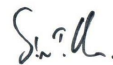


Guidance on completing this form is available in the Health & Safety Management Arrangements for Risk Assessment

<b>Location or address</b>	South Wirral High School	<b>Date assessment undertaken</b>	10th July 2020	<b>Assessment undertaken by</b>	Tom Moseley
<b>Activity or situation</b>	COVID-19 Risk Assessment	<b>Review date</b>	14th September 2020	<b>Signature</b>	 Simon Goodwin

The following risk assessment has been developed in consideration of guidance from the local authority, government guidance and Public Health England guidance.

Including but not limited to:

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Coronavirus \(COVID-19\): guidance for educational settings](#)
- [Coronavirus \(COVID-19\): Staying alert and safe \(Social Distancing\)](#)
- [Guidance for full opening: schools](#)

A compliance log will be maintained and reviewed at leadership meetings each week.

This risk assessment has been reviewed by the Local Authority, Trade Union representatives and Chair of Governors at South Wirral High School.

### Public Health Advice to Minimise Risks

PREVENTION MEASURES	SOUTH WIRRAL HIGH SCHOOL'S ACTIONS
1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>• <b>For students</b> <ul style="list-style-type: none"> <li>○ Rigid enforcement of new Home School Agreement</li> <li>○ All students greeted on entry</li> </ul> </li> </ul>

<p>symptoms, or who have someone in their household who does, do not attend school</p>	<ul style="list-style-type: none"> <li>○ Parents are reminded via email of expectations around attendance and symptoms.</li> <li>● <b>For staff</b> <ul style="list-style-type: none"> <li>○ Clear guidance from HR</li> </ul> </li> </ul> <p>Communicate the message to staff, pupils 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> <li>● If you're told by NHS Test and Trace that you've been in contact with a person with coronavirus</li> </ul> <p>If you have symptoms of coronavirus, you'll usually need to self-isolate for at least 7 days. If you live with someone who has symptoms, you'll usually need to self-isolate for 14 days. If someone in your support bubble has symptoms, you'll usually need to self-isolate for 14 days. <a href="#">Ref: stay at home: guidance for households with possible or confirmed coronavirus (COVID-19 infection)</a></p> <p><b><i>This has already been successfully tested with year 10, 12 and key workers</i></b></p>
<p>2) clean hands thoroughly more often than usual</p>	<ul style="list-style-type: none"> <li>● Infra-red sanitizer dispensers at every entry point</li> <li>● Sanitizer containing minimum 60% alcohol in all classrooms to be used by all students on entry and exit</li> <li>● Non compliance will be logged on SIMS and followed up with parents</li> <li>● Guidance around effective handwashing and use of sanitiser around school.</li> </ul> <p><b><i>This has already been successfully tested with year 10, 12 and key workers</i></b></p>
<p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<ul style="list-style-type: none"> <li>● Lidded-bins in all classrooms and offices</li> <li>● Posters on display on every corridor and in toilets</li> <li>● Staff on duty at toilets to promote good hygiene. Inspected hourly by Compliance Officer.</li> <li>● Basket of PPE in every classroom and office</li> </ul> <p><b><i>This has already been successfully tested with year 10, 12 and key workers</i></b></p>
<p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<ul style="list-style-type: none"> <li>● Cleaners will be on site all day, cleaning frequently touched surfaces.</li> </ul> <p><b><i>This has already been successfully tested with year 10, 12 and key workers</i></b></p> <ul style="list-style-type: none"> <li>● An extra pair of changing rooms (S18 and S19) will be set up to enable rooms to be cleaned after every use</li> <li>● Each practical subject will have completed its own risk assessment</li> <li>● Key principle - all equipment must be cleaned before use</li> </ul>
<p>5) minimise contact between individuals and maintain social distancing wherever possible</p>	<ul style="list-style-type: none"> <li>● Buses arrive 8.20. Supervised area for students to wait.</li> <li>● 3 staggered starts 8:30, 8:45, 9:00am, 3 staggered lunches, 3 staggered exits 2.45, 3, 3.15</li> <li>● Year group bubbles maintained in Canteen and Hall, identified zones for year groups at lunchtime.</li> </ul>

	<ul style="list-style-type: none"> <li>● Year 7 and 8, Year 9 and 10, Year 11,12,13</li> <li>● Clockwise one way system around school, supervised at break, lunch and lesson changeover.</li> <li>● No assemblies to take place. Digital alternatives to be implemented where appropriate.</li> <li>● Lessons as normal, staff based in their own rooms, movement supervised on every corridor by leadership and pastoral support staff, only 2 teaching groups for each KS3 student where possible, extra movement time between lessons.</li> <li>● All students to face the front where possible</li> </ul>
6) where necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> <li>● PPE in every room, PPE for first aiders for use in “exceptional circumstances”</li> <li>● PPE available for BAME (Black, Asian and minority ethnic) staff and for anyone previously shielding</li> <li>● Individual interviews with BAME staff and anyone previously shielding to discuss any potential issues.</li> </ul>

RESPONSES TO ANY INFECTION	SOUTH WIRRAL HIGH SCHOOL’S ACTIONS
7) engage with the NHS Test and Trace process	<ul style="list-style-type: none"> <li>● School will follow “<a href="#">Actions for schools to take</a>” guidance issued by Wirral LA.</li> <li>● Staff must comply with the NHS Test and Trace process e.g. booking a test if they display symptoms, providing details of anyone they have been in close contact with if requested and to self isolate.</li> <li>● These procedures will be passed onto parents should any students display symptoms.</li> <li>● Home testing kits will be issued where appropriate.</li> <li>● Staff and students to inform school of the outcome of any tests.</li> <li>● School will work with the Test and Trace process in the event of positive cases at the school.</li> </ul>
8) manage confirmed cases of coronavirus (COVID-19) amongst the school community	<ul style="list-style-type: none"> <li>● School will follow “<a href="#">Actions for schools to take</a>” guidance issued by Wirral LA.</li> <li>● School will contact PHE North West health protection team to report any confirmed cases.</li> <li>● Any direct close contacts or proximity contacts will be asked to self isolate for 14 days and follow the NHS Test and Trace process.</li> <li>● Records of class groups will be maintained to aid with contact tracing.</li> <li>● Names of confirmed cases must not be shared publicly unless essential to protect others.</li> </ul>
9) contain any outbreak by following local health protection team advice	<ul style="list-style-type: none"> <li>● School will follow “<a href="#">Actions for schools to take</a>” guidance issued by Wirral LA.</li> <li>● School will contact PHE North West health protection team.</li> </ul>

## Risk Assessment

ID	1) Hazard (See appendix 2 - H&S Management Arrangements for Risk Assessment)	2) Who can be harmed and how? (See appendix 2 -H&S Management Arrangements for Risk Assessment)	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc) (See appendix 3 in H&S Management Arrangements for Risk Assessment)	Risk Score Consequence X Likelihood	4) Any further action; This should be included in the action plan on overleaf
1	School reopening after lockdown	SWHS Staff SPIE and Chartwells Staff Students Visitors	<ul style="list-style-type: none"> <li>School has been deep cleaned and rooms will have been locked after deep clean before reopening.</li> <li>School reopening plan and risk assessment created following DfE and public health guidelines and LA guidance.</li> <li>Staff are competent and have been trained on the new procedures in place.</li> <li>School reopening plan in place and will be implemented as far as reasonably practicable.</li> </ul>	4 x 1 = 4	
2	Inadequate building management and routine inspections	SWHS Staff SPIE and Chartwells Staff Students Visitors	<ul style="list-style-type: none"> <li>Regular checks/controls have continued to be carried out by SPIE such as alarm testing and legionella tests.</li> <li>PPM (Planned Preventative Maintenance) tasks are completed on time</li> <li>All contractors visiting site to complete induction with caretakers.</li> </ul>	4 x 1 = 4	
3	Stopping the spread of the virus	SWHS Staff SPIE and Chartwells Staff Students	<p>Communicate the message to staff, pupils 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> <li>If you're told by NHS Test and Trace that you've been in contact with a person with coronavirus</li> </ul> <p>If you have symptoms of coronavirus, you'll usually need to self-isolate for at least 7 days. If you live with someone who has symptoms, you'll usually need to self-isolate for 14 days. If someone in your support bubble has symptoms, you'll usually need to self-isolate for 14 days. <a href="#">Ref: stay at home: guidance for households with possible or confirmed coronavirus (COVID-19 infection)</a></p> <ul style="list-style-type: none"> <li>Parents informed via email and home school agreement to keep their children off school if any of the above apply.</li> </ul>	4 x 2 = 8	

			<ul style="list-style-type: none"> <li>● Infrared contactless sanitisers available at every entry point.</li> <li>● Keep the classroom door and windows open if possible, for air flow.</li> <li>● No use of air conditioning and controls removed or covered.</li> <li>● Students advised to bring in their own bottled water.</li> <li>● Provision of hand washing supplies such as hand wash, sanitiser etc is available in each room and regularly monitored to ensure supplies are always available.</li> <li>● Lidded bins in every room.</li> <li>● PPE packs in every room and with every first aider.</li> <li>● Compliance officer to make regular checks of supplies, markers and signage before students enter every day. Some checks will be delegated to faculty progress leads and the operations manager / school business manager.</li> <li>● Classroom desks will be wiped down after every lesson.</li> <li>● Hand washing at the start of every lesson.</li> <li>● Hourly toilet checks.</li> <li>● No singing, no wind instruments for class use in music lessons.</li> <li>● Whistles can only be used outside, not indoors.</li> </ul>		
4	Lack of social distancing on arrival and departure from school	SWHS Staff SPIE and Chartwells Staff Students Visitors	<ul style="list-style-type: none"> <li>● Clear signage outside the school for social distancing.</li> <li>● Staggered arrival and departure times implemented: <ul style="list-style-type: none"> <li>○ Year 7 <ul style="list-style-type: none"> <li>■ Arrival 8:30am - Student entrance</li> <li>■ Departure - 2:45pm</li> </ul> </li> <li>○ Year 8 <ul style="list-style-type: none"> <li>■ Arrival 8:30am - J Block Gates</li> <li>■ Departure - 2:45pm</li> </ul> </li> <li>○ Year 9 <ul style="list-style-type: none"> <li>■ Arrival 8:45am - J Block Gates</li> <li>■ Departure - 3:00pm</li> </ul> </li> <li>○ Year 10 <ul style="list-style-type: none"> <li>■ Arrival 8:45am - P Block Gates</li> <li>■ Departure - 3:00pm</li> </ul> </li> <li>○ Year 11 <ul style="list-style-type: none"> <li>■ Arrival 9:00am - Student entrance</li> <li>■ Departure - 3:15pm</li> </ul> </li> <li>○ VI Form <ul style="list-style-type: none"> <li>■ Arrival 9:00am - Main entrance</li> <li>■ Departure - 3:15pm</li> </ul> </li> </ul> </li> <li>● Staff on each entrance ensuring social distancing guidelines are adhered to and effective hand washing takes place.</li> <li>● Display entrance signs and social distancing markers / reminders.</li> <li>● Phased return for students:</li> </ul>	4 x 2 = 8	

			<ul style="list-style-type: none"> <li>○ Wednesday 2nd Sept - Year 7 only</li> <li>○ Thursday 3rd Sept - Year 7, 9 and 11</li> <li>○ Friday 4th Sept - Year 8,10 and Sixth Form</li> </ul> <ul style="list-style-type: none"> <li>● Staff can enter the school via their usual entrances, ensuring hand washing on entry.</li> <li>● One way systems in place around the school. On their first day back students will be guided around the one way system in groups of no more than 15.</li> <li>● Year groups will have designated entrances.</li> </ul>		
5	Lack of social distancing on Transport - Getting to and from school	SWHS Staff SPIE and Chartwells Staff Students Visitors Transport providers	<p><b>Public Transport</b></p> <ul style="list-style-type: none"> <li>● Students and staff are encouraged to walk, cycle or use their own transport.</li> <li>● Staff not to travel to work via public transport unless social distancing can be achieved and a face covering is worn.</li> <li>● Taxi providers are required to follow GOV.UK advice regarding COVID-19 hygiene practices and schools to request taxis drive with windows open, with children safely seated in rear passenger seats.</li> <li>● If public transport is to be used, government guidance should be followed and a face covering worn.</li> <li>● Families using public transport should refer to <a href="#">Safer travel guidance for passengers</a></li> </ul> <p><b>Dedicated school transport (School buses)</b></p> <ul style="list-style-type: none"> <li>● School buses will run to and from school arriving between 8:20-8:30am in the morning and departing at 3:15pm.</li> <li>● Students should follow governmental advice and wear a face covering on the school bus. This should then be disposed of on entry to school or for reusable masks be stored in a plastic bag during the day.</li> <li>● Only authorised staff should transport students in personal vehicles. Guidelines for public transport should be adhered to. School mini buses to be driven by approved drivers following transport risk assessments and pre-journey checks, with suitable staff: pupil ratios.</li> <li>● Minibuses to have hand sanitisers and wipes available if used. Children and staff to be spaced apart where possible and windows to be open for ventilation.</li> </ul>	3 x 2 = 6	
6	Lack of social distancing at lunch / break times	SWHS Staff SPIE and Chartwells Staff Students Visitors	<ul style="list-style-type: none"> <li>● Clear signage in use around the school for social distancing.</li> <li>● One way site map shared with staff and students.</li> <li>● Lunchtimes will be staggered in three sessions: <ul style="list-style-type: none"> <li>○ Y7 &amp; Y8 - 12:15 - 12:45pm</li> <li>○ Y9 &amp; Y10 - 12:45 - 1:15pm</li> <li>○ Y11 &amp; VI Form - 1:15 - 1:45pm</li> </ul> </li> </ul>	4 x 2 = 8	

			<ul style="list-style-type: none"> <li>• Year groups will be kept separate in the canteen area.</li> <li>• Washing of hands is encouraged before eating. Sanitiser available in the canteen.</li> <li>• Breaks take place in different areas within the school for each year group. <ul style="list-style-type: none"> <li>○ Y7 - Canteen</li> <li>○ Y8 - Main Hall</li> <li>○ Y9-VI Form - break in classroom then toilets and continue to the next lesson.</li> </ul> </li> <li>• Staff supervision of break times with a rigid duty rota to support full safety correlating with DfE and governmental guidelines.</li> <li>• Catering staff to follow Chartwells risk assessments and procedures.</li> <li>• Cones and markers used where necessary to separate year groups.</li> <li>• All students will be talked through the new school procedures and walked through the one way system on their first day in groups of no more than 15.</li> <li>• One way systems in place.</li> </ul>		
7	Lack of social distancing during classes/communal areas	SWHS Staff SPIE and Chartwells Staff Students	<ul style="list-style-type: none"> <li>• Registration groups will contain single year groups.</li> <li>• Clear signage in use around the school for social distancing.</li> <li>• Students kept in year group bubbles.</li> <li>• Classrooms have desks facing the front where practicable.</li> <li>• Teachers teach from the front of the room and avoid moving around the students' desks.</li> <li>• Social distancing markers in communal areas - tea/coffee areas, photocopiers, printers.</li> <li>• Reduce tasks involving touching lots of varied shared equipment such as crafts. Key principle - all equipment must be cleaned before use.</li> <li>• Lessons adjusted to bear in mind social distancing.</li> <li>• Numbers of staff limited in communal areas. Signage displayed advising of acceptable capacity.</li> <li>• One way systems in place.</li> <li>• Y7,8,9 will have one group for all written subjects where practicable.</li> <li>• Cashless catering will be implemented to prevent students needing to use the top up machines in school.</li> <li>• No assemblies to take place. Digital alternatives to be implemented where appropriate.</li> </ul>	4 x 2 = 8	
8	Lack of social distancing on corridors and at lesson changeover.	SWHS Staff SPIE and Chartwells Staff Students	<ul style="list-style-type: none"> <li>• 55 minute lessons allowing additional time for moving between lessons.</li> <li>• Enhanced duty rota to support students moving around the building.</li> <li>• One way system implemented.</li> </ul>	3 x 2 = 6	

			<ul style="list-style-type: none"> <li>• Clear signage around the school for the one way system and social distancing reminders.</li> <li>• Students will have a guided tour of the one way system on their first day in groups of 15 or less.</li> <li>• Staggered arrival, lunch and departure times.</li> <li>• No school bell, teachers will dismiss the class at an appropriate time.</li> <li>• Students will go straight into classrooms with no queuing on the corridors.</li> <li>• Each classroom will have a direction card on the door informing occupants which way to exit the room.</li> </ul>		
9	Lack of compliance with social distancing rules	Students	<ul style="list-style-type: none"> <li>• New home school agreement sent home outlining clear sanctions and school expectations. This will include a declaration of being symptom free. Students who do not comply will be isolated and sent home.</li> <li>• No confiscations of mobile phones.</li> <li>• Students cannot leave lessons unless they have a medical reason or to use a designated toilet.</li> <li>• Risk assessments on individuals (vulnerable/SEND/EHCP/IHCP) to be carried out where required.</li> </ul>	3 x 1 = 3	
10	Lack of safe distancing in staff areas.	SWHS Staff SPIE and Chartwells Staff Students	<ul style="list-style-type: none"> <li>• Reinforce expectations of social distancing behaviour amongst staff.</li> <li>• Spread out seating to ensure social distancing is maintained</li> <li>• Encourage staff to take fresh air at break times where possible.</li> <li>• Provision of hand washing supplies such as hand wash, sanitiser etc is available and regularly monitored to ensure supplies are always available.</li> <li>• Staff issued with guidance to emphasise new procedures.</li> <li>• Numbers of staff limited in communal areas. Signage displayed advising of acceptable capacity.</li> </ul>	3 x 1 = 3	
11	Social distancing not adhered to when using toilets and washing facilities	Students SWHS Staff SPIE and Chartwells Staff Visitors	<ul style="list-style-type: none"> <li>• Toilets supervised at break time and lunch time.</li> <li>• Toilets are checked throughout the day.</li> <li>• No more than 1 person in the toilets at any one time.</li> <li>• Social distancing markers to be used.</li> <li>• Limit the number of students leaving lessons to go to the toilet.</li> <li>• Unlock toilets so the students aren't sharing a key.</li> <li>• On breaks or intervals a duty system will be in place to support and promote social distancing safely.</li> <li>• All hand dryers have been decommissioned.</li> <li>• Soap and paper towels to be checked hourly.</li> </ul>	3 x 1 = 3	



12	Meetings, contractors and visitors spreading the virus	Students SWHS Staff SPIE and Chartwells Staff Visitors	<ul style="list-style-type: none"> <li>• By default meetings will be face to face, socially distanced. Where this presents any health issue the meetings should move to virtual. If staff wish to attend virtual attendance this will be provided.</li> <li>• Any requests for visitors must be made 48 hours in advance, and will take place at the discretion of the headteacher.</li> <li>• On site meetings to follow social distancing guidelines spacing using suitably sized meeting space with adequate ventilation.</li> <li>• All meetings to have hand sanitisers and wipes available.</li> <li>• If external visitors are attending the site they are to be collected from reception asap to avoid congestion.</li> <li>• If visitors develop symptoms whilst on site they should leave the site immediately and follow government advice on isolation.</li> <li>• Contractors are to follow SPIE's risk assessment and signing in procedures.</li> </ul>	3 x 1 = 3	
13	Inadequate cleaning of areas following displays of suspected COVID symptoms	Students SWHS Staff SPIE and Chartwells Staff Visitors	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Regular meetings with site management company SPIE for agreement on cleaning schedules.</li> <li>• SPIE risk assessment to be followed by cleaning staff.</li> <li>• The school is cleaned with appropriate cleaning chemicals every day.</li> <li>• All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> <li>○ Objects which are visibly contaminated with body fluids.</li> <li>○ All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</li> </ul> </li> <li>• If a student or staff member displays symptoms of Covid 19 they should be isolated in the Medical Room (IEU) before collection / being able to go home.</li> <li>• If they need to go to the bathroom they should use the toilet opposite the ground floor lift. The toilet should then be cleaned before use by anyone else.</li> <li>• Additional cleaning staff available throughout the day cleaning high use areas.</li> <li>• Headteacher / appropriate member of ELT should be informed of suspected cases immediately to allow them to organise cleaning of areas affected.</li> </ul>	4 x 2 = 8	
14	Unsafe disposal of PPE and face coverings.	Students SWHS Staff SPIE and Chartwells Staff Visitors	<ul style="list-style-type: none"> <li>• Used PPE and any disposable face coverings that staff, students or visitors arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> </ul>	3 x 2 = 6	

			<ul style="list-style-type: none"> <li>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</li> <li>To dispose of waste from people with symptoms of coronavirus (COVID-19), such as disposable cleaning cloths, tissues and PPE: <ul style="list-style-type: none"> <li>put it in a plastic rubbish bag and tie it when full</li> <li>place the plastic bag in a second bin bag and tie it</li> <li>stored in the medical room store room for storage for 72 hours</li> </ul> </li> <li>This waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.</li> <li>Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.</li> </ul>		
15	Fire risk if doors are wedged open.	SWHS Staff SPIE and Chartwells Staff Students	<ul style="list-style-type: none"> <li>Only classroom doors can be wedged open to encourage air flow and only if supervised. Staff members will close the doors once students and staff have left the room.</li> <li>No other fire doors to be wedged open.</li> <li>Doors should also be closed if there is an evacuation required.</li> <li>Fire risk assessment updated.</li> <li>Usual evacuation procedure followed with students using closest fire door to them and social distancing adhered to in lines.</li> </ul>	4 x 2 = 8	
16	Staff/Pupil displaying symptoms of having an Infectious Disease	Students SWHS Staff SPIE and Chartwells Staff Visitors	<ul style="list-style-type: none"> <li>The Head Teacher and/or ELT will be notified immediately.</li> <li>Staff or pupils displaying symptoms of Coronavirus will be sent home immediately.</li> <li>Where necessary Parents/Carers will be contacted to arrange for their child to be collected.</li> <li>Students will be isolated in the Medical Room (IEU).</li> <li>If they need the toilet they can use the toilet opposite the lift. These will be cleaned after use.</li> <li>Staff and pupils who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</li> <li>Enhanced deep clean of the affected rooms used to be carried out.</li> <li>When a child, young person or staff member develops symptoms compatible with covid-19, they should self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</li> </ul>	4 x 2 = 8	

			<ul style="list-style-type: none"> <li>● Potentially infected persons will be advised to visit <a href="https://www.nhs.uk/coronavirus">nhs.uk/coronavirus</a> or to ring 119 to book a test. It is crucial that they access a test within the first 3 days (5 at the most) of their first symptom.</li> <li>● When the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>● Where the child, young person or staff member tests positive, the rest of their “bubble” should be sent home and advised to self-isolate for 14 days.</li> <li>● Staff and Parents/Carers are asked to notify the school immediately if they develop symptoms outside of school.</li> <li>● A suspected coronavirus letter will be sent home with each child and parents/carers are asked to monitor the health of their child.</li> </ul>		
17	Administering first aid to a child or staff member not presenting symptoms of Covid-19	SWHS Staff SPIE and Chartwells Staff Students	<ul style="list-style-type: none"> <li>● Normal first aid processes apply. There is no requirement to wear additional PPE whilst treating a child or staff member who does not present symptoms of Covid-19.</li> <li>● There will be a first-aider on site at all times, equipped with PPE.</li> </ul>	2 x 1 = 3	
18	Administering first aid to a child or staff member presenting symptoms of Covid-19	SWHS Staff SPIE and Chartwells Staff Students Visitors	<ul style="list-style-type: none"> <li>● Staff to follow school issued guidelines as per DfE and government guidelines.</li> <li>● Students displaying symptoms to be moved to the Medical Room (IEU) to isolate and parents called immediately to collect the student.</li> <li>● Staff to follow the “<a href="#">Administering First Aid during the Covid 19 Pandemic</a>” procedure.</li> <li>● Should a student require immediate first aid whilst in isolation on site, first aid trained staff should put on PPE (disposable plastic apron, disposable gloves, fluid resistant (IIR) surgical mask, Eye protection) before entering the room to administer first aid.</li> <li>● Staff must follow the PHE process for putting on and taking off and disposing of PPE as identified in the <a href="#">PPE Guidance document</a>.</li> <li>● Staff must wash hands thoroughly after contact.</li> <li>● School to notify SPIE of suspected cases so appropriate cleaning of the setting can take place.</li> <li>● All staff and students in close contact with the suspected case are asked to follow the advice of their GP/PHE and should self-isolate for 7 to 14 days.</li> <li>● There will be a first-aider on site at all times, equipped with PPE.</li> <li>● Infected persons will be advised to visit <a href="https://www.nhs.uk/coronavirus">nhs.uk/coronavirus</a> or to ring 119 to book a test. It is crucial that they access a test within the first 3 days (5 at the most) of their first symptom.</li> </ul>	3 x 2 = 6	

19	Risk of transmitting virus to family being visited or staff members contracting the virus.	SWHS Staff SPIE and Chartwells Staff Students Student's family	<ul style="list-style-type: none"> <li>• Where possible meetings are carried out over the phone, video call, email or letter.</li> <li>• If the visit is not urgent it should be postponed.</li> <li>• Maintain social distancing from family where possible.</li> <li>• Clean hands with sanitiser gel before visit and after visit. Wash hands regularly.</li> <li>• Open windows where possible to increase ventilation.</li> <li>• Avoid touching your face with your hands.</li> <li>• If someone at the home shows symptoms of Covid-19, leave the setting and report to your line manager.</li> <li>• Do not use public transport to get to the visit.</li> </ul>	4 x 1 = 4	
20	Vulnerable students and staff contracting covid 19	SWHS Staff SPIE and Chartwells Staff	<ul style="list-style-type: none"> <li>• Individual risk assessments completed for staff who were shielding.</li> <li>• Government guidance followed regarding whether vulnerable staff/students should attend site or work from home.</li> </ul>	4 x 2 = 8	
21	Increased risk of Black, Asian & Minority Ethnic staff/students having a serious reaction to Covid-19 infection	SWHS Staff SPIE and Chartwells Staff Students	<ul style="list-style-type: none"> <li>• Individual risk assessments completed for individuals and decisions made as to whether it is safe for them to be in school.</li> <li>• Adherence to existing social distancing and cleaning routines.</li> <li>• Follow guidance set by the BAMEEd Network.</li> </ul>	4 x 2 = 8	
22	Staff or student confirmed of having covid 19	SWHS Staff SPIE and Chartwells Staff Students	<ul style="list-style-type: none"> <li>• Staff and Parents/Carers are asked to notify the school immediately.</li> <li>• The school will contact Public Health England and Compliance as soon as a member of staff or pupil has tested positive.</li> <li>• The school will follow Public Health England's advice.</li> <li>• Staff who have caught the infection will refrain from attending school and should self-isolate for 7 to 14 days.</li> <li>• Parents/Carers are asked to keep their child off school and to isolate for 7 to 14 days.</li> <li>• Staff and Parents are asked to follow the advice of their GP and/or Public Health England.</li> <li>• The infected person must be tested before being allowed to return to work/school.</li> <li>• Infected persons will be advised to visit <a href="https://www.nhs.uk/coronavirus">nhs.uk/coronavirus</a> or to ring 119 to book a test. It is crucial that they access a test within the first 3 days (5 at the most) of their first symptom.</li> <li>• School should be informed of the outcome of the test regardless.</li> </ul>	4 x 2 = 8	
23	Inadequate staffing levels	SWHS Staff SPIE and Chartwells Staff Students	<ul style="list-style-type: none"> <li>• Usual staff absence procedure to be followed.</li> <li>• Cover to be arranged reserves in place daily.</li> <li>• Supply cover to be used where necessary. Full training on the school's risk assessment and procedures to be provided.</li> <li>• Head or Deputy on site everyday checking on compliance.</li> </ul>	4 x 1 = 4	

			<ul style="list-style-type: none"> <li>• DSL or level 3 trained person on site every day</li> <li>• SENCO or ASENCO or AH on site every day</li> <li>• If adequate staffing levels cannot be achieved there will be the need to close the school until this can be rectified.</li> </ul>		
24	Risk of transmission through contact with school resources	SWHS Staff SPIE and Chartwells Staff Students	<ul style="list-style-type: none"> <li>• Students will use their own resources which are not shared with other students e.g. pens, pencils, rulers.</li> <li>• Stationary packs created and available to give to students where sharing equipment or resources is not appropriate.</li> <li>• Books can be shared within bubbles.</li> <li>• Where possible do not take marking/schoolwork home to limit any potential contamination spread.</li> <li>• Teachers and staff should make sure they wash their hands and surfaces, before and after handling pupils' books.</li> <li>• Teachers will hand books out in lessons, sanitising their hands before and after.</li> <li>• Chromebook/laptop trolleys will not be in use.</li> <li>• Online homework used where possible.</li> </ul>	3 x 1 = 3	
25	Risk of transmission within offices	SWHS Staff SPIE and Chartwells Staff	<ul style="list-style-type: none"> <li>• Review of shared office spaces completed.</li> <li>• Where necessary, desks may be moved or staff moved on a temporary basis to a different desk (not shared).</li> <li>• Windows to be opened in the office to improve ventilation.</li> <li>• Resources within office spaces should not be shared examples include stationary, shared refreshment utilities and ICT resources.</li> <li>• School operations manager will check PPE and ventilation in offices.</li> </ul>	4 x 1 = 4	
26	Inadequate assessment of transmission risk between SEND pupils or pupils with physical disabilities and staff.	SWHS Staff SPIE and Chartwells Staff Students	<ul style="list-style-type: none"> <li>• Individual risk assessments to be carried out including those students with IHCP/EHCP/Social worker level involvement and students who may find it difficult to maintain social distancing appropriate behaviour.</li> <li>• Provision of PPE considered on a case by case basis.</li> <li>• Hand washing guidance to be followed before and after any physical contact.</li> <li>• <a href="#">Wirral Infection control advice</a></li> </ul>	2 x 3 = 6	
27	Stress, workload and mental health issues for staff	SWHS Staff SPIE and Chartwells Staff Students	<ul style="list-style-type: none"> <li>• All staff reminded of support available to them including counselling services.</li> <li>• Line managers to regularly keep in touch with their team.</li> <li>• Make time for all staff to talk to senior leaders about their personal situation.</li> <li>• Full consultation with staff on reopening plans.</li> </ul>	2 x 3 = 6	

			<ul style="list-style-type: none"> <li>• There are no changes to the directed time budget, other than to reduce the school day by 5 minutes.</li> <li>• There are no additional meetings.</li> <li>• During any additional time added to the school day as a result of a staggered start and end students will be supervised by ELT (8.30-8.40 and 3.05-3.15)</li> </ul>		
28	Vulnerable groups returning to school	SWHS Staff SPIE and Chartwells Staff Students	<ul style="list-style-type: none"> <li>• Individual risk assessment to be completed with the HR manager on return.</li> <li>• Appropriate actions implemented so far as is reasonably practicable.</li> <li>• Government guidance for those shielding is to shield until the 31st July.</li> </ul>	4 x 2 = 8	
29	Visitors to school to work with students such as councillors, music teachers etc.	SWHS Staff Students	<ul style="list-style-type: none"> <li>• Social distancing and hand hygiene should be observed by all visitors.</li> <li>• Faculty the visitor is linked to should explain the school's risk assessment and new procedures.</li> <li>• All visitors sign in on digital system in main office.</li> <li>• Where possible meetings can be carried out digitally.</li> <li>• All visitors should make an appointment before visiting school.</li> <li>• Visitors to bring only resources that are absolutely necessary for the purposes of the visit.</li> </ul>	3 x 1 = 3	
30	Contingency planning for outbreaks	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>• School has familiarised ourselves with public health guidance on what to do if a member of staff or pupil informs us that they have tested positive (or the test is inconclusive).</li> <li>• School will follow "<a href="#">Actions for schools to take</a>" guidance issued by Wirral LA. <ol style="list-style-type: none"> <li>1. Confirm that the individual must isolate for 7 days from symptom onset. After that, they can return to school if they feel better and as long as they have not had a fever without medication for 48 hours.</li> <li>2. If the individual (pupil or teacher) has been in attendance at the school in the period of 48 hours prior to symptom onset, the rest of their class ONLY should be sent home and advised to self-isolate for 14 days (and to book a test immediately if they develop symptoms). Household members of the wider class do not need to self-isolate unless the pupil/staff member they live with develops symptoms.</li> <li>3. Individuals testing positive will be contacted by the NHS Test and Trace team who will identify and communicate with any other contacts who need to take action.</li> </ol> </li> </ul>	4 x 2 = 8	

			<p>4. After confirmation of a positive test, the school will contact SPIE and arrange for cleaning of the setting as per <a href="#">guidance for cleaning non-healthcare settings</a></p> <ul style="list-style-type: none"> <li>• If more than ONE person tests positive, a suspected outbreak should be reported through the Wirral Outbreak Hub, who will advise the school on the most appropriate action to take.</li> <li>• For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).</li> <li>• More information can be found at section 5, planning for outbreaks within the guidance here: <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> </ul>		
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### Assessment of impact on staff workload and well-being

	Impact on workload and well being	Mitigation
<b>ELT</b>	Additional duty at lesson changeover	Paired with AHPL
<b>FPLs</b>	Virtual curriculum planning Planning for recovery curriculum Compliance Check every morning Possibility of additional behaviour issues to deal with	Time on INSET Day Time in lieu is offered at the end of term Additional Faculty Briefing opportunities LM to support with compliance check for Faculties spread over a large area eg Technology and Performance? Tom Bennett behaviour training for all staff Purchase of GCSEPod
<b>HPLs</b>	Additional behaviour and welfare caseload	No collective assemblies - pre-recorded videos Additional House Briefing opportunities Tom Bennett behaviour training for all staff

<b>AHPLs</b>	Additional duty at lesson changeover Disruption to routine at lunchtime - IEU Possibility of additional behaviour issues to deal with	Paired with AHPL Tom Bennett behaviour training for all staff
<b>Teachers</b>	Change to the school day at entry and exit, disruption to lunch routine. Additional duty at lunchtime For setted subjects, teaching in mixed ability being very different to what they are used to. Teachers teaching in more than one room - eg DAW will need to follow the one way system all the way around school to get from P7 to P1 between P1 and 2 or 4 and 5. Requirement to come to school to teach live lessons in the event of lockdown	The school day is 5 mins shorter Time in lieu is offered at the end of term.  Timetable rooming review to minimise this. Tom Bennett behaviour training for all staff Allow teachers to teach live lessons on google meet with the following safeguarding in place: all students to turn camera and microphone off and any student who doesn't comply would then be removed by the teacher. The whole lesson should be recorded which can then be saved centrally and students informed beforehand. In addition to the number of lessons specified in a lockdown plan could also create a two week lockdown timetable.
<b>TAs</b>	Additional duty at lunchtime, once per week	Time in lieu is offered at the end of term
<b>Other support staff</b>	Re-arrangement of offices for 2m distancing Some offices can become busy with colleagues dropping in for various reasons.	One person in at a time/one in, one out (or similar) restriction. Offices to be out of bounds to students?

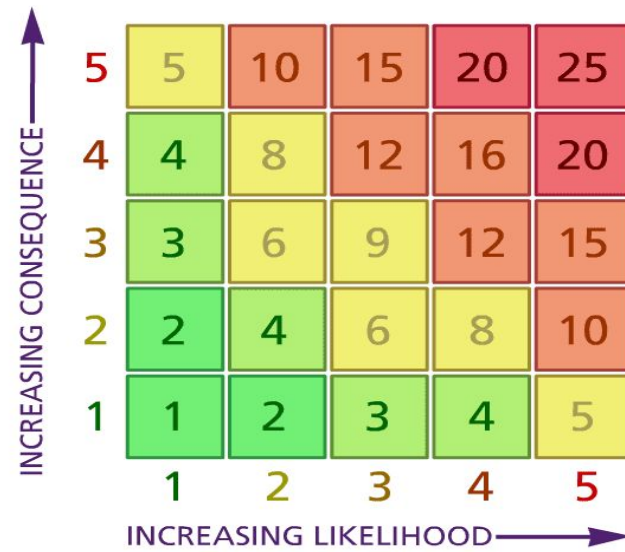


**Likelihood:**

- 5 – Very likely
- 4 – Likely
- 3 – Fairly likely
- 2 – Unlikely
- 1 – Very unlikely

**Consequence:**

- 5 – Catastrophic
- 4 – Major
- 3 – Moderate
- 2 – Minor
- 1 – Insignificant



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

## ACTION PLAN

Risk Assessment Action Plan					
	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1		Compliance log to be kept updated with any issues and reviewed at each ELT meeting.	Compliance officer	Weekly	
2					
3					
4					
5					
6					
7					
Please use this space to identify issues for which you may require council support:					

## Key contacts

	Link/Lead for schools
Risk Assessment/Health and Safety	Lorraine Adamson ( <a href="mailto:Lorraineadamson@wirral.gov.uk">Lorraineadamson@wirral.gov.uk</a> )
PPE	Anna Jones ( <a href="mailto:annajones@wirral.gov.uk">annajones@wirral.gov.uk</a> )
Workforce implications	Sue Blevins ( <a href="mailto:sueblevins@wirral.gov.uk">sueblevins@wirral.gov.uk</a> )

<b>Public Health/Infection Control considerations and guidance</b>	Jane Harvey ( <a href="mailto:janeharvey@wirral.gov.uk">janeharvey@wirral.gov.uk</a> )
<b>Asset Management considerations (buildings)</b>	Mike Woosey ( <a href="mailto:Mikewoosey@wirral.gov.uk">Mikewoosey@wirral.gov.uk</a> )
<b>Road Safety</b>	<a href="mailto:roadsafety@wirral.gov.uk">roadsafety@wirral.gov.uk</a>
<b>Communications Plan (workforce/Public)</b>	Sam Jenkins ( <a href="mailto:samjenkins@wirral.gov.uk">samjenkins@wirral.gov.uk</a> )
<b>Emotional support for pupils</b>	Health and schools Team