

Birkdale High School	Risk Assessment	Risk Assessment No: Activities
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Area/Activity Assessed	High School– COVID-19 (Step 4) Autumn Term	Responsible Person	Head Teacher
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Persons Exposed	Employees <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Expectant Mother <input type="checkbox"/>	Visitors and/or Public <input checked="" type="checkbox"/>	Trespassers <input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)	0-8 - Low risk No Action Required. 9-15 - Medium risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measures
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This Risk Assessment was implemented on 19th July 2021 by Compliance Education and checked by the school's Headteacher and SLT, Governors. It will be reviewed on a regular basis and when there have been significant changes in government, public health and local authority guidance. The risk assessment highlights all control measures the school has put in place to ensure the school is COVID-Secure for all staff, students, visitors and contractors. See the school's Reopening Plan for further information on how these control measures will be implemented.

Changes from 01/11/21 in red - V2
Changes from 01/12/21 in purple - V3
Changes from 05/01/22 in green - V4

	Hazard	Initial			Existing Control MeasuresNo	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	School reopening after easing of restrictions	4	3	12	The building has been cleaned before reopening. All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19. A Asymptomatic Testing site and home testing risk assessment has been produced. Parents will be made aware that due to increased natural ventilation, students should wear adequate clothing. From September, breakfast and after-school provision will operate as normal.	4	2	8	



				<p>Keeping students in consistent groups and wearing is no longer necessary. School will continue to regularly clean areas and equipment thoroughly including frequently touched surfaces. School will produce an outbreak management plan which will include the measures required following an outbreak as a result of several confirmed cases over a 14 day period. All extra-curricular activities and out of school provision will not require children to be allocated to a bubble. Close contacts will be identified by NHS Test and Trace. Children under the age of 18 will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact. School will encourage vaccine take up and enable staff who are eligible for a vaccination to attend booked appointments where possible (even if during term time).</p> <p>Contingency Plans For individuals or groups of self-isolating students, remote education plans are in place and the school will provide this provision when necessary. School will produce an outbreak management plan which will include the measures required following an outbreak as a result of several confirmed cases over a 14 day period.</p> <p>Ventilation Adequate ventilation is provided whilst students and staff are on site. Windows may be partially opened in conjunction with heating systems to maintain a comfortable balance. School will ensure any events held in the school i.e. plays etc will be in a location where ventilation is maximised. If possible, systems will be adjusted to full fresh air or, if this is not possible, then systems will be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. The school has received a supply of 28 CO2 monitors. These are being placed in rooms across the schools on a rotation to monitor the</p>			
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					<p style="color: red;">impact of ventilation and identify possible issues. Reading of 1500ppm should be reported to the Headteacher so that possible solutions can be discussed and implemented where appropriate and feasible.</p> <p>Testing As part of Government's guidelines All pupils will be offered a LFD test prior to their return in January. Parents/Carers have also been encouraged to test their sons the day before. School will continue to offer twice weekly home lateral flow testing to staff and will be offered lateral flow test kits to carry out at home. Tests should be completed 3 to 5 days apart (min 3 days), in accordance with government guidelines. <i>School will retain a small asymptomatic testing site (ATS) on-site so students who are unable to test themselves at home can be offered a test in school.</i> A home testing risk assessment has been produced. Staff will be supplied with LFD test kits to self-swab and test themselves twice a week at home and will report their result to NHS Test and Trace as soon as the test is completed, this will be either online or by telephone as indicated in the home test kit. Staff and students will be required to notify school if their result is positive. Contact tracing will be completed by NHS track and trace. PCR tests are available via the gov website or via local testing centres. NOTE: if a PCR test is taken with 2-days of a positive lateral flow test, and is negative, it overrides the self-test LFD and staff and students can return to school as long as they do not have COVID-19 symptoms. People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.</p>				
2	Transmission of Covid 19 due to close contact	4	4	16	School will continue to offer twice weekly home lateral flow testing to staff and will be offered lateral flow test kits to carry out at home.	4	2	8	

					<p>Staff will continue to minimise close, face to face contact with learners where possible and appropriate.</p> <p>Any additional spaces available should be used as breakout teaching areas to maximise the distance between learners and staff.</p> <p>A high level of respiratory and hand hygiene will be maintained by staff and students.</p> <p>School will maintain adequate ventilation in all used areas.</p> <p>Where possible learners are to be seated side by side to reduce face to face contact.</p> <p>Resources that are shared between different learning classes, such as Science, Art and DT equipment, will be cleaned frequently.</p> <p>To minimise close contacts, the school will limit access to site to visitors and contractors where appropriate.</p> <p>Use of shared spaces will be timetabled where possible.</p> <p>All students, staff and visitors will wash/sanitise hands before entering the building.</p> <p>Face coverings are now required for pupils, staff and visitors in communal areas, and for pupils in classrooms as well although staff may choose to wear one. Pupils are advised to bring their own reusable masks, but a supply of disposable ones is always available in the front office.</p>				
3	Coronavirus spread from one country to another	4	3	12	<p>Current UK Government Travel guidelines will be followed.</p> <p>All planned trips are currently being reviewed in light of any changes in UK and international guidance documents.</p>	4	1	4	
4	Staff and students displaying symptoms	4	4	16	<p>Head/SLT to be notified.</p> <p>Staff and students displaying symptoms of Coronavirus will be sent home and asked to follow latest government guidance.</p> <p>Where necessary, the infected person will be moved to a designated isolation room whilst arrangements are made for the person to be collected and taken home. A dedicated toilet has been made available. In the case of a positive result, these areas will be deep cleaned before use.</p> <p>Suitable PPE is available for staff.</p>	4	2	8	

				<p>Staff and students who have been in contact with anyone displaying symptoms will wash their hands thoroughly for 20 seconds.</p> <p>A staffing plan is in place to ensure safe staffing levels are achievable, agreed, established and monitored appropriate to group sizes/ student needs and the activities required.</p> <p>If a student/staff member is sent home as a suspected case, their work area will be cleaned/ wiped down, with PPE available for staff.</p> <p>Where students cannot attend site, distance learning will be available via online learning.</p> <p>Free School Meals: support will be provided to those who are eligible for benefits-related free school meals</p> <p>SEND: school will work collaboratively with families to put in place reasonable adjustments</p> <p>Access: school will work with families to ensure all students are able to access remote education (devices, internet etc)</p> <p>If a staff member or student develops symptoms away from site, they must not attend school and will follow local government guidance for isolation / testing (if a parent insists on a student attending school, the Head Teacher can take the decision to refuse the student if necessary to protect other students and staff).</p> <p>School will develop an Outbreak Management Plan.</p> <p>Following several cases over a 14 day period, school may activate their Outbreak Management Plan following advice from Public Health or following advice due to increased cases in the local community.</p> <p>If school identify several cases over a 14 day period, we will contact Local Health Protection via the DFE helpline for further advice on 0800 046 8687 and select option 1.</p> <p style="color: green;">People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.</p>				
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5	Unable to social distance on public transport	4	4	16	<p>Public Transport Staff and students are advised to follow current government guidelines. <i>Wearing of face masks whilst travelling on public transport is mandatory for all staff and pupils.</i></p> <p>The school will endeavour to encourage staff and students to walk or cycle to school.</p> <p>Car Sharing All Staff and students will avoid car sharing where possible. If car sharing is essential, windows should be opened to maximise ventilation with passengers seated front to back.</p>	4	2	8	
6	Unable to social distance when administering first aid	4	2	8	<p>The school will ensure an adequate number of First Aiders (First Aid at Work, Emergency First Aid) are always available. The school will ensure all First Aiders receive refresher training as required.</p> <p>For advice on CPR during COVID-19 please follow the link below https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <p>RIDDOR The school will work closely with the Local Health Protection Team and follow their advice. The school will contact Compliance Education to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report.</p>	4	1	4	

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7	Cleaning	4	3	12	<p>A high standard of cleaning will be maintained. Cleaning checklists/ records to be kept. Additional cleaning should remain where required i.e. where toilets, outdoor / indoor equipment is being shared by different learning groups. PPE is provided for cleaning staff. Staff are trained in the safe use of PPE and COSHH. The school is cleaned with normal household disinfectant. Any contaminated (suspected/confirmed) waste should be double bagged and stored for 72 hours before disposal. All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE).</p>	4	1	4	
8	Staff/Students at increased risk (CEV/ BAME/Expectant Mothers)	5	4	20	<p>Staff / students who may be at an increased risk may attend the workplace/school as long as they are able to follow current control measures. Where necessary, individual risk assessments will be carried out with support from Compliance Education Staff/ students to follow advice given to them by their GP/Medical professional. Staff / students are to follow the latest government guidance at all times, regarding the workplace. Staff identified at increased risk can discuss with their manager any additional controls they feel necessary. Pregnant staff beyond the 24th week will not be required to do any face to face work but will be reallocated duties or asked to work from home if possible.</p>	5	2	10	
9	Group Activities/ Lessons	4	4	16	<p>Physical Education should take place outside where possible to maximise ventilation. Resources that are shared between different learning groups, such as Science, Art, DT, and sports equipment, will be cleaned frequently. All outdoor sports and supervised activities for students can take place without restrictions on attendance. Activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.</p>	4	2	8	6

					<p>All communal areas in use should remain well ventilated. Activities such as singing should be carried out following latest government guidance/ risk assessment. CLEAPSS Covid 19 guidance will be followed for all DT, Science, Sports and Food Tech Practical lessons.. School will remain vigilant and aware of the additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place. House assemblies involving more than 1 year group will take place remotely. Where possible, SLT assemblies will also be delivered remotely but following a risk assessment, single year group assemblies may take place face to face provided face coverings are worn, adequate ventilation and distancing can be maintained. HOY's single year group assemblies may take place face to face provided face coverings are worn, adequate ventilation and distancing can be maintained.</p>				
10	Visitors/ contractors on site	4	4	16	<p>During school hours contractors or visitors will be allowed onto the school premises and into the school building by making a prior appointment with the Head Teacher or Site Manager. All contractors and visitors are instructed to report to the main school reception upon arrival.</p> <p style="color: red;">All contractors and visitors are asked for verbal confirmation of the following statements:</p> <p style="color: red;"><i>I am at present not suffering from any symptoms nor have I tested positive for coronavirus within the last 7 days.</i></p> <p style="color: red;"><i>No members of my household are displaying symptoms or have tested positive for coronavirus within the last 7 days.</i></p> <p style="color: red;"><i>I have not been contacted by the NHS Test and Trace service within the last 7 days.</i></p> <p style="color: red;"><i>Should you not be able to answer yes to any of these 3 statements, please speak to a member of staff</i></p>	4	1	4	

					<p>The school reserves the right to deny access or request a person to leave the school premises if the person was deemed to be displaying coronavirus symptoms or being aggressive or abusive to school staff. Where possible, school will endeavour to ensure contractors and visitors attend outside of normal school operating hours if safe to do so,</p> <p>The school will adopt a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible.</p> <p>Events in schools have been cancelled or moved online (parents evening). Sports tournaments indoors except primary events have been cancelled. Outdoor events and single fixtures can still go ahead with no spectators. Any staff or helpers (Years 7 or above are required to wear a mask).</p> <p>Mandatory certification</p> <p>Schools are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds. Where applicable, schools should follow guidance on mandatory certification for events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds.</p>				
11	Educational Visits	4	4	16	<p>Educational visits that are integral will take place following the completion of an individual risk assessment.</p> <p>Individual local authority guidance will be followed if traveling between counties.</p> <p>Local government transport guidance will be followed.</p> <p>All planned international visits for 2022 are being reviewed in light of all available guidance..</p> <p>School will ensure any new bookings have adequate financial protection in place</p>	4	2	8	
12	Lack over control over external clubs hiring the school facilities	4	3	12	<p>The school will only allow external clubs and organisations to use/hire their facilities in line with latest government guidance.</p>	4	1	4	

13	Unable to stop the virus from spreading Personal Hygiene	4	3	12	<p>Transmission All staff and students are reminded on regular basis to follow good respiratory and hand hygiene to minimise the chance of transmission.</p> <p>Handwashing Handwashing facilities are available throughout the school. Handwash notice and instructions are located throughout the school. All staff and students are aware of best practice.</p> <p>Coughing and sneezing All staff and students are encouraged to cover their mouth and nose with a tissue. Staff and students will wash hands after using or disposing of tissues. Spitting is discouraged.</p> <p>Personal protective equipment (PPE). Staff will follow previously issued guidance for the donning / doffing of PPE. PPE in place for cleaners as per MSDS and/or COSHH risk assessments PPE in place for cleaners when completing a deep clean The correct PPE should be used when handling cleaning chemicals. PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS. PPE is worn by First Aiders.</p>	4	1	4	
14	Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19	4	3	12	<p>Deep Cleaning. The school is cleaned with normal household disinfectant after someone with suspected COVID-19 has left to reduce the risk of others being infected.</p> <p>Suitable personal protective equipment is available - Fluid resistant type IIR surgical mask, disposable gloves and apron, disposable eye protection (where there is a risk of splashing). Once used, all PPE is disposed of appropriately Hands are washed before and after cleaning for at least 20 seconds.</p>	4	1	4	

				<p>Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc.</p> <p>Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids.</p> <p>Cleaning of the environment,</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids will be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with will be cleaned and disinfected where possible.</p> <p>Use of disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <p>Use a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine.</p> <p>A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.</p> <p>If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses. Staff will avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used will be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of.</p> <p>Clinical waste.</p> <p>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ol style="list-style-type: none"> 1. Will be put in a plastic rubbish bag and tied when full. 2. The plastic bag will then be placed in a second bin bag and tied. 			
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					<p>3. It will be put in the nominated suitable and secure place and marked for storage until the individual's test results are known</p> <p>Waste will be stored safely and kept away from children. Waste is not stored in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, waste will be disposed of in the normal bins.</p> <p>If the individual tests positive, then waste will be stored for at least 72 hours and put in with the normal waste.</p> <p>If storage for at least 72 hours is not appropriate, the school will arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor.</p>				
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