Staff Pupils	<p>Reviews of school fire risk assessment have been completed to reflect any changes that have been made.</p>	3	1		

	b) Changes to emergency fire procedures – uncertainty of staff and pupils due to working at different locations to normal and changes in evacuation routes.	Staff Pupils	Remind all staff 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.	3	.1		Conduct a fire drill following revised procedures
	Changes to Administering medicines due to social distancing measures	Staff Pupils	Any medication needed by pupils will have the appropriate signed forms completed by parents. Pupil requiring medication will be collected at the appropriate time by the designated office staff member Medicines will be administered by office staff only	3	1		Ensure parents & all office staff are familiar with policy and procedural changes when administering medication
	Inadequate building management and routine inspections.	Staff and pupils	A record is kept of all visitors and contractors that come to the school site. All routine inspections should be completed for any school that may have been closed/ partially closed to pupils. Hand hygiene should be observed by all contractors. Contact your asset management provider where assistance is required.				All staff continue to carry out pre-use visual checks of their areas.

	<p>Staff shortages: Illness due to Covid 19 related (short term absence)</p> <p>Illness due to an unrelated health issue.</p>	Staff and pupils	<p>PL will use existing teaching staff not currently teaching.</p> <p>PL will bring additional teachers in to help, who may be supply teachers, teachers on temporary agreed loan from other schools, or teachers provided by your trust or local authority</p> <p>School will ask suitably experienced teaching assistants who are willing to do so to work with groups under the supervision of a teacher</p> <p>Senior leadership time will be used to cover groups.</p>	3	1		
	<p>Other Covid health categories eg staff who unlikely to be able to attend work in the medium to long term eg Shielded employee / live in household with shielded person./ employee who is clinically vulnerable</p>	Staff and pupils	<p>School is aware that staff previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again. School will discuss any concerns that previously considered CEV employees may have. Individuals previously identified as CEV are advised to continue to follow the guidance for people previously considered CEV</p> <p>School is aware that pupils previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again and should follow the same COVID-19 guidance as the rest of the population. Pupils who have received personal advice from their specialist or clinician on additional precautions to take should continue to follow that advice and discuss with school.</p>	2	1		

	Pregnant Staff	Staff	<p>An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE & RCOG.</p> <p>Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.</p> <p>Staff who are in the below categories should take a more precautionary approach:</p> <ul style="list-style-type: none"> ○ partially vaccinated or unvaccinated ○ >28 weeks pregnant and beyond, or ○ are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation <p>School will undertake a workplace risk assessment for the above staff, and where appropriate consider both how to redeploy them and how to maximise the potential for homeworking, wherever possible.</p> <p>Pregnant staff are encouraged to get vaccinated if possible. School will respond to all changes to guidance for pregnant employees</p>				
<p>An increase in Covid-19 transmission may result in previous actions being reintroduced.</p> <p>These steps are outlined in the Outbreak Management Plan https://www.poultonlancelyn.wirral.sch.uk/web/september_2021</p>							

Guidance

This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:

- The Health Protection (Notification) Regulations 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10

- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- NEW** DfE (2021) 'Schools COVID-19 operational guidance'
- UPDATED** DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
- DfE (2021) 'Face coverings in education'
- UPDATED** 'Actions for out of school settings'

Risk/Priority Indicator Key

5. Very High (fatality/business closure)

	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so