

Hilbre High School  
Humanities college

RA 029- School Opening In  
September 2020

**RISK ASSESSMENT  
RECORDING FORM**

Location or address <b>HILBRE HIGH SCHOOL</b> Frankby Road, West Kirby, CH48 6EQ	Date assessment undertaken : 11.9.2020	Assessment undertaken by : Senior Leadership Team
Activity or situation Reopening school after lockdown	Review date : on-going, as required	Signature: Chair of Governors

<p><b><u>Overview</u></b></p> <p>11.9.2020- Version 7- updated Gov.Uk guidance -Opening Schools updated September 2020</p> <ul style="list-style-type: none"> <li>DfE Further education (FE) guidance published <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term">https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term</a></li> </ul> <p>And DfE How schools can plan for tier 2 local restrictions published <b>28.08.20</b></p> <p><a href="https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions">https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions</a></p> <ul style="list-style-type: none"> <li>This revised risk assessment is to assist our school/ college think about all the main hazards on our site(s) when reopening the school/college to all students</li> <li>We have made this a reflection of what we are doing.</li> </ul>				

- As events unfold and change it will require modification and review. We will rename and date each subsequent version.
- Our health & safety consultants will keep us updated with changes by sending out supplementary sections which if relevant will be added to our existing risk assessment.
- We realise the impact of Coronavirus (Covid 19) on BAME groups remains significant but limited information is known. As more information becomes available, we will reflect this in our risk assessment

COVID-19 has made changes we could not expect, and we did not plan for. When lockdown restrictions are eased normal life as we knew it will not resume, we must think about operating in the 'new normal'. But we must assess the risks to our staff, learners and everyone who comes onto our site and make plans to manage these risks.

The following is a list of topics we will need to consider as we start to think about reopening our school/ college to all learners, even if on a limited basis. We will need to recommission all systems before re-opening. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment

### Guidance

- [https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term?utm\\_medium=email&utm\\_source=govdeliveryhttps://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term?utm_medium=email&utm_source=govdeliveryhttps://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care)
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>
- <https://gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

The Governing Body of Hilbre High school will oversee the re-opening of the school and support the SLT and staff to do so, reviewing the action plan and reinforcing key messages to underline safety for all.



<p>2. 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>	<ul style="list-style-type: none"> <li>○ <b>if someone tests negative</b>, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better.</li> <li>○ <b>if someone tests positive</b>, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste</li> </ul> <p>Ensuring that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.</p> <p>Communicate the message to staff, students and families that they must self-isolate at home and <b>not visit the setting if:</b></p> <ul style="list-style-type: none"> <li>• You have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)</li> <li>• You're waiting for a coronavirus test result</li> <li>• You've tested positive for coronavirus - (this means you have coronavirus)</li> <li>• You live with someone who has symptoms, is waiting for a test result or has tested positive</li> <li>• Someone in your support bubble has symptoms, is waiting for a test result or has tested positive</li> </ul>	<p>2x3=6</p>	<p>Sims. It is vital that the school can track the whereabouts of staff at all times, where they have been and who they have been in contact with.</p>
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	<p><b>Staff and students will be taken down to the First Aid POD and assessed by the qualified School RGN before any further action is taken or parents contacted.</b></p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE (disposable, gloves, apron and fluid resistant surgical mask, plus eye protection if a risk of splashing/respiratory droplet contamination to face) must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a> guidance.</p>	<p>3x2=6</p>	<p>teaching areas and has doors that can be used to prevent entry. The location has its own toilet facilities and these will be subject to a deep clean on a regular basis and immediately after use</p> <p>The location has its own entry/ exit doors that can be accessed directly from the carpark. The School RGN- qualified and trained to deal with a COVID-19 scenario (deputies are available and have been trained by the RGN) will supervise this location.</p> <p>The RGN has been provided with all necessary PPE as per guidelines</p>
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<p>Maintaining frequent hand washing and the provision of hand washing facilities in the workplace</p> <p><b>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents.</b></p>	<ul style="list-style-type: none"> <li>• he location of lidded bins (with foot pedal operation if possible) in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying</li> <li>• ensuring you have a good supply of disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom and enough to top up regularly</li> <li>• Ensuring paper towels for hand drying are available or hand dryers are functioning correctly.</li> </ul> <p>Cleaning an area where someone with suspected/confirmed Covid-19 has been present, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, stored securely for 72 hours, and then thrown away in the regular rubbish after cleaning is finished.</p> <p>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), or a risk assessment of the setting indicates that a higher level of virus may be present (for example, a setting where unwell individuals have slept such as a boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner’s eyes, mouth and nose might be necessary. Wash hands regularly with soap and water for 20 seconds, also after removing gloves, aprons and other protection used while cleaning.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>Gov.uk Guidance on re-opening schools:</p>	<p>2x3=6</p> <p>2x2=4</p>	<p>will be regularly topped up during the day. Each classroom is provided with a basket of hand sanitiser, sanitiser spray, disinfectant wipes, handtowels, tissues, gloves and a lidded bin.</p> <p>SLT on duty carry hand sanitiser spray with them in the mornings, at break and lunch times.</p> <p>Cleaning staff will be directed by the school RGN and given PPE before attempting to clean a contaminated area- training will be given to the member of cleaning staff and suitable cleaning products provided.</p> <p>The school is to employ an additional cleaner to be on duty during the school day to clean</p>
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<p><b>6. Minimise contact between individuals and maintain social distancing wherever possible</b></p>	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> <li>children’s ability to distance</li> <li>the lay out of the school</li> <li>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)</li> </ul> <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>Points to consider and implement.</p> <p>How to group children</p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, dining halls, and toilets, and the provision of</p>	<p>2x2=4</p> <p>3x2=6</p>	<p>toilet facilities, empty bins, wipe dining tables and eating areas etc.</p> <p>In accordance with GOV.UK guidelines for re-opening of schools-see link, the school has devised the following plan to create “bubbles”</p> <ul style="list-style-type: none"> <li>Year 7 x 4 forms</li> <li>Year 7 y 4 forms</li> <li>Year 8 x 4 forms</li> <li>Year 8 y 4 forms</li> <li>Year 9 x 4 forms</li> <li>Year 9 y 4 forms</li> </ul> <p>All of the above will be taught mostly in their form rooms apart from practical lessons.</p> <p>Year 10 and Year 11 will move around school to accommodate different option and set groups.</p> <p>Each classroom will be thoroughly wiped down</p>
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		<p>specialist teaching. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools.</p> <p>In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups. Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport.</p> <p>In relation to staff, working in offices either alone or in groups, school should take steps to maintain social distancing as much as possible. Protective guards should be used to reduce risk of infection /contact</p>	<p>3x2=6</p>	<p>by staff between each group change.</p> <p>Sixth form students will be kept as a “Bubble” in the Sixth Form Block.</p> <p>The students will be seated forward facing in each room using the normal tables and chairs. The member of staff will be 2 metres away from the students at the front of the room. Rooms with workbenches will be adapted to ensure forward facing is maintained e.g. DT rooms.</p> <p>Practical Subjects will have their own detailed Risk Assessments in place and follow practical lesson guidelines from Gov.UK e.g. Food Technology.</p> <p>All offices have had plastic clear screens installed where deemed necessary</p>
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		<p>Reduce contact by introducing staggered breaks and lunches</p>	<p>3x2=6</p>	<p>Years 7,8 &amp; 9 will enter through back pupil entrance in the morning. Years 10 &amp; 11 will enter through front pupil entrance from 8.20am.</p> <p>Students will leave school at staggered times at the end of the day using the nearest exit door.</p> <p>The school has taken the decision to introduce staggered breaks and lunches to reduce the risk of contact and ensure social distancing. Each year group will be allocated a certain time for break and lunch each day. Staff, students and parents have been allocated a daily timetable for each year group for lessons, breaks and lunches.</p>
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<p><b>7. Where necessary, wear an appropriate personal protective equipment (PPE)</b></p>		<p>Visitors to school- A screening programme will be introduced for all professional visitors to school, entering onto the school site for a pre-arranged visit or appointment. They will be asked to answer questions to determine any pre-contact with COVID-19 symptoms, infected clients/ household members etc.</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: where an individual student or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a student or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</p> <p>Read the guidance on <a href="#">safe working in education, childcare and children’s social care</a> for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it</p> <ul style="list-style-type: none"> <li>• Follow PHE guidance for schools</li> </ul>	<p>All student after school detentions will be kept in Year bubbles.</p> <p>Staff to inform JDO and LRI if visitors are expected onto site for an appointment- they will be required to complete a questionnaire first before being permitted entry. This will include Health professional, Counsellors, Social Workers etc.</p> <p>SLT have asked staff if they require use of a face visor and for those who do want one, they will be available for collection from the school nurse. Full PPE is available for the nurse and deputy first aid providers:</p> <p>Fluid resistant surgical facemasks, disposable aprons, hand sanitiser, full-face splash visors.</p>
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<p><b>Hilbre High School- Original approved School Risk Assessment completed June 2020</b></p> <p><b>Communication</b></p> <p>To staff, parents, students and all parties on site</p>		<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></li> <li>• Clear communication via In-Touch, school newsletter Head Teacher email, sent to parents and students with a link on the school website</li> <li>• Hold staff re- induction sessions via zoom or email staff related information as and when needed.</li> <li>• Advice all visitors to site including students, parents, carers, visitors, contractors etc. not to enter the education setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• All parental enquiries or requests for meetings/discussion re their child must be made via phone or email in the first instance. The school will not permit unnecessary visits onto site unless absolutely necessary and agreed by relevant staff.</li> <li>• To advise parents/ carers that on site visits into school (apart from collecting student work from main Reception area) will not be permitted.</li> <li>• To advise parents on protocol for dropping their children off at school and collecting them from site. Contact and site access must be as limited as possible. Parents should arrange to collect their child off the school site to avoid congestion outside the front of school and parents- should remain in</li> </ul>	<p>3x2=6</p> <p>3x2=6</p> <p>3x2=6</p>	<p>Hand washing facility, clinical waste disposal.</p> <p>SLT to constantly review all Government and H&amp;S guidance prior to opening the setting in September and issue out whole school Risk Assessment, approved by Governors, to all staff, Unions, parents, carers, students.</p> <p>School email address: <a href="mailto:schooloffice@hilbre.wirral.sch.uk">schooloffice@hilbre.wirral.sch.uk</a></p> <p>0151 625 5996</p> <p>The school will actively discourage any visit onto site by parents/ carers, other visitors</p>
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<p>Transport to and from School, Public Transport statutory Home School Transport and school drop off and pick up points on site</p>		<p>their vehicles.- Separate guidelines will be issued by school over travel plans to and from school.</p> <ul style="list-style-type: none"> <li>To consult with staff and unions at each stage of the planning process to ensure all necessary H&amp;S plans are in place to secure a safe working environment for staff to return work.</li> <li>To continue with discussion and reviews on a regular basis to ensure on-going review of concerns or needs within the teaching and social areas. To provide training to staff as deemed appropriate.</li> <li>schools, parents and students following the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required</li> </ul> <p>See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	<p>2x2=4</p> <p>2x2=4</p>	<p>etc. unless given prior approval by a relevant member of staff.</p> <p>Parents will be reminded to contact school via phone or email if they have a request.</p> <p>Hilbre Parent/Carers where consulted July 2020 regarding possible travel arrangements for September 2020(including new starters).Parents/Carers where informed of government advice. Parents and Carers undertook transport survey. Requirements for safe travel based upon survey results and government advice where shared with Local providers and information sent to local authority as requested on 17<sup>th</sup> July 2020.</p>
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		<ul style="list-style-type: none"> <li>• To advise parents on protocol for dropping their children off at school and collecting them from site. Contact and site access must be as limited as possible. Parents should arrange to collect their child off the school site to avoid congestion outside the front of school and parents- should remain in their vehicles.- Separate guidelines will be issued by school over travel plans to and from school.</li> <li>• Face coverings must be worn by students on both public transport and school buses.</li> </ul>	2x3=6	<p>Students of Hilbre high School encouraged to undertake active transport to school to relieve pressure on public transport. Extra secure cycle facilities to be made available.</p> <p>Parent/Carers transporting students to school via a motor vehicle will be encouraged to drop off their children close to school allowing the students to access our safe crossing point. Parent/carers dropping off at start off day on school site will only be allowed to turn right when accessing school grounds and will only be allowed to exit the school making a left hand turn. Staff members will be positioned to maintain safe flow of traffic and instruct students where to enter school building appropriate to their year group.</p>
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<p><b>Movement around school site</b></p>		<p>The school has introduced one way arrows for travel along corridors and stairways- students will be instructed via visual cues/displays to keep to the left hand side of the corridors and stairs.</p> <p>2-metre bubbles established at the front of all classrooms to allow staff to work safely at desks and white boards / interactive boards.</p> <p>Posters have been put up around the school reminding of the importance of washing / sterilising hands.</p>		<p>Parents/Carers of students picking up in motorised vehicle will not enter school grounds at the end of the day either in or out of vehicle but will wait in area at prearranged location enabling their child to use a safe crossing area.</p> <p>Students travelling to school by public transport should all wear face masks/covering. School have arranged for the extra bus service between Greasby and school before and after school- this must be paid for with correct cash amount only as no change will not be given.</p> <p>Year 7 &amp; 8 &amp; 9 will use the pupil entrance/ exit route as normal.</p>
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<p><b>Catering Provision for students</b></p>	<p>Students in different year groups will be advised to use a specific entrance and exit door- way to reduce risk of contact.</p> <p>All student lockers will be removed from site to reduce risk of contact</p> <p>Food service areas and eating areas will be increased to assist with social distancing.</p> <p>The students will be able to purchase food from 2 different points between the dining Hall and Bistro.</p> <p>Food available will be restricted to items that can be individually bagged , hot food such as pizza, burgers, wraps, toasties, sausage rolls etc. and cold food such as sandwiches, fruit etc. cakes, cookies and drinks will be available to buy. This will be reviewed after the first few weeks.</p> <p>Students are of course encouraged to bring in their own packed lunch if preferred.</p> <p>Students will be expected to dispose of their own litter once they have finished eating and not leave it lying around on tables. Staff available will be required to wipe down all surfaces between each year group using the facilities.</p>	<p>Years 10 &amp; 11 will use the entrance / exit by the maths corridor.</p> <p>Breaks and lunches will be staggered to reduce traffic around school.</p> <p>Packed lunches to be eaten in classrooms and form rooms.</p>
<p><b>Catering / Social Facilities for Staff</b></p> <p><b>Staffroom</b></p>	<p>Staff should not use the staff room for social interaction with colleagues and no staff meetings will be held in there. The drinks machine will be operating, but must be wiped down after use. The kettles, fridges, microwaves and dishwasher cannot be used in the staff room. Bins are provided in the staff room for wipes and paper towels</p> <p>Chairs have been removed from the staffroom.</p> <p>Windows to remain open to increase ventilation.</p> <p>Crockery and cutlery must NOT be left in the staff room, and must not be shared between staff. Staff to bring in their own mug and take home with them each day.</p> <p>From the second week, kettles will be permitted in department offices (must be wiped down after every use), but again all crockery and cutlery must be taken home on a daily basis by staff. Tea and coffee jars etc. must not be shared between groups of staff- please bring in your own containers. Microwaves &amp; toasters must not be used in staff offices.</p>	<p>The staff room will be set up with distanced single desks from which staff can work- cleaning products will be provided to wipe them down after use. Lockers will be put into the staff room so staff can store their</p>

<p><b>Cooperation with Spie/ Chartwells, WSSL/ Suppliers / Contractors</b></p>	<ul style="list-style-type: none"> <li>• Arrange pre-opening meetings with Spie/ Chartwells &amp; Wirral Schools Services representatives to produce site management plans and procedures and communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies and hygiene suppliers.</li> <li>• Contractors will be required to produce Risk Assessments whilst on site and there will be a zero tolerance of contractors not following social distancing guidelines</li> </ul>	<p>personal belongings, equipment etc.</p>
<p><b>Cleaning- Spie Facilities Management</b></p>	<ul style="list-style-type: none"> <li>• To discuss with Spie over the additional cleaning and caretaking requirements and agree additional hours to allow for this.</li> <li>• Discuss with Spie the need for contractors to be on site during the school day and if required then social distancing will be adhered to</li> <li>• Follow Covid-19: cleaning of non-healthcare settings guidance</li> <li>• Clean surfaces that students are touching, desks, chairs, toilets, light switches, bannister, and door handles more frequently than normal.</li> <li>• Clean and disinfect all areas prior to opening each day</li> </ul>	<p>Obtain copies of Spie and Chartwells Risk Assessments for their own staff and contractors on site.</p> <p>School Business Manager to work with Spie and Chartwells over daily rotas, management of site, H&amp;S, Catering requirements and review as required.</p>
<p><b>First Aid Provision</b></p> <p>Administering First Aid to a student or member of staff presenting symptoms of CV- possible contamination</p>	<ul style="list-style-type: none"> <li>• Follow updated first aid guidance - where possible 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.</li> <li>• If not possible to keep 2m separation, the following PPE must be worn and wash hands prior to donning: <ul style="list-style-type: none"> <li>○ Apron</li> <li>○ Gloves</li> <li>○ Fluid Resistant (HIR) surgical mask</li> </ul> </li> </ul>	<p>The school to employ an additional cleaner to cover school day to cover dining/ eating areas, tables , toilets etc.</p> <p>School to ensure either the school nurse or other suitable qualified First Aider is on site and they have provision of all necessary PPE.</p>

		<ul style="list-style-type: none"> <li>• Eye protection should be worn if there is risk of exposure to blood and bodily fluids or if available</li> <li>• Ensure staff know how to safely don and remove PPE</li> <li>• Must be discarded in clinical waste</li> <li>• Hand washing with soap and hot water for 20 secs minimum and include washing forearms if exposed.</li> </ul> <p>There is no requirement for staff to wear additional PPE for treating normal first aid issues and if the staff member or student is not displaying any symptoms of Covid-19</p> <p><b>CPR guidance:</b></p> <ul style="list-style-type: none"> <li>• <b>Do not listen or feel</b> for breathing by placing your ear and cheek close to the patient’s mouth.</li> <li>• If in any doubt about confirming cardiac arrest start chest compressions until help arrives.</li> <li>• <b>Call ambulance.</b> If COVID-19 is suspected and tell them when you call 999.</li> <li>• 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</li> </ul> <p>See: <a href="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">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</a></p> <ul style="list-style-type: none"> <li>• Ensure trained staff available to administer medicines and records maintained- school nurse or trained 3 day First Aiders.</li> <li>• Follow the current First Aid Policy.</li> <li>• Secure medicines storage available in First Aid area</li> </ul> <p>Inhalers and Epi-pens available for students who may need them- Asthma policy produced by School SEN.</p>	<p>Reminders to parents/ carers to self-isolate their child if they present symptoms and not to send them into school.</p> <p>The school nurse will lead the First Aid provision on a daily basis and train other appointed 3- day trained staff to deputise in her absence if required.</p> <p>All available First Aid trained staff given full details of what symptoms a staff member of student may present if they have contracted the virus. Clear instruction and guidance will be displayed on the First Aid room / area</p>
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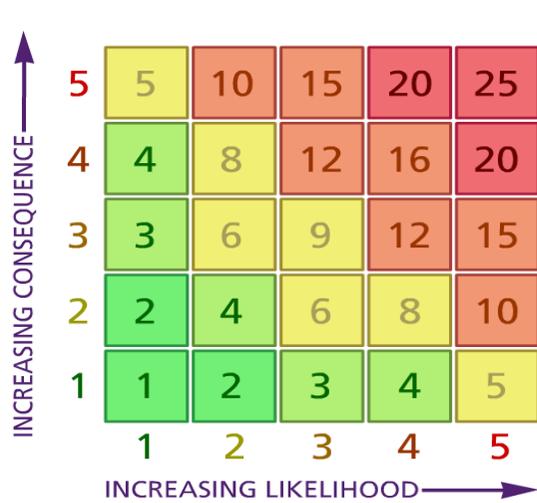
<p><b>Anxiety and stress returning to work post lockdown</b></p> <p>Employee's &amp; students returning to school with potential stress / anxiety caused by return to school post COVID-19 lockdown and associated contact</p>		<ul style="list-style-type: none"> <li>• Counselling service available including bereavement</li> <li>• Refer employee to OH if necessary</li> <li>• Review individual staff /students, risk assessments and monitor</li> <li>• Regular contact with staff via telephone calls, emails, one to one meetings to check on staff welfare and any issues they may be experiencing</li> <li>• Reasonable adjustments if required.</li> </ul>	2x3=6	<p>School will supply counselling to staff and students as deemed appropriate by key school staff.</p> <p>Regular contact by SLT or line Manager.</p> <p>Individual Risk Assessments have been produced for some staff who have indicated issues on the questionnaire on control measures put into place.</p>

<b>Display Screen Equipment, working areas</b>		<ul style="list-style-type: none"> <li>• Remind support staff to review their workstations after the long absence.</li> <li>• Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual.</li> <li>• All staff should review the Display Screen Self-Assessment on return to school if they feel that there is an issue with their workstation.</li> <li>• Desks and work areas should be kept clean and tidy, limiting the amount of paperwork etc. that has to be touched.</li> </ul>	2x2=4	<p>Support Staff should continue to work from their own desks and offices and not share computers.</p>
<b>Emergency procedures &amp; lockdown</b>  <b>Fire Evacuation</b>		<ul style="list-style-type: none"> <li>• SLT will review the fire evacuation plan for the whole school in view of social distancing requirements. This will be planned, documented and agreed with Governors prior to opening the school.</li> <li>• Fire doors can be left open if they have a closing device, which is activated in the event of an alarm activation. However, other doors, which do not have these devices fitted, should remain closed when not in use and normal procedures followed.</li> <li>• Fire marshals on site to be given additional training to ensure they are fully aware of the interim arrangements.</li> <li>• The fire assembly point on the main tarmac is no longer sufficiently sized to allow for social distancing for the whole school- so alternative points will be allocated for each year group.</li> <li>• Have a drill within the first few days. Check everything goes according to plan.</li> <li>• All school Emergency Fire Evacuation systems and equipment are managed, checked and maintained by Spie in accordance with an agreed programme of works and in line with HSC guidelines.</li> <li>• Spie staff are responsible for testing and re-setting the fire alarm during an emergency or practice evacuation and for testing the alarms on a daily basis.</li> <li>• Check the needs of any staff/students who require assistance in an emergency and ensure the resources are available to carry this activity out safely.</li> </ul>	2x2=4	<p>SLT to review Fire Evacuation Plan in line with Social Distancing guidelines and procedures.</p> <p>Once muster points are allocated for each year group; then practices will be carried out with each year group in turn and then a whole school evacuation.</p> <p>Staff will be reminded of their duties and responsibilities and directed to new muster points</p>

<b>Kitchens</b>		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Deep clean the kitchen prior to reopening before food preparation resumes</li> <li>• Recommission all catering equipment. Check servicing and PAT testing</li> </ul>	2X2= 4	Chartwells to maintain kitchen hygiene etc. School to liaise over catering requirements
<b>Accidents on site</b>		<ul style="list-style-type: none"> <li>• Serious accidents- contact HS advisors for assistance, take photographs, keep damaged equipment, and cordon off areas. Take witness statements.</li> <li>• <b>See CPR Guidance above</b></li> </ul>	2X2 = 4	Maintain current Accident reporting procedures
<b>Legionella - responsibility of Spie Facilities Management</b>		<ul style="list-style-type: none"> <li>• All water systems and tanks are under the Management and control of Spie Facilities Management Company and are checked and maintained in accordance with HSC guidelines.</li> </ul>	2x2=4	SPIE staff to maintain their PPM schedules
<b>Manual handling</b>		Staff should be discouraged from moving heavy objects / equipment and should instead log any required jobs with the SBM or caretakers. Students should not be asked to assist with any manual handling activities.	2x2=6	Staff advised not to lift heavy items/ equipment  Manual Handling -Toolbox talk available on website
<b>Security - Opening and locking up procedures - Responsibility of SPIE Facilities Management Company</b>		<ul style="list-style-type: none"> <li>• Only trained SPIE staff are permitted to open up and lock up the school premises and re-set the fire alarm.</li> <li>• School site security is agreed as a joint policy between School, Spie and WSSL.</li> <li>• Secure reception-roller shutter in place, which automatically closes in the event of a fire.</li> <li>• Keys easily accessible to unlock school gates in the event of evacuation away from the premises.</li> <li>• Boilers and heating systems to be serviced as normal through Spie requirements</li> </ul>	2x2=4  2x2=4	
<b>Heating / Boilers</b>				
<b>Third party users</b>		<ul style="list-style-type: none"> <li>• All Third Party activities will be permitted to commence from 1st October 2020</li> </ul>	2x2=4	Third Party Users will be required to provide their own Risk

				Assessments prior to commencing hire of school facilities and additional cleaning employed prior to school opening the following day
School trips		<ul style="list-style-type: none"> <li>• Current on-going trips are waiting to be cancelled (awaiting further advice from Foreign Office and travel companies, theatres etc.)T</li> <li>• No trips will be permitted to go ahead during 20/21</li> <li>• The one exception will be Geography Field trips.</li> <li>• The school is still waiting to hear about the cancellation of the trip to Florida in October half term- this will be cancelled but need to wait for official notification before refunds are made and refunded to parents.</li> </ul>	N/A	No trips to be approved during 20/21
PE Outdoor activities / equipment		The PE department will produce risk assessments for all permitted activities that may proceed during the Autumn term	3x2=6	Close contacts sports will not be permitted-see guidance
Student Behaviour		The school Behaviour policy will apply	3x2=6	Behaviour Policy to be reviewed and issue out to parents /carers
Attendance		<p>Any student who ignores social distancing requirements will not be allowed to attend school and put other students and staff at increased risk.</p> <p>It is vital that students return to school in September to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. School attendance will become mandatory again from September 2020 and therefore the usual rules will be back in force:</p> <ul style="list-style-type: none"> <li>• Parent's duty to secure their child attends regularly at school where the child is a registered student.</li> </ul>	3x2=6	School to work closely with parents/ carers/ students to ensure attendance

		<ul style="list-style-type: none"> <li>• The school's responsibility to record attendance and follow up non-attendance</li> <li>• The availability to issue sanctions, including fixed penalty notices in line with Local Authorities code of conduct</li> </ul>		
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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

- (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 should be noted.

**Likelihood:**

**Consequence:**

5 – Very likely

5 – Catastrophic

4 – Likely

4 – Major

3 – Fairly likely

3 – Moderate

2 – Unlikely

2 – Minor

1 – Very unlikely

1 – Insignificant

**(5) ACTION PLAN**

Action required:	Responsible person	Completion date
SLT to review all Government and H&S guidance prior to re-opening the setting and issue out revised full school Risk Assessment, approved by Governors, to all staff, Unions, parents, carers, students.	SLT	done!
Risk Assessment under constant review- revised on receipt of updated guidance	SLT	On-going
All staff to be asked to complete a Survey Monkey Questionnaire to establish those staff who will require an Individual Risk Assessment completing prior to school re-opening- done- Individual RA produced for those staff who require them	SLT/ JDO	Some reviewed and agreed and some still to review with staff
Inform parents that the revised Whole School Risk Assessment is available on the website and advise of the school contact email address: <a href="mailto:schooloffice@hilbre.wirral.sch.uk">schooloffice@hilbre.wirral.sch.uk</a>	SLT	Done Included in RA
Parents informed of most up to date guidelines on travel to and from school and Public Transport.		On-going
All visitors subject to a COVID-19 questionnaire before entry onto site	SHA/ JDO	

Wearing of face covering- parents. Students and staff strongly advised to wear covering in busy social areas/corridors, eating areas etc.	JDO /SPIE	Done – under constant review. Updated 14.9.2020- Head - Teacher advises staff and students that they must wear in Corridors and eating areas whilst queuing up.
Installing wall mounted hand sanitiser units all around school to increase the facility for hand cleaning.	JDO/Spie	Done
Installing a mobile/ free standing hand washing unit	JDO/Spie	In Progress
To have hygiene/ sanitising products in each classroom and a lidded bin to dispose of tissues and hand towels etc.	SLT	Done
Additional orders placed for hygiene products to ensure constant supplies available	JDO /Spie	On-going
Additional cleaning staff will be on hand continually during the day to clean down surfaces, handles, desks, toilets and empty bins etc.	JDO /Spie	Yes
Outdoor fitness equipment to be covered and secured for “not in use”	SLT	Done
Staff will be briefed by SLT via zoom meetings and emails on social distancing, PPE, individual Risk Assessments, symptoms of illness etc.	SLT	On-going
Staff advised they must not hold meeting in school with over 10 members of staff- they must then be held via zoon if over 10.	SLT	On-going
	SLT	On-going

SLT to review meeting room size (including SLT rooms) and prevent more than specified amount I room at any one time due to distancing rules	JDO	On-going
JO to purchase further screens for some offices and ICT classrooms to ensure social distancing		
Teaching staff reminded to ensure room are set up correctly and desks 2 metres away from Teacher during lessons	SLT- Staff	Done
Students encouraged to bring in their own resources and stationery and not to share with other students- parents have been issued with a list of equipment required and uniform	SLT / Staff/ pastoral staff	On-going
JDO to discuss Caretaker and cleaning staff rotas with Spie and Chartwells to ensure sufficient cover for increase needs.	JDO /Spie	on-going
JDO to discuss contractor visits to school with SPIE- limited access and adherence to social distancing	JDO/Spie	On-going
First Aid- School Nurse (deputised by other 3 day First Aid trained staff) to be in school daily. Training provided to relevant staff on the use of PPE and removal/ disposal of PPE.	SLT- RGN	Done
Re-locate the First Aid facility so it is isolated from rest of school and has its own entrance/exit door and hand washing and toilet facilities.	RGN /SLT	Done
Staff / student well-being- school will provide counselling / support for staff and students if required.	SLT	On-going
Staff briefed on use of work spaces- continue to use their own desks only and not share PCs- maintain 2-metre social distancing rules and hygiene guidelines.	SLT	On-going
Review Fire Evacuation plan and muster points- Need to maintain social distancing	SLT / Chartwells/SPIE	Has been reviewed, practices to take place w/c 14/9

<p>Liaise with Chartwells over any catering requirements for school re-opening, which includes grab bags, service areas, cleaning. kitchen hygiene to be managed by Chartwells staff and cleaning of tables, eating spaced to be managed by JDO/SPIE</p>	<p>SLT/ JDO/ Chartwells</p>	<p>On-going</p>
<p>Site maintenance - housekeeping, legionella tests, manual handling guidelines, security, heating, boilers maintained as per normal schedule by SPIE site staff.</p>	<p>JDO/SPIE</p>	<p>On-going review</p>
<p>Third Party school use- Lettings- Agreed to resume Third Party lettings from 1<sup>st</sup> October 2020 with individual Risk Assessments in place and additional cleaning arranged.</p>		<p>On-going</p>
<p>School Trips- There will be NO trips or visits approved by SLT during 2020/21 Academic Year (the only exception to this may be Geography Field trip visits, which would be individually Risk Assessed prior to any visit).</p>	<p>SRO</p>	<p>Policy under review</p>
<p>Student behaviour- advise parents / carers / students on expected levels of behaviour / adherence to rules and guidelines</p>		
<p>Action plan agreed with (signature)</p>	<p>J Doyle</p>	<p>Date 14.9.2020</p>