

## 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 WB 29.11.21 WB 3.1.22</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	<p>Parents are advised wear face coverings at drop off and pick up times if they feel more comfortable but this is not mandatory.</p> <p>Staff and visitors must wear face coverings in communal areas such as corridors and office areas.</p> <p>School has a supply of face coverings available. In order to be most effective, a face covering should fit securely around the face to cover the nose and mouth and be made of a breathable material capable of filtering airborne particles.</p> <p>Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles.</p> <p>Transparent face coverings may be worn by those who communicate through lip-reading or facial expressions. School understands it has a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. School has a duty</p>	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>towards disabled children, pupils and students to support them to access education successfully.</p> <p>School will not prevent individuals from entering or attending school if they are not wearing a face covering, if exempt.</p> <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. Air cleaning units will be purchased for any rooms that are identified as lacking ventilation.</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> <p>Seating plans will be recorded by class teachers to support the identification of close contacts if a positive case was confirmed in school.</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 PCR 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. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact In accordance with DfE guidelines, "Education settings are not undertaking contact tracing. Close contacts will now be identified via NHS Test and Trace."</p> <p>If a positive test result is received, pupils, staff and other adults should follow public health <a href="#">stay at home advice</a>. Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or are required to quarantine. If anyone develops COVID-19 symptoms, however mild, they will be sent home and advised to follow public health advice.</p> <p><b>Since Wednesday 22 December 2021</b> the 10-day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless the individual cannot test for any reason. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation.</p>				
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			<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 Visitors	<p>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.</p> <p>School strongly advises those identified as contacts to take an LFD each day (7 days) and report the results to school or take the LFD test in school. We will contact our HR provider to seek advice about any employee who refuses to take an LFD daily in line with government guidelines. School will carry out a personal</p>	3	1		

			<p>risk assessment for any employee who refuses to take a daily LFD.</p> <p>Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> <li>○ fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>○ all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>○ people who are not able to get vaccinated for medical reasons</li> </ul> <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p> <p>Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and warm running water or hand sanitiser.</p> <p>Staff members or pupils who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms.</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>				
	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 test to carry out a rapid risk assessment and identify appropriate next steps.</p>				

			<p>DfE helpline on 0800 046 8687</p> <p><b>Wirral schools contact</b> Wirral LA Covid helpline 0151 666 3600</p> <p>Where an outbreak is identified, a member of SLT will gain Wirral outbreak support</p> <p>An outbreak is classed by the following:</p> <p>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</p> <p>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p> <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.</p>				
	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 &amp; 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		<p>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</p>	3	1		

			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.				
	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"> <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> <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 is available in each classroom, entrances and exits of buildings, school hall and shared areas and near lunchrooms and toilets.</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>• 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> </ul>	3	1		

			<ul style="list-style-type: none"> <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> <li>Staff from Poulton Penguins will continue to use staff toilet by the 1<sup>st</sup> aid room.</li> </ul> <p><b><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></b></p>				
	Returning from Abroad		<p>All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19).</p> <p>Children aged 5 to 17 have to follow the testing and quarantine rules for people who qualify as fully vaccinated on arrival in England. This means that they have to quarantine on arrival and take a PCR test on or before day 2.</p> <p>Any staff arriving at the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test.</p>				
	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>	3	1		

			<p>Christmas performances and events have been risk assessed.</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 and will be held in the hall to increase social distancing and ventilation.</p>				
	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>				
	Welfare Hand-contact points	Staff Visitors Delivery drivers Pupils	<p>School has shared with all staff the measures in place and involved staff &amp; the governing body in that process</p>	3	1		

	<p>Poor hygiene and welfare conditions leading to staff discomfort or illness</p>		<p>Clear communication 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 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> <p>Phase leaders to have regular contact with staff members in each phase to check staff wellbeing and welfare</p>				
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			<p>All Covid-19 actions are outlined to staff in the PL Covid-19 handbook.</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 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.</p>				
	Infection control	Pupil Staff Visitors	<p>Active engagement with NHS Test and Trace Team is maintained as needed</p> <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		
	Test and Trace – managing and tracing close contacts	Pupil Staff Visitors	<p>NHS Test and Trace will work with the positive case and/or their parent to identify close contacts.</p> <p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their</p>				

			parent specifically identifies the individual as being a close contact. School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.				
	<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	Reviews of school fire risk assessment have been completed to reflect any changes that have been made.	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.				All staff continue to carry out pre-use visual checks of their areas.

			Hand hygiene should be observed by all contactors. Contact your asset management provider where assistance is required.				
	<p><b>Staff shortages:</b> 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		
	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	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 <a href="#">people previously considered CEV</a></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 <a href="#">COVID-19 guidance</a> as the rest of the population.</p> <p>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 &amp; 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"> <li>○ partially vaccinated or unvaccinated</li> <li>○ &gt;28 weeks pregnant and beyond, or</li> <li>○ are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation</li> </ul> <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><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>							

#### 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
- 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

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