
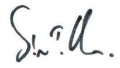


<b>Location or address</b>	South Wirral High School	<b>Date assessment undertaken</b>	29/11/2021	<b>Assessment undertaken by</b>	 Tom Moseley
<b>Activity or situation</b>	COVID-19 Risk Assessment	<b>Review date</b>	07/01/2022	<b>Signature</b>	 Simon Goodwin

**\*\*The school has reintroduced face coverings in communal areas and corridors. All assemblies will be virtual.\*\***

The DfE guidance explains the actions school leaders should take to reduce the risk of transmission of coronavirus (COVID-19) in their school. It includes advice from the Department of Health and Social Care (DHSC) and Public Health England (PHE).

**Guidance**

This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:

- The Health Protection (Notification) Regulations 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- **NEW** DfE (2021) 'Schools COVID-19 operational guidance' July 2021
- **UPDATED** DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
- DfE (2021) 'Face coverings in education'
- **UPDATED** 'Actions for out of school settings'

**Legislation and guidance**

- Health and Safety At Work Act etc. 1974
- Management of H&S at Work Regulations 1999

- Workplace (Health, Safety and Welfare) Regulations 1992
- DfE Actions for schools plus associated COVID 19 Guidance
- Public Health England Guidance

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

## Risk Assessment

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
<b>Failure to assess the risks of COVID 19 transmission in school.</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>● School has assessed the reasonably foreseeable risks of transmission of COVID 19.</li> <li>● The risk assessment is regularly reviewed as circumstances in school and the public health advice changes.</li> <li>● School monitors whether the controls in place are effective and working as intended.</li> </ul>	3 x 1 = 3	
<b>Failing to have adequate outbreak management plans to allow for stepping measures up and down.</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>● School has this risk assessment for following the latest guidance and an outbreak management plan - for reverting to control measures in place prior to Step 4 if required to by Public Health.</li> <li>● School has outbreak management plans outlining how to operate if there were an outbreak in the school or local area.</li> <li>● School will call the DfE helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of the outbreak management plan.</li> <li>● School will consult local Public Health Teams to contain any outbreak by following local health protection team advice below:</li> </ul>	3 x 1 = 3	

		<ul style="list-style-type: none"> <li>○ <b>Cheshire &amp; Merseyside PHE contact</b> 0344 225 0562</li> <li>○ <b>Wirral schools contact</b> Wirral LA covid helpline 0151 666 3600 email: <ul style="list-style-type: none"> <li>○ covidsschoolsupport@wirral.gov.uk</li> </ul> </li> <li>● School will follow measures recommended by the Local Authority, Director of Public Health and local PHE health protection teams (HPTs) as part of our outbreak management responsibilities.</li> <li>● From Wednesday 21st July, all MDS submissions will stop. From that point, Public Health and the Local Authority will be informed of any outbreaks via NHS T&amp;T.</li> </ul>		
<b>Failing to manage mixing and 'bubbles' after 19<sup>th</sup> July.</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>● School has outbreak management plans in place to reintroduce bubbles temporarily if it becomes necessary due to local outbreaks or increases in cases at the instruction of PHE Teams.</li> <li>● School has planned carefully following the latest DfE/PHE guidance and will follow all measures at a steady pace.</li> <li>● Assemblies will be virtual</li> <li>● A split lunch in two servings to minimise mixing. <ul style="list-style-type: none"> <li>○ 12-12:30 - Year 7, 8, 11</li> <li>○ 12:30-1pm - Year 9, 10, 12, 13</li> </ul> </li> <li>● Separate areas will be signposted on the playing fields for lunch and break times.</li> <li>● One way system in place around the school.</li> <li>● Staff do not need to work with only one group/bubble.</li> <li>● Staff meetings to be virtual by default</li> <li>● Staff rooms – staff requested to remain mindful of social distancing.</li> <li>● A decision will be taken when organising meetings as to whether it would be more appropriate to meet in person or online.</li> <li>● Factors under consideration will be: -the number of attendees <ul style="list-style-type: none"> <li>○ The number of different locations attendees are coming from</li> <li>○ whether resources in school are needed</li> </ul> </li> </ul>	3 x 2 = 6	

		<ul style="list-style-type: none"> <li>○ Parents meetings could be held online where possible</li> <li>● Where meetings are in school, participants will be well spaced out in a well-ventilated area wherever possible, with windows open (temperature and privacy will drive this decision)</li> </ul>		
<b>School failing to manage tracing close contacts and isolation after the 19<sup>th</sup> July.</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>● School will cease contact tracing at Step 4, 21st July,</li> <li>● Close contacts will be identified via NHS Test and Trace NB. Wirral Schools will provide 6 days cover for any 'mop-up' contact tracing from the date school closes as requested by Wirral PHE.</li> <li>● <b>From 16th August 2021</b>, staff that are double vaccinated &amp; students under the age of 18 years old will no longer be required to self-isolate if they are identified as a close contact of a positive case.</li> <li>● If NHS Test and Trace informs under 18's or double vaccinated staff they have been in close contact with a positive case, they will be advised to take a PCR test.</li> <li>● Anyone over 18 who hasn't been double vaccinated will be required to isolate for 10 days.</li> <li>● School will continue to work with the local director of Public Health &amp; local health protection teams in the case of a local outbreak and if the areas becomes an Enhanced Support Area.</li> </ul>	3 x 1 = 3	
<b>Face coverings</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>● Face coverings should be worn in communal areas by students, staff and visitors unless you are exempt.</li> <li>● Face visors or shields can be worn only after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</li> <li>● Face coverings are to be worn by students on school transport.</li> </ul>	2 x 2 = 4	
<b>School fails to ensure good hygiene standards in school to reduce risk of transmission.</b>	SWHS Staff SPIE and Chartwells Staff Students and families	<ul style="list-style-type: none"> <li>● <b>Hand hygiene</b> - School will continue to ensure that staff &amp; students clean their hands regularly with soap and water or</li> </ul>	3 x 2 = 6	

	Visitors	<p>hand sanitiser, including at the start of each day and entry to classrooms.</p> <ul style="list-style-type: none"> <li>● <b>Respiratory hygiene</b> - The 'catch it, bin it, kill it' approach continues to emphasised.</li> <li>● <b>Use of personal protective equipment (PPE)</b> is not required</li> </ul>		
<b>Failure to maintain appropriate cleaning regimes.</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>● School will maintain appropriate cleaning regimes, using standard products such as detergents.</li> <li>● Appropriate cleaning schedules are in place and include regular cleaning of areas and equipment</li> <li>● Regular use of antiseptic sprays in communal areas, classroom tables and door handles</li> <li>● See PHE guidance <a href="#">cleaning of non-healthcare settings.</a></li> <li>● Cleaners regularly check levels of sanitiser available across school.</li> </ul>	3 x 1 = 3	
<b>Unsafe disposal of PPE and face coverings (if required for those choosing to continue with face coverings)</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>● Used PPE and any disposable face coverings that staff, children, young people or other learners 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 guidance on cleaning for non-healthcare settings.</li> <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>○ put it in a suitable and secure place marked for storage for 72 hours</li> </ul> </li> </ul>	3 x 1 = 3	

		<ul style="list-style-type: none"> <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> </ul>		
<b>Failure to ensure all occupied spaces are well ventilated.</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>When school is in operation, it is well ventilated with comfortable teaching environments.</li> <li>There are no poorly ventilated spaces have been identified</li> <li>There are no immediate plans to hold events in school.</li> <li>School opens external windows, doors &amp; internal doors (where safe to do so). To increase ventilation.</li> <li>During colder weather, the need for increased ventilation while maintaining a comfortable temperature is balanced.</li> <li>Outside space will be used, where practical.</li> </ul>	3 x 6 = 6	
<b>Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors.</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>Fire risk assessment reviewed</li> <li>All staff updated on procedures e.g. only prop doors open whilst in the room. Remove wedges when leaving the room.</li> <li>Not permitted on corridor doors.</li> <li>In the event of a fire alarm all wedges should be removed on your way out.</li> </ul>	3 x 1 = 3	
<b>School fails to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>Students, staff follow public health advice on <a href="#">when to self-isolate and what to do</a>. &amp; do not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</li> <li>If a parent or carer insists on a pupil attending, school can refuse the pupil if it is necessary to protect other students and staff from possible infection with COVID-19.</li> <li>If anyone develops <a href="#">COVID-19 symptoms</a>, however mild, they are sent home and told to follow public health advice... <a href="#">PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</li> </ul>	3 x 1 = 3	

		<ul style="list-style-type: none"> <li>● They should be collected from school, not use public transport where possible.</li> <li>● Students awaiting collection are left in a well-ventilated room on their own if possible and safe to do so.</li> <li>● If close contact is required appropriate PPE is available &amp; used &amp; the room is cleaned afterwards.</li> </ul>		
<b>Inadequate testing for close contacts under 18</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>● Students and staff should take a single PCR test if they have symptoms.</li> <li>● Staff and students with a positive LFD test result should self-isolate in line with the stay-at-home guidance. They will also need to get a PCR test to check if they have COVID19. Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>● If there is a positive case of covid in a household the school strongly recommends daily testing for anyone attending school and can provide additional test kits.</li> <li>● Anyone who has been a close contact of the new variant Omicron should follow Test and Trace advice and isolate for 10 days regardless of vaccination status.</li> </ul>	3 x 2 = 6	
<b>Inadequate asymptomatic testing takes place</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>● School staff issued with home testing kits for use over the summer.</li> <li>● School staff will begin testing the Sunday before the beginning of term in September ie 29.08.21</li> <li>● Testing site set up in sports hall 2.</li> <li>● Students asked for consent to test in school on return and will have a LFT test completed before entering circulation in school - January 2022.</li> <li>● They will have a second test 3-5 days later at home.</li> </ul>	3 X 1 = 3	
<b>Confirmatory PCR tests failure to follow guidance.</b>	SWHS Staff SPIE and Chartwells Staff	<ul style="list-style-type: none"> <li>● Staff and children with a positive rapid lateral flow test result self-isolate in line with guidance</li> <li>● They will need to get a PCR test to check if they have COVID-19.</li> </ul>	3 x 1 = 3	

	Students and families Visitors	<ul style="list-style-type: none"> <li>• They must isolate whilst awaiting the PCR result.</li> <li>• If the PCR test is taken within 2 days of the positive rapid LFT, and is negative, it overrides the LFT and they can return to the setting, as long as the individual does not have COVID-19 symptoms.</li> </ul>		
<b>Inadequate planning of school trips, drama, music and sporting activity leading to increased risk of transmission.</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>• School trips, drama, music and sporting activity can take place but will be assessed on an individual basis.</li> <li>• <b>Sports provision</b> All sports provision, including competition between settings, is planned and delivered in line with <a href="#">guidance on grassroots sports for public and sport providers</a>, safe provision and facilities, and guidance from <a href="#">Sport England</a></li> <li>• From the start of the new school term the school will recommence trips and residential stays in Britain.</li> </ul> <p><i>Some activities, however, can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. In situations where there is a higher risk of catching or passing on COVID-19, schools should be particularly careful to follow the general guidance on keeping safe.</i></p> <p>See <a href="https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/coronavirus-how-to-stay-safe-and-help-prevent-the-spread">https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/coronavirus-how-to-stay-safe-and-help-prevent-the-spread</a></p>	3 x 1 = 3	
<b>Pregnant staff inadequate measures in place</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>• An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE &amp; RCOG.</li> <li>• Once pregnant staff reach 28 weeks they should work from home.</li> </ul>	3 x 1 = 3	



<b>CEV staff inadequate measures in place.</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>● <b>Clinically extremely vulnerable (CEV)</b> staff are no longer advised to shield but are encouraged to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</li> <li>● CEV currently attend their place of work if they cannot work from home.</li> <li>● An individual risk assessment must be in place for all CEV staff.</li> </ul>	4 x 1 = 4	
<b>CEV pupil's school has inadequate measures in place.</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>● All CEV students and students attend their setting unless they are one of the very small number of students under paediatric or other specialist care and their GP or clinician has advised them not to attend.</li> <li>● students and students who live with someone who is CEV continue to attend school as normal.</li> </ul> <p>See: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999741/SEND_update_guidance_Step_4.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999741/SEND_update_guidance_Step_4.pdf</a></p>	4 x 1 = 4	
<b>Risk of transmission through first aid procedures</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>● Children, young people or learners who require first aid should continue to receive care in the same way . No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</li> </ul> <p>After delivering any first aid</p> <ul style="list-style-type: none"> <li>● Ensure you safely discard disposable items and clean reusable ones thoroughly</li> <li>● Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible</li> </ul>	3 x 1 = 3	

<b>Extra-curricular activity - inadequate measures in place.</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>● Out-of-school settings can offer provision to all children</li> <li>● Where possible, activities will be organised outside; doors will remain open (temperature permitting)</li> <li>● Students will follow good hand washing procedures on entry to class/activity.</li> </ul>	3 x 1 = 3	
<b>Fire risk due to storage of large amounts of alcohol gel for sanitising hands on entry.</b>	SWHS Staff SPIE and Chartwells Staff Students and families Visitors	<ul style="list-style-type: none"> <li>● Alcohol gel will be stored in adherence with the safety data sheets.</li> <li>● Stored in a cool, dry location with no ignition sources near.</li> <li>● Oldest stock will be used first.</li> <li>● Safety data sheet displayed in storage location.</li> <li>● Bottles in classrooms should be kept out of direct sunlight.</li> </ul>	4 x 1 = 4	
<b>Risk of contamination during exams</b>	SWHS Staff Exam invigilators Students	<ul style="list-style-type: none"> <li>● Hand washing on entry to the exams room.</li> <li>● Students will use the same exam table for all their exams. Where this is not possible it will be cleaned between changeovers.</li> <li>● Student's phones to be handed in will be placed in a plastic pouch before being handed in.</li> <li>● Desks will be spaced 2m apart for social distancing and all desks face the same way.</li> <li>● Student's arriving early for exams will enter through the main gate near the student entrance under supervision and proceed straight to the sports hall.</li> <li>● Year 7 entry will be adjusted during this time to enter through the small gate near the student entrance.</li> <li>● Letter markers will be used to line students up in sports hall 1, with 2 meter distancing in use.</li> <li>● Invigilators have all been briefed on new risk assessment and provided with PPE.</li> </ul>	4 x 1 = 4	
<b>Visitors to schools such as tutors and peripatetic teachers</b>	SWHS Staff SPIE and Chartwells Staff Students Visitors	<ul style="list-style-type: none"> <li>● Visitors must sanitise hands on entry to school.</li> <li>● Disclaimer included on sign in system to ensure visitors confirm they are not symptomatic.</li> <li>● Regular visitors encouraged by the school to test regularly.</li> <li>● Visitors encouraged to make an appointment first.</li> <li>● Supply of face masks in reception if visitors want to wear them.</li> </ul>	3 x 1 = 3	

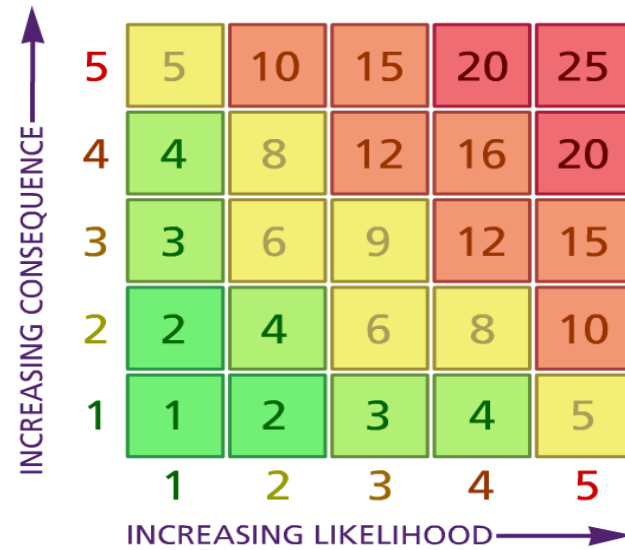
		<ul style="list-style-type: none"> <li>Encouraged to only bring resources they need,</li> </ul>		
<b>Risks associated with lateral flow testing being carried out.</b>	SWHS Staff SPIE and Chartwells Staff Students	<ul style="list-style-type: none"> <li>Please see separate risk assessment</li> <li><a href="https://docs.google.com/document/d/1XmRcKrr8A0tY9g_hwgn_so-ds23kx1woC26I6QZSHwk8/edit?usp=sharing">https://docs.google.com/document/d/1XmRcKrr8A0tY9g_hwgn_so-ds23kx1woC26I6QZSHwk8/edit?usp=sharing</a></li> </ul>	3 x 1 = 3	

**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					
2					
3					
4					
5					
6					
7					
<p>Please use this space to identify issues for which you may require council support:</p>					

## 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 students</b>	Health and schools Team