

## Risk Assessment Form

<b>Location/Dept: Poulton Lancelyn</b>			<b>Date Assessed: August 2021</b>		<b>Assessed by: C Arnold/A Milne</b>		
<b>Task/Activity: Dealing with Coronavirus</b>			<b>Review Date: WB 1/9/2021</b>				
Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Mitigate the transmission of Covid-19 in school	Contact with persons suffering coronavirus	Employees Pupils Contractors Visitors volunteers	Parents and staff may wear face coverings at drop off and pick up times if they feel more comfortable but this is not mandatory.	2	4		<p>Latest operational guidance and guidance for parents can be found here</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p> <p><a href="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-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges">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-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges</a></p>
			<p>Staff may choose to wear face coverings in communal areas such as corridors and office areas. Face coverings may be worn in the staffroom if staff feel more comfortable doing this.</p> <p>Rigorous hand-hygiene systems will be completed frequently by all adults and pupils (eg, 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>Working spaces that are shared between bubbles (intervention rooms/bay areas) will be cleaned between use using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				
	Contact with persons suffering from coronavirus	Staff Pupils Contractors Visitors	<p>If an employee, pupil or known visitor tests positive or displays the symptoms of Covid-19, they must isolate at home and complete a PCR test.</p> <p>If the result is negative, they can return to school.</p>	4	2		

			<p>If they are positive, they must inform school and Test and Trace of any close contacts.</p> <p>Children contacted by NHS Test and Trace, will be informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>If an individual becomes symptomatic in school, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <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	Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance. They must complete a PCR test.	3	1		

		Visitors	Other persons who may have been exposed to the coronavirus do not have to self isolate unless they are contacted by T+T or they display symptoms themselves.				
	Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	Staff Pupils Contractors Visitors	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  Office staff, Caretakers & cleaners to maintain good hand hygiene in line with Public Health England advice  Kitchen staff to maintain good hygiene in line with the school's HACCP.	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	Basic infection controls should be followed as recommended by the government: <ul style="list-style-type: none"> <li>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</li> </ul>	3	1		

			<ul style="list-style-type: none"> <li>• 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).</li> <li>• Put used tissues in the lidded bin allocated for this purpose straight away and wash hands for 20 seconds with soap and water.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Hand sanitiser to be available in each classroom, entrances and exits of buildings, school hall and shared areas and near lunchrooms and toilets.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• 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).</li> <li>• Windows should be opened to improve ventilation</li> <li>• Up-to-date emergency contact details held in the office.</li> <li>• New and expectant mothers risk assessment completed for any employees (where required).</li> <li>• Previously 'shielding' staff risk assessments completed</li> <li>• Fire doors must remain closed and wedges not used</li> <li>• Each class will be provided with a cleaning kit to ensure wipe able surfaces are regularly cleaned.</li> <li>• Each class will be provided with a basic first aid kit to attend to individual basic First Aid needs.</li> <li>• Telephones in shared spaces will be wiped with antibacterial spray/wipes after use.</li> </ul>				
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			<i>Employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken in line with Government guidance.</i>				
	<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>	<ul style="list-style-type: none"> <li>• Staff can be on the school site between 7.45am and 6.00pm.</li> <li>• Toilets/Classrooms to have a regular supply of hot and cold water complete with soap and towels.</li> <li>• 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.</li> <li>• 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</li> <li>• Hand sanitiser available (where required).</li> <li>• Hand-contact points cleaned frequently/where practicable.</li> <li>• Toilets and kitchen area to be regularly cleaned.</li> <li>• Phase leaders to have regular contact with staff members in each phase to check staff wellbeing and welfare</li> <li>• All Covid-19 actions are outlined to staff in the PL Covid-19 handbook.</li> <li>• 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.</li> <li>• Interventions are created using recovery funding to support pupils who have been affected educationally or have pastoral anxieties due to Covid-129.</li> </ul>	3	1		

			<ul style="list-style-type: none"> <li>A testing flow chart is displayed on the school website, along with an up-to-date Q+A section to provide families with key information about Covid-19.</li> </ul>				
	Infection control		<ul style="list-style-type: none"> <li>Active engagement with NHS Test and Trace Team as needed</li> <li>Records maintained of staff/pupils who have been tested for COVID-19</li> <li>Close liaison with families regarding symptoms</li> <li>Regular family contact to ensure that children from families with symptoms do not attend school.</li> <li>Decontamination – following advice/guidance from the Health Protection Team.</li> <li>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</li> </ul>	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	<ul style="list-style-type: none"> <li>Review school fire risk assessment to reflect any changes that have been made.</li> </ul>	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	<ul style="list-style-type: none"> <li>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.</li> </ul>	3	.1		Conduct a fire drill following revised procedures
	Changes to Administering	Staff Pupils	<ul style="list-style-type: none"> <li>Any medication needed by pupils will have the appropriate signed forms completed by parents.</li> </ul>	3	1		Ensure parents & all office staff are familiar with policy and

	medicines due to social distancing measures		<ul style="list-style-type: none"> <li>Pupil requiring medication will be collected at the appropriate time by the designated office staff member</li> <li>Medicines will be administered by office staff only</li> </ul>				procedural changes when administering medication
	Inadequate building management and routine inspections.	Staff and pupils	<p>All routine inspections should be completed for any school that may have been closed/ partially closed to pupils.</p> <ul style="list-style-type: none"> <li>Hand hygiene should be observed by all contactors. Contact your asset management provider where assistance is required.</li> </ul>				All staff continue to carry out pre-use visual checks of their areas.
	<p><b>Staff shortages:</b> Illness due to Covid 19 related (short term absence )</p> <p>Illness due to an unrelated health issue.</p> <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>Use existing teaching staff not currently teaching.</p> <p>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 (considering the guidance in <a href="#">section 2</a> about consistent staffing across the week</p> <p>Ask suitably experienced teaching assistants who are willing to do so to work with groups under the supervision of a teacher</p> <p>Use some senior leadership time to cover groups, although you should as headteacher consider your own workload and that of your senior colleagues to make sure this is manageable, and you have sufficient leadership time remaining</p>	3	1		
<p><b>An increase in Covid-19 transmission may result in previous actions being reintroduced.</b></p> <p><b>These steps are outlined in the Outbreak Management Plan</b></p> <p><b><a href="https://www.poultonlancelyn.wirral.sch.uk/web/september_2021">https://www.poultonlancelyn.wirral.sch.uk/web/september_2021</a></b></p>							

## Risk/Priority Indicator Key

### 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)
5. Very High (fatality/business closure)

### Likelihood

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

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

### Summary

### Suggested Timeframe

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