

<b>Location or address</b> Hilbre High School, Frankby Road, West Kirby, CH48 6EQ	Date assessment Undertaken: 2.3.2021	Assessment undertaken by: Jeanne Fairbrother Associates & J Doyle -School Business Manager
Activity or situation <b>OPENING OF SCHOOLS 8<sup>TH</sup> MARCH 2021</b>	Review date: <b>On-Going</b>	Signature: J Doyle

Opening of Schools 8<sup>th</sup> March 2021

All primary and secondary students should return to face-to-face education on 8<sup>th</sup> March 2021.

Secondary schools can operate a phased return for students in the week commencing 8<sup>th</sup> March to allow for testing that week. To prepare for opening to all, schools should review and update their coronavirus assessment.

School should share the results of their risk assessment with staff and publish the document on their website to provide transparency for students and parents. Once completed, the risk assessment needs to be monitored and reviewed regularly to ensure measures are working and to take action to address any shortfalls. School must regularly review and update their risk assessments, treating them as documents which are updated as guidance changes.

This risk assessment is based on the system of controls outlined in the DfE's Schools coronavirus (COVID-19) operational guidance & Actions for Schools during the coronavirus outbreak.

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 coronavirus (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"

1) Hazards	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc.)	Risk Score Consequence X Likelihood	4) Any further action: This should be included in the action plan on overleaf
<b>Communication</b> -to staff, parents, Students, and all parties on site failure to communicate key messages to reduce risk of transmission	Staff, pupils, parents, visitors unaware of school policies and procedures increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• School follows all DfE, PHE &amp; Gov.uk guidance</li> <li>• Clear communication sent to parents and students with a link on the school website covering all aspects of how school will function</li> <li>• School website is kept up to date with any important information regarding the running of the school local arrangements</li> <li>• Behaviour policy revised with new rules and expectations and communicated with staff, parents &amp; pupils – Relevant policy available on school website.</li> <li>• Whole staff re- induction held in September</li> <li>• All measures and plans shared with staff.</li> <li>• RA 029 Full Opening of School 8<sup>th</sup> March 2021 published on website and shared with unions, LA and Governors.</li> </ul>	2x 3=6	School website is update constantly with changes to the RA and guidance.
<b>Failure of measures to prevent spread of Coronavirus (COVID 19) in school</b>	Staff, staff, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• All control measures are adequately resourced, circulated to employees</li> <li>• All training needs have been checked to ensure compliance, e.g. First aid, manual handling, PPE etc.</li> <li>• Regular monitoring and review of risk assessment and measures in place are effective and working as planned</li> <li>• Risk assessments will be reviewed appropriately considering any issues identified and changes in public health advice</li> <li>• School follows advice from H&amp;S advisors.</li> <li>• Staff and students follow Hands Space &amp; Face.</li> </ul>	2X2=4	Constantly reviewed by SLT
<b>Opening after reduced Occupancy</b>	Staff, staff, parents, visitors – failure of measures in	<ul style="list-style-type: none"> <li>• The Head Teacher ensures all usual building checks are undertaken by the site management team to make sure that the building is safe</li> </ul>	2X2=4	SPIE & Chartwells have been asked to complete extensive checks around the whole site.

<p><b>Heating and ventilation</b></p>	<p>place to reduce spread of Coronavirus (COVID 19)</p> <p>Staff, staff, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• The school is kept well ventilated and comfortable and teaching environment maintained.</li> <li>• Carbon dioxide monitors have been fitted in Science Labs and Food Technology rooms.</li> <li>• The school has identified all poorly ventilated areas, which have no windows or mechanical ventilation, no outdoor air supply and are stuffy or smelly.</li> <li>• <b>mechanical ventilation systems –</b></li> <li>• Systems have been checked to ensure they conform to current guidance.</li> <li>• School can continue to use most types of mechanical ventilation as normal and these are set to full fresh air.</li> <li>• Ventilation within a single room can be operated as normal and supplemented by an outdoor air supply.</li> <li>• In the event of loss of heating, school can use recirculation units for heating that do not draw in a supply of fresh air, provided there is a supply of outdoor air e.g. windows and doors left open.</li> <li>• School will extend the opening times of HVAC systems to before and after hours.</li> <li>• Ventilation to chemical stores remain operational.</li> <li>• All mechanical systems are maintained in accordance with manufacturer’s instructions.</li> <li>• <b>Recirculating Air-</b> centralised ventilation systems that circulates air to different rooms will be turned off.</li> <li>• <b>Natural ventilation –</b> by opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks for 5 minutes to purge the air in the space.</li> <li>• Schools will try not to completely close windows and doors &amp; keep vents open when the area is occupied as this can result in very low levels of ventilation.</li> </ul>	<p>2x2=4</p>	<p>All checks on equipment are carried out by SPIE site staff. Staff are reminded about keeping rooms well ventilated.</p>
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<p><b>Fire Safety- failure of systems and fire evacuation plans</b></p>	<p>Staff, students, visitors- serious injuries, burns, smoke inhalation</p>	<ul style="list-style-type: none"> <li>• School will open internal doors to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so)</li> <li>• if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> <li>• If fire doors are required to be held open DorGuards will be installed</li> </ul> <ul style="list-style-type: none"> <li>• <b>Thermal comfort-</b> to balance the need for increased ventilation while maintaining a comfortable temperature, school will, if appropriate to the area,</li> <li>• Open high level windows in preference to low level to reduce draughts</li> <li>• Increase the ventilation while spaces are unoccupied, i.e. during breaks and lunch, when the room is unused.</li> <li>• Provide flexibility to allow additional, suitable indoor clothing.</li> <li>• Re-arrange furniture where possible to avoid direct draughts.</li> <li>• Schools will continue to use heating as necessary to ensure comfort levels are maintained particularly in occupied spaces</li> </ul> <ul style="list-style-type: none"> <li>• Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>.</li> <li>• School will balance the need for increased ventilation while maintaining a comfortable temperature, by:</li> <li>• opening high level windows in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing. For more information see <a href="#">School uniform</a></li> <li>• rearranging furniture where possible to avoid direct drafts</li> <li>• Heating is being used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul> <ul style="list-style-type: none"> <li>• The site-specific fire evacuation plan has been reviewed and shared with staff and third parties.</li> <li>• Practice drill held once a term.</li> <li>• Social distancing is followed on evacuation and at assembly point.</li> </ul>	<p>2x3=6</p>	<p>Fire / Emergency procedures/policies joint with Spie/ WSSL &amp; School</p>
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<p><b>Legionella- failure of systems in place leading to outbreak</b></p>	<p>Staff, students, parents, visitors increased risk of transmission of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• The needs of staff/pupils who require assistance in an emergency and ensure has been considered and the resources are available to carry this out.</li> <li>• The fire alarm and emergency lighting has been serviced in according to guidance</li> <li>• Alarm checked weekly</li> <li>• Emergency Lighting tested monthly</li> <li>• Enough staff know how to check the fire alarm and set and reset in an emergency</li> <li>• All fire safety features across the building are checked monthly actions remedied.</li> <li>• The fire Risk assessment is kept up-to-date to changes in the building.</li> </ul> <ul style="list-style-type: none"> <li>• Before 8<sup>th</sup> March, school will ensure every tap, shower and toilet are fully run or flushed for 2 mins. Records kept in water logbook.</li> <li>• All equipment that uses water, e.g. dishwashers and washing machines are run through a cycle to flush lime-scale and bacteria build-up before the start of each term.</li> <li>• Monthly water checks should have taken place</li> <li>• Due to limited attendance some water outlets in school are not used. School will run all these water outlets during lockdown and this is recorded</li> </ul>	<p>2x3=6</p>	<p>Responsibility of SPIE site staff – Check if tank fed or mains water supply before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible. <b>Check with your water hygiene company</b></p>
<p><b>Equipment- failure of equipment due to lack of inspection, maintenance,</b></p>	<p>Staff, students, parents, visitors increased risk of transmission of</p>	<ul style="list-style-type: none"> <li>• All areas and equipment that have been taken out of use are checked</li> <li>• Teachers have checked their own classrooms to ensure all is in good condition.</li> </ul>	<p>2x2=4</p>	<p>All work carried out by PFI contract</p>

<p><b>servicing &amp; statutory inspections</b></p> <p><b>Cleaning- risk of transmission of Coronavirus (COVID-19) infection control</b></p> <p><b>Unaware of steps to take in the event of suspected or confirmed case in school- infection control</b></p>	<p>Coronavirus (COVID 19)</p> <p>Staff, students, visitors, everyone contracting coronavirus</p>	<ul style="list-style-type: none"> <li>• Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling.</li> <li>• All annual servicing, maintenance and any statutory checks have taken place, ensuring safety and compliance with legislation e.g. water checks, fire alarms, gas boilers, lifts, stair lifts, automatic doors.</li> <li>• An enhanced cleaning schedule is in place- more frequent cleaning of rooms that are used by different groups.</li> <li>• Contact points and frequently touched surfaces, food preparation areas &amp; dining areas.</li> <li>• All shared equipment e.g. photocopiers, telephones, will be cleaned before and after use.</li> <li>• Satisfactory cleaning regime in place of decontaminate equipment and toys.</li> <li>• Classroom cleaning is enhanced &amp; disinfectant kits in place.</li> <li>• Dining areas are cleaned between use by different student year “bubbles”.</li> <li>• Toilets are cleaned thoroughly.</li> <li>• <b>All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</b></li> <li>• If suspected case of COVID 19 follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Adequate amounts of suitable cleaning agents are available.</li> <li>• PPE is available to members of staff who require it to carry out cleaning safely.</li> </ul> <p>Students, staff and other adults do not enter the school premises if:</p> <ul style="list-style-type: none"> <li>• Displays symptoms of coronavirus</li> <li>• Who has tested positive in the last 10 days</li> <li>• Are in a household (including their support bubble)</li> <li>• They are required to quarantine having recently visited countries outside the Common Travel Area.</li> </ul>	<p>3x2=6</p> <p>2x3=6</p>	<p>Cleaning carried out by SPIE staff- PFI contract , all schedules agreed with school- RAs in place</p> <p>SLT COVID Management team in place- training been given</p>
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- Parents are informed not to bring their children to school or onto the school premises if they show any of the symptoms of coronavirus and /or believe they have been exposed.
  - If anyone in the school becomes unwell with a new, continuous cough, a high temperature, or has a loss of, or change in, their normal sense of smell or taste (anosmia), they will be sent home and advised to follow “stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection”
  - Staff, parents, students and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms or the date of their positive test if they did not have symptoms.
  - School will ensure understanding of management of a confirmed case and follow latest PHE guidance and the **NHS test and trace process**.
  - If staff or students have any of the wider symptoms below, they are advised to get a test at a testing site and then self-isolate if the result is positive.
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- Diarrhoea
  - A persistent headache
  - Fever and chills
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Students with some of the common winter symptoms above (e.g. congestion or runny nose) can wait until the end of the day and then school will advise parents to take their child for a symptomatic test.
  - Other members of the household (including any siblings) should self-isolate starting from the day the individual’s symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test) and the next 10 full days.

<p><b>Failure to manage a confirmed case in school</b></p>	<p>Staff, students, parents, visitors increased risk of transmission of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• If the situation is not straightforward and school needs help in making an assessment of close contacts, then they will ring the <b>DfE helpline 0800 046 8687 option 1</b> <ol style="list-style-type: none"> <li>1. Cheshire &amp; Merseyside PHE control contact 0344 225 0562</li> <li>2. Wirral schools contact (email Alison Simpson or Jane Harvey) who will get back in touch with you as soon as possible.</li> <li>3. Wirral Special Schools must contact Alison Simpson or Jane Harvey as above.</li> <li>4. PCR tests will only be offered in the exceptional circumstances as an individual becomes symptomatic and has barriers to accessing testing elsewhere.</li> </ol> </li> <li>• <b>School will take swift action when aware of someone who has attended school &amp; tested positive for coronavirus COVID-19 either a positive LFD or PCR test.</b></li> <li>• <b>School understands close contact is:</b> <ul style="list-style-type: none"> <li>• Anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19- a LFD or PCR test</li> <li>• Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a LFD or PCR test.</li> <li>• Face to face contact including being coughed on or having a face to face conversation within one metre.</li> <li>• Been within 1 metre for one minute or longer without face to face contact.</li> <li>• Sexual contacts</li> <li>• Been within 2 metres of someone for more than 15 minutes (either as a one-off contact. Or added up together over 1 day)</li> <li>• Travelled in the same vehicle or a plane.</li> <li>• A record is kept of students and staff in each bubble and of any close contact between individuals at school.</li> </ul> </li> </ul>	<p>2x3=6</p>	<p>Managed by School RGN / COVID team/ SLT</p>
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<p><b>Suspected case in school</b></p>	<p>Staff, students, parents, visitors, contracting coronavirus) COVID-19)</p>	<ul style="list-style-type: none"> <li>• The school does not request evidence of negative tests results or other medical evidence before admitting individuals back to school after a period of isolation.</li> <li>• If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected the school continues to work with the DfE's dedicated advice service (or local HPT if the case is escalated).</li> <li>• <b>The student or staff member who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia.</b></li> <li>• Medical room- By the PE area/ Lettings entrance door- hard floored, ventilated, separate entrance /exit door, away from other people.</li> <li>• If a child is waiting for collection, they will be moved, to the medical isolation area.</li> <li>• Contact will be made with student's parents/carers in line with school policy.</li> <li>• In exceptional circumstances, if a student cannot be collected by a parent/ carer, if it is age appropriate and safe to do so, the child is directed to walk, cycle home. If this is not possible, the school makes alternative arrangements.</li> <li>• Symptomatic individuals who are sent home are directed not to use public transport to get home.</li> <li>• Emergency assistance is called immediately if the student's symptoms worsen.</li> <li>• PPE stock is available to all staff should they need to escort pupils to this area.</li> <li>• PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with special needs</li> <li>• Remove all non-essential items in the medical room.</li> <li>• Include one desk and one table.</li> </ul>	<p>2x2=4</p>	<p>School RGN / Covid team /SLT Management team in place</p>
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<p><b>Secondary Schools &amp; FE Colleges- Rapid-result testing- LFT</b></p>	<p>Staff, students, visitors- failure of measures to adequately contain the spread of coronavirus</p>	<ul style="list-style-type: none"> <li>• A toilet has been identified to be used if required whilst awaiting collection.</li> <li>• If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they are requested to do so by NHS Test and Trace or the PHE advice service or PHE local health protection team if escalated</li> <li>• After any contact with someone who is unwell everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser <ul style="list-style-type: none"> <li>• The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> </ul> </li> <li>• <b>Mass asymptomatic testing of schools and colleges- rapid –result mass testing of staff and students.</b></li> <li>• <b>See RA 042 LFD Mass Testing of staff &amp; Students-Secondary and FE.</b></li> <li>• <b>Initial testing to support full opening.</b></li> <li>• <b>To support the full opening of the school, students are offered testing at the schools’ on-site Asymptomatic Testing site (ATS) from 8<sup>th</sup> March. For this week, testing and the return of students is phased to manage the number of students passing through the testing site. Three tests are offered to students, three to five days apart.</b></li> <li>• <b>Vulnerable students, the children of critical workers and students in years 10 to 13 are prioritised in this initial wave of testing.</b></li> <li>• <b>Students return face-to-face education following their first negative test.</b></li> <li>• Testing is voluntary. Students not undergoing testing attend school in-line with the school’s phased return arrangements.</li> <li>• Students who consent to testing are asked to self-swab at the school’s ATS.</li> <li>• Individuals with a positive LFD self-isolate in line with national guidance.</li> </ul>	<p>3x2=6</p>	<p>Rapid testing team set up ready for mass testing of students and staff w/c 8<sup>th</sup> March – full training given and roles allocated.</p>
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		<ul style="list-style-type: none"> <li>• Individuals with a negative LFD continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home.</li> <li>• Vulnerable pupils and the children of critical workers continue to attend school throughout this week.</li> </ul> <p><b>Home testing following initial testing</b></p> <ul style="list-style-type: none"> <li>• Pupils and staff are supplied with LFD test kits to self-swab and test themselves twice a week at home.</li> <li>• Staff, pupils and parents are fully informed of the testing programme.</li> <li>• Staff and pupils report their result to NHS Test and Trace as soon as the test is completed either online or by telephone – they are also required to share their results with the school.</li> <li>• Pupils aged 18 and over self-test and report the result, with assistance if needed. Pupils aged 12 to 17 self-test and report their results with adult supervision. Pupils aged 11 are tested by an adult.</li> <li>• The school retains a small on-site ATS so testing can be offered to pupils who are unable or unwilling to test themselves at home.</li> <li>• Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days.</li> <li>• Staff members who start displaying symptoms of coronavirus do not take part in rapid-resulting testing and go home straight away to self-isolate and book a polymerase chain reaction (PCR) test.</li> </ul>		<p>Mass testing has commenced in school for those staff and students who wish to be tested. Specialist trained team available</p>
<p><b>Test &amp; Trace staff &amp; pupils unaware of school procedures in place</b></p>	<p>Staff, students, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> <li>- Book a PCR test if they (or their child) display symptoms.</li> <li>- Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>- Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> </ul> </li> </ul>	<p>2X2=4</p>	<p>SLT and specialist school staff team available to manage</p>

		<ul style="list-style-type: none"> <li>• Anyone in school who displays symptoms is encouraged to get a PCR test.</li> <li>• If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a home testing kit.</li> <li>• Test kits stored on the school site are stored securely at ambient room temperature (5 to 22°C).</li> <li>• The school will consider offering a symptomatic staff member a testing kit if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.</li> <li>• Testing kits are delivered safely and with due regard for transmission risk, e.g. the kit is posted to the individual's address.</li> <li>• Kits are not given directly to pupils but are instead given to the pupil's parent or carer.</li> <li>• Parents and staff are asked to inform the school immediately of test results.</li> <li>• If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> <li>- Everyone they live with who has symptoms tests negative.</li> <li>- Everyone in their support bubble who has symptoms tests negative.</li> <li>- They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.</li> <li>- They feel well.</li> </ul> </li> <li>• If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period.</li> <li>• Staff and pupils aged over 16 are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this.</li> <li>• Pupils and staff are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately.</li> <li>• Individuals who test positive are encouraged to report the result on the NHS Test and Trace app.</li> <li>• If a pupil receives notification, the school ensures appropriate arrangements are in place for the pupil to self-isolate and begin remote learning.</li> </ul>		
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<p><b>Hand &amp; Respiratory Infection control – risk of transmission of Coronavirus (COVID 19)</b></p>	<p>Staff, pupils, parents, visitors – contracting Coronavirus (COVID 19)</p>	<p>Sufficient handwashing facilities are available and hand sanitiser is available across school. School will use hand driers or paper towels</p> <ul style="list-style-type: none"> <li>• The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant.</li> <li>• <b>Special schools</b> Increased hygiene protocols for pupils &amp; staff in place to reduce risk of transmission - school will incorporate time for this within lesson plans</li> <li>• Individual risk assessments are in place for the above students.</li> <li>• School has built hand and respiratory hygiene into school culture and ensures that pupils clean their hands regularly, <ul style="list-style-type: none"> <li>○ Encourage to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following the <a href="#">guidance on hand cleaning</a></li> <li>○ clean their hands: <ul style="list-style-type: none"> <li>▪ on arrival at the setting</li> <li>▪ return from breaks</li> <li>▪ when they change rooms</li> <li>▪ before and after eating,</li> <li>▪ and after sneezing or coughing</li> </ul> </li> <li>○ are encouraged not to touch their mouth, eyes, and nose</li> <li>○ promote the ‘catch it, bin it, kill it’ approach</li> <li>○ use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste (‘catch it, bin it, kill it’) If not a pedal bin regularly sanitises all the frequently touched surfaces.</li> <li>○ provide disposable tissues in each classroom</li> <li>○ provide each class with disinfectant, disposable gloves and paper towels in case someone coughs or sneezes onto surfaces.</li> </ul> </li> <li>• ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>• ensure that lidded bins for tissues are emptied throughout the day</li> <li>• where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units</li> </ul>	<p>3X2=6</p>	<p>Poster around school, students reminded by staff, letter home to parents.</p>
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		<ul style="list-style-type: none"> <li>• Doors are propped open only if they are not fire doors, and where it is safe to do so (always bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• Adequate sanitiser 'stations' located across the site so that all students and staff can clean their hands regularly</li> <li>• Students with complex needs are supervised when using hand sanitiser.</li> <li>• Wipes are available</li> <li>• Hand cream e.g. E45 is available and pupils are encouraged to use it</li> </ul>		
<b>Social distancing across school – risk of transmission of Coronavirus (COVID 19)</b> <b>Minimise contact between students</b>	Staff, students, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Students are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to social distancing measures.</li> </ul> <p>Groups of students and “bubbles”</p> <ul style="list-style-type: none"> <li>• School will implement “bubbles” of an appropriate size to achieve greatest reduction in contact and mixing.</li> <li>• School will keep a record of students and staff in each group and any close contact that takes place between children and staff in different groups.</li> <li>• Where possible the integrity of the bubble is maintained.</li> <li>• All groups and “bubbles” will be kept apart from other groups where possible.</li> <li>• Where possible school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.</li> </ul> <p><b>Hilbre “Bubbles”</b></p> <p>Year groups separate “bubbles” between year groups 7-11, RP and Nurture group students, Years 12&amp;13</p> <ul style="list-style-type: none"> <li>• Secondary schools- Most bubbles are year group size. Students do not mix with those outside their bubble and maintain social distancing as much as possible in the bubble.</li> <li>• <i>Teachers- each class must have a seating plan for every lesson. These plans must be adhered to and records kept of each lesson to enable potential tracking if needed.</i></li> </ul>	3X2=6	Year Group “bubbles” to remain in place

- *Teachers advised they must, as far as possible keep 2m social distance from students in classrooms and other adults in school. Keep in front of the class.*
- Social distancing will be emphasised for older children.
- Staff to maintain a two-metre distance from each other and from students, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone.
- Teachers and staff can operate across bubbles or groups, but they must keep 2m away from other staff and students to preserve “bubble” integrity.
- Where possible, limit the number of staff working between classes- alter timetabling if necessary. If not possible, staff must maintain 2m social distancing.
- Staff spaces are set up and used to help staff to distance from each other.
- Staffrooms- The use of communal areas, e.g. the staff room, is limited to avoid any unnecessary groups or gatherings- staggered times for breaks, queues or rotas implemented where required.
- School will use any available space to maximise distance between students and staff & other adults on site.
- Steps in place to limit interaction, sharing of rooms and social spaces between groups as much as possible.

**Reduce mixing within education or childcare setting by:**

**Groups of students and ‘bubbles’**

**Measures within the classroom**

- Staff and older students maintain 2m social distancing.
- Minimise time spent within 1 metre of anyone.
- Avoid face to face contact with students, stand up above and behind them. Teachers try and maintain social distancing keep out of student’s sneeze/breathe/cough zone. i.e. avoid bending or stooping to younger students.
- Keep 2m from colleagues.

		<ul style="list-style-type: none"> <li>• Children who are old enough will be supported to maintain distance and will not touch staff or their peers.</li> <li>• Students to sit side by side facing forward.</li> <li>• Classrooms have been adapted and furniture removed to make more space.</li> <li>• Teachers to stay at the front of the classroom where possible.</li> </ul> <p><b>Measures Elsewhere</b></p> <ul style="list-style-type: none"> <li>• Timetables adjusted to keep groups apart and movement around school kept to a minimum.</li> <li>• School has planned routes to avoid creating busy corridors, entrances and exits.</li> <li>• No Large assemblies or gatherings involving more than one bubble.</li> <li>• Breaks and lunches are staggered.</li> <li>• Students will sanitise their hands and wear face coverings before entering into the eating areas.</li> <li>• Groups will be kept apart as much as possible and surfaces and tables cleaned between each year groups.</li> <li>• Rooms accessed directly from outside where possible.</li> <li>• Toilets supervised to avoid build- up of large groups at one time.</li> <li>• School will maximise use of outdoor space for exercise, breaks, outdoor education.</li> <li>• Where students, staff or volunteers cannot follow social distancing arrangements for a particular activity, the head Teacher should assess whether the activity needs to continue- mitigating actions are put into place if continuing with the activity.</li> <li>•</li> </ul>		
<b>Shared resources - risk of transmission of Coronavirus (COVID 19)</b>	Staff, students, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Staff &amp; students are required to use their own individual pens and equipment and these are not to be shared.</li> <li>• Equipment is not shared with other cohorts without cleaning</li> <li>• Classroom based resources, such as books can be used and shared within the bubbles only. These should be cleaned regularly, along with</li> </ul>	3X2=6	The sharing of resources is kept as low as possible, not encouraged.



		<p>all frequently touched surfaces and classrooms will be supplied with their own cleaning kit.</p> <ul style="list-style-type: none"><li>• Items used for lessons in all subjects will have to be subject to wiping down, e.g. iPads, laptops, mice, workstations, tools, learning objects.</li><li>• Frequently touched surfaces will be cleaned and disinfected. Each bubble has own cleaning kits in each classroom.</li><li>• No unnecessary sharing.</li><li>• Students and teachers can take books and other shared resources home, but unnecessary sharing is avoided where this does not contribute to student education and development. These items subject to cleaning and rotation.</li><li>• Resources that are shared between groups or bubbles, such as sports or art equipment are cleaned frequently and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.</li><li>• Students will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</li></ul> <p><b>Outdoor Equipment</b></p> <ul style="list-style-type: none"><li>• Outdoor equipment is appropriately cleaned between groups of students using it and multiple groups do not use it simultaneously.</li><li>• Outdoor equipment will be cleaned more frequently for high traffic touch points.</li><li>• Caretakers / school staff carry out visual and formal inspections.</li><li>• Annual services carried out on outdoor equipment</li><li>• Outdoor Risk Assessments have been reviewed.</li><li>• Students reminded of outdoor behaviour and rules.</li></ul>		
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<p><b>Measures for arriving at and leaving school – risk of transmission of Coronavirus (COVID 19)</b></p>	<p>Staff, students, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• Parents and carers are required to wear face coverings (certain individuals are exempt from wearing face coverings) at school pick up/drop off points and maintain social distancing.</li> <li>• Members of school staff who oversee drop-off/pick-up will also be required to wear a mask.</li> <li>• Staggered student entrances and exits and adjusted finish times to keep groups apart as they arrive and leave school. Year 7,8,9 will use one entrance and exit and Years 10 &amp; 11 will use another</li> <li>• School has communicated specific start and finish times to parents and young people and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>• Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.</li> <li>• School encourages walking or cycling to school where possible.</li> </ul>		<p>Signs displayed and reminder issued via website and newsletters</p>
<p><b>Visitors to School-</b> working across multiple “bubbles” and schools e.g. speech therapist, OT’s, social workers- risk of spread of infection between schools and “Bubbles”</p>	<p>Staff, students, visitors contracting coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> <li>• Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the COVID-19 guidance for households with possible coronavirus (COVID-19) infection.</li> <li>• Visitors made aware of all measures in place in school to reduce the risk of the spread of the virus.</li> <li>• Visitors told to wash their hands on arriving or use hand sanitiser located at the entrance.</li> <li>• Visitors will be required to use sanitiser before and after each different student session.</li> <li>• Supply teachers, peripatetic teachers and /or other temporary staff can move between schools but must comply with the school’s measures for minimising risk.</li> </ul>	<p>3X2=6</p>	
<p><b>Face Coverings</b></p>	<p>Staff, students, parents, visitors</p>	<p><b>Secondary Schools and Post-16 settings only</b></p> <ul style="list-style-type: none"> <li>• <b>Face coverings are required to be worn by staff, students and visitors in areas where it is particularly difficult to maintain social distancing when moving around school, e.g. corridors and staircases and Face Coverings are required to be worn by staff, students, and visitors in</b></li> </ul>	<p>2x3=6</p>	

	<p>- contracting Coronavirus (COVID 19)</p>	<p>classrooms or during activities where social distancing cannot be maintained. Face covering do not need to be worn in situations where wearing one would impact on the ability to take part in strenuous activity, e.g. PE lessons.</p> <ul style="list-style-type: none"> <li>• The school does not require face coverings to be worn by those exempt from doing so e.g. students with SEND who may struggle to wear one correctly or have their education impaired by wearing one.</li> <li>• Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communication, are worn where appropriate.</li> <li>• Face visors or shields are NOT an alternative to face coverings.</li> <li>• The school has a contingency supply of face coverings.</li> <li>• Schools staff may wear medical face masks, not cloth masks for greater protection- optional.</li> </ul> <ul style="list-style-type: none"> <li>• Individuals are provided with clear instructions on how to put them on, remove, store and dispose of face coverings. Students will be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands-on arrival, remove them, dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag they can take home, and wash their hands before going to class. See <a href="#">safe working in education, childcare and children’s social care</a> for more advice.</li> <li>• encouraging parents and children and young people to walk or cycle to their education setting where possible</li> <li>• schools, parents, and young people following the government guidance on how to travel safely</li> </ul>	<p>2x3=6</p>	<p>Face coverings in classrooms to be reviewed by Government Easter 2021</p>
<p><b>Transport to school – risk of transmission of Coronavirus (COVID 19)</b></p>	<p>Staff, students, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• Children, young people and staff can continue to use public transport where necessary.</li> <li>• School will ask everyone to walk, cycle or scoot wherever possible and safe.</li> <li>• Where children, young people and staff need to use public transport, they should follow the <a href="#">safer travel guidance for passengers</a></li> <li>• Schools has encouraged parents, staff and students to walk or cycle to school if at all possible.</li> <li>• students over 11 years reminded that coverings are always required on public transport</li> </ul>	<p>3X2=6</p>	

		<ul style="list-style-type: none"> <li>This does not apply to people who are exempt from wearing a face covering on public transport.</li> </ul>		
<b>Dedicated school transport, including statutory provision – risk of transmission of Coronavirus (COVID 19)</b>	Staff, students, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>The school contacts the transport provider to assess the approach to dedicated school transport they are adopting.</li> <li>Students do not board home to school transport if they, or a member of their household, has a positive test result or symptoms of coronavirus.</li> <li>Students on dedicated school services, do not mix with the public on those journeys and groups tend to be consistent. However social distancing should be maximised within vehicles wherever possible, between “bubbles” or individuals.</li> <li>Students are grouped together on transport, where possible to reflect the bubbles that are adopted within school.</li> <li>Organised queuing and boarding where possible.</li> <li>Students aged 11 and over must wear face coverings when traveling on public &amp; dedicated transport to secondary school.</li> <li>This does not apply to people who are exempt from wearing a face covering on public transport.</li> </ul>	3X2=6	
<b>Staff visiting families in their own homes</b>	Staff, students’ parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>School may need to send a member of staff to make face to face visits</li> <li>A separate risk assessment must be undertaken.</li> <li>An initial assessment by telephone if possible, is carried out.</li> <li>If staff have to visit households being required to self-isolate due to a case, or suspected case, of coronavirus (COVID-19), or contact with someone who has tested positive for coronavirus (COVID-19) they follow the <a href="#">children’s social care services guidance</a> and make a judgement about visiting which balances considerations of the: <ul style="list-style-type: none"> <li>risks to children and young people</li> <li>risks to families</li> <li>risks to the workforce</li> <li>national guidance on social distancing and hygiene</li> <li>statutory responsibilities, including safeguarding</li> </ul> </li> <li>If households report no coronavirus (COVID-19) symptoms, no PPE is required, but 2 metres should be maintained where possible.</li> </ul>	3X2=6	

		<ul style="list-style-type: none"> <li>• Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching the face during the visit.</li> <li>• If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should be encouraged to <a href="#">book a test</a>.</li> <li>• If unable to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps will be taken where practical to mitigate risk. These steps include but are not restricted to: <ul style="list-style-type: none"> <li>○ knocking on the front door or ringing the doorbell and then stepping back to 2 metres to speak to occupants</li> <li>○ taking PPE &amp; sanitiser as a precautionary measure</li> </ul> </li> </ul>		
<b>Safeguarding – risk of breach</b>	Staff, students, parents, volunteers- experience harm or abuse, e.g. .emotional harm	<ul style="list-style-type: none"> <li>• Schools has revised the child protection policy to reflect the return of more students.</li> <li>• Schools follows statutory safeguarding guidance, <a href="#">keeping children safe in education</a> and the <a href="#">coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</a>.</li> </ul>	3X2=6	
<b>Pupil with an EHCP – risk of not following specialist guidance</b>	students - injury or ill-health	<ul style="list-style-type: none"> <li>• Existing risk assessments have been reviewed for all students with an EHCP in association with parents/carers <b>or</b></li> <li>• Risk assessments will be carried out on students with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education.</li> <li>• Parents have been contacted and will be involved in planning for their child’s return to their setting from September</li> </ul>	3X2=6	
		•		
<b>Clinically extremely vulnerable students - due to pre-existing medical conditions</b>	Students - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• <b>Shielding guidance remains in place for clinically extremely vulnerable individuals.</b></li> <li>• <b>Clinically extremely vulnerable students do not attend on site provision. These students are provided with remote education.</b></li> </ul>	2x2=4	Staff and students identified by school

		<ul style="list-style-type: none"> <li>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable, can still attend school.</li> <li>Relevant staff liaise with parents / carers of students who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> </ul>		
<b>Clinically extremely vulnerable staff (CEV)</b> <a href="#">clinically extremely vulnerable.</a>	Staff - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li><b>Clinically extremely vulnerable staff are advised not to attend work until 31<sup>st</sup> March 2021 and should follow shielding guidance.</b></li> <li>Risk assessments have been carried out on all staff who have been shielding See RA 026 Return to work – COVID 19. These will be reviewed.</li> <li>School has completed risk assessments for staff who are working from home shielding.</li> <li>Staff living in a household with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible.</li> <li>Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.</li> </ul>	2x2=4	Staff and students identified by school
<b>Clinically vulnerable or staff who are at higher risk of severe illness</b> (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a>	Staff - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>School has completed a risk assessment on each member of staff identified as clinically vulnerable.</li> <li><b>Staff should stringently follow all measures in place in school for their safety. - see RA029 Full opening of school 8<sup>th</sup> March 2021.</b></li> <li>Staff are reminded to continue to take care to socially distance from other adults including older children and adolescents.</li> <li>Staff who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure that they maintain good prevention practice in the workplace and home settings.</li> </ul>	2X2=6	Review individual RAs if needed prior to 8 <sup>th</sup> March
Staff who may otherwise be at increased risk from	Staff or pupils - contracting	<ul style="list-style-type: none"> <li><b>Those at particularly high risk from a range of underlying health conditions should now be included in the CEV group and will be receiving a letter to confirm this.</b></li> </ul>	3X2=6	Staff and students identified by school

<p>coronavirus (COVID-19) including <b>BAME staff &amp; pupils</b></p> <p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from Coronavirus. Work continues to build our understanding of what these baseline factors are and the increased risks they pose.</p>	<p>Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• For others who feel they may be at an increased risk, where it is not possible to work from home, these staff can attend school as long as they follow all measures in place in school- see RA029 Full opening of school 8<sup>th</sup> March 2021.</li> <li>• Assess the risks to staff in this category including BAME staff and pupils in your establishment.</li> <li>• Have comprehensive conversations with these members of staff</li> <li>• Identify existing underlying health conditions that may increase the risks for them in undertaking their role</li> <li>• School will try as far as practically as possible to accommodate additional measures where appropriate</li> <li>• Keep ongoing contact with staff particularly about their safety and their mental health.</li> <li>• O.H. advice will be sought where appropriate.</li> <li>• EAP &amp; counselling will be offered where appropriate</li> </ul>		
<p><b>Pregnant Employees at increased risk of contracting COVID 19.</b></p> <p><b>Pregnant women are considered “clinically vulnerable” or in some cases “clinically” extremely vulnerable to coronavirus (COVID 19) and therefore require special consideration as set out in the <u>guidance for pregnant employees</u></b></p> <p><b>NB- this would apply to pregnant students.</b></p>	<p>Staff , students, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• School should carry out a risk assessment to follow the Management of health and safety at Work Regulations 1999 (MHSW). See RA 009 New &amp; Expectant mother V5 Jan 2021 risk assessment.</li> <li>• As part of their risk assessment school will consider whether adapting duties and /or facilitating home working may be appropriate to mitigate risk.</li> <li>• Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.</li> <li>• Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach.</li> <li>• School will ensure pregnant staff are able to adhere to any national guidance on social distancing and /or advice for pregnant women considered to be clinically extremely vulnerable.</li> <li>• Pregnant women are not advised to be vaccinated against COVID-19.</li> </ul>	<p>3X2=</p>	<p>Individual RA are completed for all expectant mothers.</p>

<p><b>Cleaning - risk of transmission of Coronavirus (COVID 19)</b></p>	<p>Staff, pupils, parents, visitors everyone contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• An increased cleaning schedule is in place that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms that are used by different groups, frequently touched surfaces, food preparation areas &amp; dining areas</li> <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>• Follow PHE guidance on cleaning will mean increased cleaning of all contact points, hard surfaces - desks, tables, chairs and handrails more frequently throughout the day.</li> <li>• Advice is to use any product that dissolves lipids this includes general cleaning products -Fairy Liquid, Dettol</li> <li>• <b>KEY point -Do not have to kill the virus in school but need to remove it into a wet cloth and rinse down sink.</b></li> <li>• Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink</li> <li>• Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose</li> <li>• Encourage pupils to clean – to teach them about safety.</li> <li>• Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to.</li> <li>• If suspected case of COVID 19 follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• If cohorts change, consider cleaning between class changes</li> <li>• Toys, fabrics, soft furnishings will have to be washed or replaced more frequently</li> <li>• Sanitiser stations located across site</li> <li>• Regular cleaning of toilets and supply of hand soap.</li> <li>• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed e.g. aerosol / disinfectants.</li> <li>• Clean and disinfect regularly touched objects and hard surfaces more often than usual using your standard cleaning products</li> </ul>	<p>3X2=6</p>	<p>Cleaning carried out by SPIE-PFI contract- plans have been agreed.</p>
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		<ul style="list-style-type: none"> <li>• Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>• Items used for lessons in all subjects will have to be subject to wiping down. e.g. iPads, laptops, mice, workstations, tools, toys, learning objects.</li> <li>• Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class.</li> </ul>		
<b>Contractors on site -risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors everyone. contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Communication - explain to contractors your concerns and come up with workable solutions</li> <li>• School's site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>• Where visits can happen outside of school hours, this will be arranged</li> <li>• A record is kept of all visitors.</li> <li>• Request risk assessments from contractors which include their social distancing protocols.</li> <li>• Zero tolerance with contractors found to be not following PHE social distancing guidelines.</li> <li>• Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups</li> </ul>	2X2=4	Dealt with by SPIE & School
<b>PPE requirements - risk of transmission of Coronavirus (COVID 19)</b>	Staff, students, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• School has identified that most staff in school will not require PPE beyond what they would normally need for their work.</li> <li>• PPE is distributed to staff who provide intimate care for students who need this care and for cases where a student becomes unwell with symptoms of coronavirus whilst in schools and a distance of 2 metres cannot be maintained.</li> <li>• Additional Risk Assessments are conducted on a case-by case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>• Risk Assessments in place for those students who have complex needs.</li> <li>• When working with students who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn.</li> </ul>	3X2=6	<b>See further PPE guidance</b>

<p><b>Staff Mental Health- Anxiety and Stress- employees with potential stress/ anxiety caused by COVID-10 Lockdown.</b></p> <p><b>Student Mental Health &amp; wellbeing- students with potential stress / anxiety caused by COVID-10 lockdown.</b></p>	<p>Staff – anxiety and stress</p> <p>Student-anxiety, stress or low mood.</p>	<ul style="list-style-type: none"> <li>• Used PPE is disposed of properly using bins provided around school. Staff and students are told not to use recycling bins for the disposing of PPE.</li> <li>• All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second bag and stored in a suitable and secure place, marked for storage for 72 hours.</li> <li>• Following this period, it is put in a communal waste area.</li> <li>• All staff completed ‘PPE putting on &amp; taking off’ training</li> <li>• School has/does not have pupils requiring medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the care giver. These are known as aerosol generating procedures (AGPs). Staff performing AGPs follow PHE’s <a href="#">personal protective equipment (PPE) guidance on aerosol generating procedures</a>, and wear the correct PPE.</li> <li>• EAP available for staff as required.</li> <li>• Review individual staff / pupil risk assessments and monitor</li> <li>• Regular one to ones with staff</li> <li>• Reasonable adjustments if required.</li> <li>• Staff are vigilant in discerning student mental health and reporting any concerns to the pastoral care leader.</li> <li>• See <a href="#">wellbeing for Education Return</a> programme.</li> <li>• Schools has a well- developed pastoral care system which has continue to keep track of any vulnerable/ anxious students throughout the lockdown period and offered necessary support to the students and family alike. Counselling is available both through school and other agencies and on-line contacts</li> </ul>	<p>3x2=6</p> <p>3x2=6</p> <p>3 x 2=6</p>	<p>School has detailed staff well-being policy in place, which includes buddies, one-to-one, counselling, individual RAs.</p> <p>Well -developed student strategies in place.</p>
<p><b>First aid provision – risk of school unable to provide First aid in the event of an emergency.</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE guidance.</li> <li>• <b><u>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus symptoms.</u></b></li> </ul>	<p>3X2=6</p>	<p><b>Eye Protection &amp; Masks</b> <i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can</i></p>

		<ul style="list-style-type: none"> <li>• <b>If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning:</b> <ol style="list-style-type: none"> <li>1. A fluid-repellent surgical mask</li> <li>2. Disposable gloves</li> <li>3. Apron or other suitable covering</li> <li>4. Eye protection e.g. face shield should be worn if there are risks to exposure of blood and bodily fluids</li> </ol> </li> <li>• All staff to have completed PPE putting off and taking on training.</li> </ul> <p><b>After delivering any first aid</b></p> <ul style="list-style-type: none"> <li>• Ensure staff safely discard disposable items and clean reusable ones thoroughly.</li> <li>• Wash their hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.</li> </ul> <p><b>First Aid provision with suspected symptoms of coronavirus:</b></p> <ul style="list-style-type: none"> <li>• Where possible the first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2m separation i.e. can casually help themselves, run wound under water, apply plaster.</li> </ul> <p><b>CPR guidance</b></p> <ul style="list-style-type: none"> <li>• Before starting CPR, to minimise transmission risk, use a cloth or towel to cover patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation.</li> <li>• Only deliver CPR by chest compressions and use a defibrillator (if available)- don’t do rescue breaths <b><u>(see specific guidance from the Resuscitation Council UK)</u></b></li> </ul>		<i>be worn on a sessional basis.</i>
<b>Remote Learning</b>	Staff, students, parents – experience harm or abuse, e.g. emotional harm	<ul style="list-style-type: none"> <li>• School follows <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a>, , as well as statutory guidance on online safety in Annex C of <a href="#">keeping children safe in education</a>.</li> <li>• While attendance is mandatory, remote learning is provided for students who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such students not</li> </ul>	2X2=4	Remote learning procedures/ plans in place.

<p><b>New Uniform</b></p>	<p>Students-thermal discomfort due to increased ventilation</p>	<p>physically unwell are given access to remote education as soon as reasonable possible.</p> <ul style="list-style-type: none"> <li>Secondary schools only during the week of 8<sup>th</sup> March, students who remain at home are provided with remote access.</li> <li>The Board of Trustees decides if full uniform is required.</li> <li>Expectations of uniform are communicated to students and parents / carers.</li> <li>To mitigate thermal discomfort caused by increased ventilation, students are able to wear additional, suitable indoor items of clothing in addition to their usual uniform- where this occurs, no additional financial pressure is placed on parents.</li> </ul>	<p>2x2=4</p>	<p>This information has been communicated to parents/ students.</p>
<p><b>Working at height - risk of falling from height</b></p>	<p>Staff, students, parents, visitors – injuries from minor to &gt;7 day</p>	<ul style="list-style-type: none"> <li>SPIE staff should have checked all ladders on site.</li> <li>If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table.</li> <li>Check all ladders and step ladders on site prior to use. Record in the site ladder register</li> </ul>	<p>2X2=4</p>	<p>Safe use of ladders toolbox talk- available on website Ladders not used by school staff</p>
<p><b>Display screen self-assessment – risk of injury due to adopting awkward postures for long periods</b></p>	<p>Staff, students, parents, visitors – risk of musculoskeletal injuries , RSI etc.</p>	<ul style="list-style-type: none"> <li>Any staff who have not been in school for some time, should carry out the Display Screen Self-Assessment on return to school.</li> <li>Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual.</li> <li>If some staff are still home-working check with them that there are no issues with their set-up at home- see RA COVID -19 working from home.</li> </ul>	<p>2X2=4</p>	
<p><b>Lone working- risk of accident, injury or emergency</b></p>	<p>Staff working from home – injury and ill-health</p>	<ul style="list-style-type: none"> <li>Carry out a risk assessment for staff who remain working from home following guidance</li> <li>See RA 028 Working from home COVID 19</li> </ul>	<p>2X2=4</p>	
<p><b>Kitchens - risk of transmission of Coronavirus (COVID 19)</b></p>	<p>Staff, students, parents, visitors everyone - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>Kitchen follows: <a href="#">guidance for food businesses on coronavirus (COVID-19)</a></li> <li>The school’s kitchen is fully open and all servicing and maintenance of equipment is up-to-date.</li> </ul>	<p>3X2=6</p>	<p>This is the responsibility of Chartwells</p>

<b>Manual handling – risk of staff injured by moving and handling heavy items</b>	Staff, students, parents, visitors – musculoskeletal injuries, back pain, strains, pulled muscles	<ul style="list-style-type: none"> <li>• Staff have been reminded to avoid manual handling where possible and to take care when moving and handling equipment back to its normal areas/location</li> </ul>	2X2=4	Manual Handling Toolbox talk available on website
<b>Security – Opening and locking up procedures</b>	Staff, students, parents, visitors – physical or verbal abuse	<ul style="list-style-type: none"> <li>• Adequate numbers of key holders familiar with how to open/lock up. Set and re-set the alarm</li> <li>• Secure reception</li> <li>• Keys easily accessible to unlock school gates in the event of evacuation away from the premises.</li> </ul>	2X2 =6	SPIE
<b>Heating/Boilers failure of equipment leading to loss of heating</b>	Staff, students, parents, visitors- lack of heating , becoming unwell, cold	<ul style="list-style-type: none"> <li>• Boilers and heating systems been serviced through lock down as required</li> </ul>	2X2=6	SPIE
<b>Emergency plan</b>	Staff, students, parents, visitors – unable to respond to an emergency on site -possible injuries, panic, stress	<ul style="list-style-type: none"> <li>• Review the school emergency plan to cover COVID 19 issues</li> <li>• Contingency plans for an outbreak are in place</li> <li>• The school has a contingency plan if restrictions need to be implemented due to coronavirus</li> <li>• Shared with staff and relevant parties e.g. Governors</li> <li>• Remote education plans are in place for individuals or groups of self-isolating pupils. See <a href="#">remote education support</a>.</li> </ul>	3X2=6	Regularly reviewed by SLT and Governors  Plans tested during last lockdown.
<b>Out of school provision /Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (COVID 19)</b>	Staff, students, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• The school works to resume all before-and-after educational activities for all students, where this provision is necessary to support parents to work, attend education and access medical care and to support student’s wider education and training.</li> <li>• Parents are advised of the provision available and that they should limit the use of multiple out-of-school setting providers where appropriate.</li> <li>• Schools that hire out their premises for use by external wraparound care providers, the Head Teacher ensures that external providers of wraparound care who use the school premises have considered the</li> </ul>	3X2=6	Lettings - to be reviewed from 12 <sup>th</sup> April 2021

<p><b>School Private Lettings- increased risk of contracting coronavirus (COVID-19)</b></p>		<p>relevant government guidance for their sector and have put in place the appropriate protective measures.</p> <ul style="list-style-type: none"> <li>• The school has requested new risk assessments from all parties dealing with these measures.</li> <li>• School will work closely with our external wraparound providers to ensure as far as possible, children can be kept in consistent groups with other children from the same bubble they are in during the day.</li> <li>• The school has assessed the impact of all third- party on-site clubs, sports activities.</li> <li>• Schools will consult the guidance produced for providers who run, <u>after-school clubs, tuition and other out-of-school provision for children</u></li> <li>• School may open up or hire out school premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities, that offer provision for students of critical workers / and or vulnerable children. School will work with providers to consider how they can operate with their wider protective measures and should also have regard to any other relevant government guidance. See working safely during coronavirus (COVID-19) for providers of grassroots sports.</li> </ul>		<p>No school currently has no wraparound care providers in place.</p>
<p><b>Physical activity in school - risk of transmission of Coronavirus (COVID 19).</b></p>	<p>Staff, students, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• Students are kept in consistent groups,</li> <li>• sports equipment thoroughly cleaned between each use by different individual groups.</li> <li>• PE lessons can now be held indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls</li> <li>• Outdoor sports should be prioritised where possible, and large indoor spaces –Sports Hall &amp; Gymnasium used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible)</li> <li>• Social distancing between pupils is maximised</li> <li>• Staff &amp; students reminded to pay scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</li> </ul>	<p>3X2=6</p>	

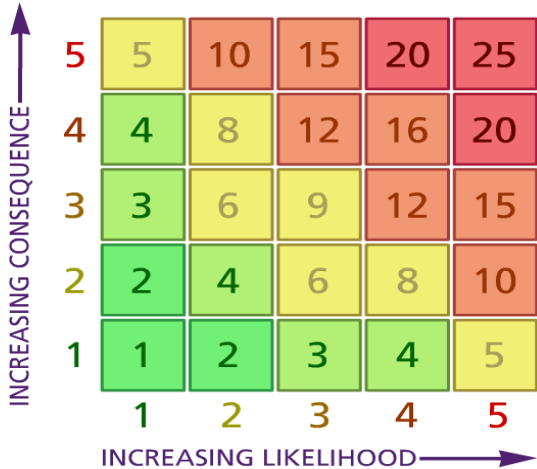
		<ul style="list-style-type: none"> <li>• If school uses any external facilities it will risk assess this and use in line with government guidance for the use of and travel to and from, those facilities</li> <li>• School will work with third party organisations for curricular and extra-curricular activities only if satisfied that this is safe to do so.</li> <li>• School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that it is safe to do so.</li> <li>• Risk assessments will be requested from all sports providers to ensure all activities are in line with measures adopted by school to reduce the risk of transmission</li> <li>• School can use external facilities in line with government guidance for the use of, and travel to and from, those facilities.</li> </ul>		
<b>New Curriculum- Music, Drama and Performing Arts</b>	Staff, students, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• The Head of Music ensures that staff and students are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission.</li> <li>• The Head of Music conducts a Music Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise risk of coronavirus transmission, e.g. cleaning musical instruments after use (see RA 023 Music –COVID 19)</li> <li>• The Head of Drama conducts a Drama Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. limiting the sizes of the groups.</li> <li>• The Head Teacher ensures a Dance Risk Assessment is conducted that ensures protective measures are in place to minimise the risk of coronavirus transmission, e.g. not allowing contact during dancing.</li> <li>• The school only permits team sports on the list in the Department for Digital, Culture, Media &amp; Sport's (DCMS) return to recreational team sport framework.</li> <li>• Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups.</li> <li>• Students are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups.</li> </ul>	3X2=6	All guidance followed

		<ul style="list-style-type: none"> <li>Outdoor sports are prioritised where possible.</li> </ul>		
<b>Educational visits – risk of Coronavirus (COVID 19) whilst on visit</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>No educational visits are planned or take place at this time.</li> </ul>	0x0-0	No trips and visits currently being undertaken at Hilbre
<b>Visitors to school-</b> working across multiple ‘bubbles’ and schools e.g. speech and language therapists, OT’s social workers- risk of spread of infection between ‘bubbles’ and schools.	Staff, students, visitors, members of the public by increased risk of catching COVID 19 from visitor entering existing bubble and cross-contamination of ‘bubbles’	<ul style="list-style-type: none"> <li>Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection</a></li> <li>Visitors made aware of all measures in place in school to reduce risk of spread of virus.</li> <li>Visitors told wash hands on arriving or use hand sanitiser located at entrance.</li> <li>Visitors will be required to use sanitiser before and after each different pupil session.</li> <li>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools following the above advice</li> <li>Students leave bubbles and wash hands or use sanitiser before and after their appointment / meeting</li> <li>Visitor has own PPE or PPE will be provided for each session</li> <li>2m social distancing rules in place</li> <li>PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask</li> <li>Room has ventilation – windows and door open whilst the room is occupied.</li> <li>Sanitiser in room</li> <li>Tissues in room and lidded bin emptied after each session.</li> <li>Disinfecting kit in room – insert local details e.g. trigger bottle of disinfectant, cloths, wipes</li> </ul>	3X2=6	Questionnaire completed by all visitors to site and sanitisation products available for use



		<ul style="list-style-type: none"> <li>• All hard surfaces wiped down before and after each separate appointment /meeting with pupils.</li> <li>• Any equipment brought into school must be able to be wiped down pre and post each pupil session.</li> <li>• Any school equipment used must be wiped down pre and post session.</li> <li>• Designated visitor toilet – <b>staff toilets by Reception</b></li> <li>• Visits arranged for outside of school hours, where possible</li> <li>• A record is kept of all visitors.</li> </ul>		
<b>Recruitment – risk of transmission of Coronavirus (COVID 19))</b>	Staff, students, parents, visitors everyone.	<ul style="list-style-type: none"> <li>• School will continue to recruit as usual bearing in mind the need to limit visitors to the site</li> <li>• Wherever possible, school will consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible, such as using video conferencing.</li> <li>• Where face-to-face meetings are arranged, school will make clear to candidates that they must adhere to the '<a href="#">system of controls</a>' that are in place.</li> <li>• School will send out details in advance of the controls that will be in place and the requirement face coverings for candidates where social distancing cannot be safely managed</li> <li>• School will write a risk assessment for any recruitment activities</li> </ul>	2X2=4	Safer Recruitment policies on place
<b>Challenging Behaviour – risk of verbal or Physical assault, risk of transmission of coronavirus (COVID-19)</b>	Staff, students, visitors- physical or verbal abuse, injury or stress	<p>The school's behaviour Policy sets out behaviour expectations for students and is updated in line with new rules and measures. Expectations are communicated clearly to staff, students, parents and carers.</p> <p>Students who are struggling to re-engage with school, are supported appropriately.</p> <p><b>A Challenging Behaviour Risk Assessment is carried out for identified students. (see RA003 Challenging Behaviour)</b></p>	2x3=6	Behaviour policy published on the website- individual RAs produced if required.

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Risk Rating	Action Required
17 - 25	<b>Unacceptable</b> – stop activity and make immediate improvements
10 – 16	<b>Tolerable</b> – but look to improve within specified timescale
5 – 9	<b>Adequate</b> – but look to improve at review
1 – 4	<b>Acceptable</b> – no further action but ensure controls are maintained

- Likelihood:**  
 5 – Very likely  
 4 – Likely  
 3 – Fairly likely  
 2 – Unlikely  
 1 – Very unlikely
- Consequence:**  
 5 – Catastrophic  
 4 – Major  
 3 – Moderate  
 2 – Minor  
 1 – Insignificant

(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.

**(5) ACTION PLAN**

Action required:	Responsible person	Completion date
LFT to be introduced- mass testing of staff and students from 8 <sup>th</sup> march 2021 -trained testing team of staff available	SLT	On-going

SLT to constantly review all Government and H&S guidance re COVID 19, review Whole School Risk Assessment accordingly and share with Trustees, staff, Unions, parents, carers, students.	SLT/JDO	On-going
Individual staff RAs issued and revised in accordance with changing guidance.	SLT/ JDO	Complete-on-going
Information on all staff medical conditions have been obtained and Shielding letters acknowledged and staff working from home accordingly.	SLT	Done & reviewed
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>	PLL / DFE	Complete
All visitors subject to a COVID-19 questionnaire before entry onto site and face coverings must be worn	Office Staff	
Wearing of face covering- All staff and Students must wear face coverings all around school except classrooms only.		On-going constant checks.
Hygiene products provided in every classroom and regularly topped up- On-going	SLT to check	On-going
Staff reminded on the need for social distancing in social areas i.e. staff room and in classrooms		
Installed wall mounted hand sanitiser units all around school to increase the facility for hand cleaning.	JDO / SPIE	Done On-going
To have hygiene/ sanitising products in each classroom and a lidded bin to dispose of tissues and hand towels etc.		On-going On-going
Additional orders placed for hygiene products to ensure constant supplies available- on-going		On-going
Additional cleaning staff will be on hand continually during the day to clean down surfaces, handles, desks, toilets and empty bins etc.		Done
Outdoor fitness equipment to be covered and secured for “not in use”		On-going
Staff will be briefed by SLT via zoom meetings and emails on social distancing, PPE, individual Risk Assessments, symptoms of illness etc.	JDO/Spie	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
	JDO /Spie	Done
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 /Spie SLT	Done
Screens purchased and installed in some offices and ICT classrooms to ensure social distancing	SLT	On-going

Teaching staff reminded to ensure room are set up correctly and desks 2 metres away from Teacher during lessons	SLT	On-going
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	JDO	
JDO to work with cleaning staff / Spie / Chartwells over staff numbers and duties in accordance with changing needs	SLT- Staff	Done
JDO discussed contractor visits to school - limited access and adherence to social distancing	SLT / Staff/ pastoral staff	done
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.	JDO /Spie	On-going
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.	SLT- RGN	On-going
Staff / student well-being- school will provide counselling / support for staff and students if required.	RGN /SLT	Reviewed
Staff briefed on use of work spaces- 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	On-going
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	JDO / SLT	On-going
Site maintenance - housekeeping, legionella tests, manual handling guidelines, security, heating, boilers maintained as per normal schedule by SPIE site staff.	SLT/ JDO/ Chartwells	On-going
Third Party school use- Lettings- Currently cancelled, will review from 8 <sup>th</sup> March 2021.	SLT	Done
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).	SPIE	
Student behaviour- advise parents / carers / students on expected levels of behaviour / adherence to rules and guidelines	SRO- Behaviour policy reviewed on published on the school website Assess need for individual Student RA	On-going

Action plan agreed with (signature)

J Doyle

Date 2/3/2021