



When complete this form must be added to your generic assessment library or site specific file

Location Woodchurch High School		Date assessment 25.2.21	Assessment undertaken By Mr C Hall .	
Activity Full School Opening – Prevention of Coronavirus (Covid 19)		Review On going date	Signature C Hall	
(1) Hazard	(2) Who might be harmed and how?	(3) What controls exist to reduce risk?	Risk H/M/ L	(4) What action could you take to further reduce risk?

<p><u>Awareness of Policy and Procedure</u></p>	<p>Staff , Pupils , Visitors , Non-adherence to policy or current guidance, cause further injury or spread of the virus. Failure to comply with legislation, risk of litigation.</p>	<ul style="list-style-type: none"> ● Health and Safety Policy, First Aid Policy, Infection Control Guidance and Procedures in place and trained staff available. ● All staff have regard to all relevant guidance and legislation including, but not limited to, the following: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DofE and PHE (2020) 'COVID-19: guidance for educational settings' - And updated versions. ● The Risk Assessment is a live document and staff must be aware that they have a responsibility to dynamically assess any risks they encounter and actively take steps to reduce the risk, protect themselves and others. They are responsible for their own safety and must follow guidance given by their employer. ● Premises, Cleaning , Catering and Teaching and support Staff updated on current procedures and guidance. Reference given to Public Health England /Gov UK web pages. <ul style="list-style-type: none"> ● Risk Assessment distributed to staff. ● Continuing Updates on changes to procedures / safety measures. 	<p>Low</p>	<p>Full staff briefing on First day back by SLT and Health and Safety Officer. - Highlight changes to safety measures and procedures . E-mail communication 26/1/21</p> <p>Reminder Safety Matters E-mail.- Social Distancing – Hygiene – Procedures for suspected or confirmed Covid Cases. - On going and regular e-mails and notifications.</p>
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<p>(1) Hazard</p>	<p>(2) Who might be harmed and how?</p>	<p>(3) What controls exist to reduce risk?</p>	<p>Risk H/M/L</p>	<p>(4) What action could you take to further reduce risk?</p>
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Hygiene Standards

Staff, pupils, visitors
Poor hygiene e.g. not hand washing, or using sanitiser will spread the virus and cause infection. Not Cleaning surfaces or contact points e.g. door handles. Spread of virus by respiratory droplets.

- Staff are made aware of the school's infection control procedures in relation to coronavirus via **e-mail** and contact the school as soon as possible if they believe they may have been exposed to Coronavirus and confirm Test and Trace team contacted..
- Parents are made aware of the school's infection control procedures in relation to coronavirus via **e-mail** – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus /tested positive as guidance on isolation periods will be given.
- Pupils are made aware of the school's infection control procedures in relation to coronavirus via assembly, staff guidance and notices throughout the school and are informed that they must tell a member of staff if they feel unwell.
- Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, at regular intervals and before entering and leaving the school.
- Liquid soap and hand sanitiser are readily available.
- Where necessary pupils are supervised and supported by staff to maintain regular hygiene.
- Increased cleaning regime in place. additional cleaning during day.
- Limit use of shared resources – avoid where practical. Departments advised and cleaning / sanitising processes in place.
- Additional face masks available for staff / pupils that fail to bring them into school.
- Staff to continue to promote good hygiene and regular washing of hands with pupils.

2x3-6
Low

Reinforce Catch it , Bin It , Kill It and regular hand hygiene and maintaining 2m social distance where possible.

Additional Notice to Parents for March 21 return that Mask/Face coverings on corridors must be worn and this may apply to classrooms.

Class talks from Health and Safety Officer. Promote Catch it , Bin It , Kill it – On going.

Wearing of face coverings/masks on corridors and communal areas will be a **MUST** on return in March - All pupils and staff to be advised in advance.

Pupils and staff monitored regards compliance with infection control and social distancing all staff to enforce this. Increased emphasis on face mask compliance

Reminder to staff and pupils to attend school with face covering .

- Check classroom/ staff room stocks for sanitiser / tissues and request replacement.
- Sanitiser and tissues in all rooms. Catch It , Bin It , kill It signs displayed.
- Clean surfaces sneezed or coughed on.

Ill Health
Suspected case of Covid 19

Staff, Pupils and Visitors – Contracted Covid 19 whilst at School. Medical condition places person at higher risk if infected. Other staff or pupils infected through failing to comply with control measures and policy.

- Deep cleaning of premises can be completed by the premises and cleaning staff which follows national guidance and compliant with the Health and Safety Policy
- Additional specialist support will be used based on current advice from the HSE or Public Health England and will follow Local authority advice to schools.
- All staff and pupils advised not to attend school if displaying any of the Covid Symptoms or expanded list of Covid symptoms. All advised to obtain a PCR Covid test and only return if result is negative.
- Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately referred to the SLT and Health and Safety Officer. PHE and NHS advice to be followed.
- Staff act in line with PHE guidance and infection control procedures and ensure that any unwell pupils/staff are isolated from others, and are supervised at all times.(Nurse office to be used until pupil leaves school.)
- Areas used by unwell staff and pupils are appropriately cleaned once vacated. Including Nurse office and any toilets used.
- If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.
- Non-contact thermometer available to test temperature.

2x3-6
Low

E-mail with further guidance on additional symptoms list distributed to staff.

Ill Health

Spread of Infection

Staff, Pupils, Visitors
Poor hygiene and close contact with individuals. Infection spread via uncleaned surfaces or equipment. Spread by respiratory droplets in the air. Physical contact. Impact of asymptomatic cases.

- Any pupils attending school who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill. Further advised to obtain Covid PCR Test and inform school of result.
- Member of staff to remain with any unwell pupil at all times until collected by parent/guardian. Maintain a 2m distance and use PPE – Face mask, / gloves and eye protection as appropriate if 2m distance can not be maintained..
- Parents/Staff then advised to follow NHS advice - other household members including siblings must self isolate for 10 days.
- Staff and Pupils not to return to school until well and after the isolation period advised by PHE. (Currently 10 days from date of first symptoms) Must also contact Test and Trace team. Staff and pupils if they have consented will be asked to perform a LFT Covid test prior to returning to school.
- Parents to notify school if their child has impaired immune system or vulnerable to infection. – Must also follow GP and Government advice re Self isolation and remain at home. Specific children may be subject to individual Risk Assessment
- Additional needs and provisions for children who are vulnerable will be assessed by the Health and Safety Officer and implemented with the agreement of the Headteacher and liaison with the parents.
- Bodily fluids appropriately cleaned and materials used disposed of.

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2x2-4
Low

Notice in First Aid / Nurse Office for disposal requirements of PPE used in suspected cases. Double Bagging and 72 hr periods as appropriate.
Confirm with parents all positive test cases and that siblings are following PHE guidance and isolation periods – Testing / 10 day.

Spread of Infection

Rapid Testing in Schools

Virus spread through close contact or contamination during testing process.

- All staff expected to return to work in March – Shielding and isolation periods will be followed, those who are extremely clinically vulnerable will follow GP advice and if returning to school subject of individual risk assessment.
- All staff to monitor themselves and others and be aware of symptoms to watch for. Report any suspected case to the Headteacher and Health and Safety Officer.
- Staff reporting sick must do so in accordance with current Policy and if the sickness is Covid 19 (Tested Positive) must advise the school of such in order to comply with RIDDOR Regs (Control of Infectious Disease.)
- Asymptomatic Testing Station (ATS) in operation for staff and pupils. Regular testing of teachers and pupils reduces potential spread of infection from asymptomatic cases.
- Separate RA in place for testing station.
- Testing applies to all pupils and staff that have consented to the process. Results uploaded to NHS database and notifications sent via e-mail and text.
- Appropriate trained staff in place to facilitate testing.
- Clinical waste disposed of by contractor.
- IT systems in place for consent management and test recording.
- Separate building and designated rooms used for process. Testing station format

Low

List of extended symptoms circulated to staff.

Pupil and Staff Return for 8th March will involve 3 LFT Only . Home testing will then be introduced.

Additional communication to staff and parents on this process once full details known.

Timetable and notification to parents and staff to be communicated.

Poor Management of Infection

Staff, Pupils Visitors
Unnecessary visitors to school increase risk of infection and cannot be screened. Suspected cases not addressed and infection spreads. Inadequate cleaning system following suspected case in school. Planned return to school following infection and in accordance with government advice.

- and process in accordance with National ATS programme.
- Testing is voluntary all staff and pupils are encouraged to participate.
 - 3 LFT tests to be conducted for each pupil /staff member on return to school. Tests 3-5 days apart. Testing may begin for pupils/staff before 8th March who have not previously been tested.
 - Pupils and staff tested who are currently not within school will not enter the main building and will only attend the study centre – testing centre.
 - Phased testing and return of year groups will be introduced.
 - LFT Home testing will commence following initial 3 LFT tests at school ATS.
 - Staff and pupils will test at home twice per week.
 - Home testing kits and instructions to be distributed once received within school.
 - Consistent approach to management of any confirmed or suspected case and return of individual to school following PHE guidance. Early notification and consultation with LA Covid Support on potential outbreaks.
 - Parents must inform the school if their child has had Covid 19 and is returning to school in order that the correct isolation time following infection is followed.
 - If pupils have consented they will be asked to undertake a LFT Covid Test prior to returning to school. Same process applies to staff. Pupils will be able to test at home once home testing kits distributed. An on site

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Delivery expected 25 Feb – 2nd March Parent mail and staff E-mail to advise when ready for collection/distribution arrangements. Storage as per ATS kits.

Guidance document – Testing at Home to be communicated to staff and pupils. In advance of kits arriving.

testing provision will remain for limited circumstances where testing at home can not be achieved.

- Records maintained of positive cases and isolation periods.
- Staff advised 'Essential Visitors Only' to school meetings communications to be conducted remotely where possible.

Communication /Information

Staff , Pupils , Visitors
Reputation of school
damaged due to
misinformation.
Information not acted
upon or advice sort.
Poor communication
reduces compliance
with policy and control
measures. Continued
communication to staff,
pupils and parents
reduces stress and
reduces risk by
updating expectations
and requirements.
Sharing information
and guidance assists in
reducing risk and
gaining compliance
with controls.

- School reports any confirmed or suspected cases to Local Authority and PHE – Health Protection Teams
- Staff to report to Headteacher/SLT any suspected cases of Covid 19 within school. Information release considered to parents only by the SLT and liaison with local Authority Health Protection Team.
- Additional precautions and actions put into place if advised by LA Health Protection Team
- Staff and Parents to be updated regularly on status of school, changes to opening times. Infection control procedures – Parent Mail Regular messages sent.
- External contractors to be informed prior to any attendance and advised of Infection control measures in place. – Compliance related contractors have priority other contractors will be agreed based on level of impact and importance to the operational running of the school and safety to staff and pupils.

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Further Updated information to staff and pupils/parents on changes to control measures and safety procedures from March 8th.

Contractors attending provided with copy of visitors notice ., social distancing requirements , face coverings/masks, disposal of PPE if applicable and hygiene requirements.

Parent letters sent advising on site LFT testing and future testing at home procedures.

Disruption to operational running of school

Staff, Pupils,
Suspension of lessons through sickness, isolation of pupils and staff, decontamination of effected rooms. Additional contingency measures, key members of staff not in work. Business functions effected by key staff absence

- Business continuity plan in place and updated.
- Exam contingency plan in place and National guidance and direction from Dept. of Education followed.
- School adheres to and maintains compliance to advice ref school closures from Dept. of Education and Public Health England., together with local Authority guidance
- External contractors considered to fulfil key functions if required due to staff absence. E.g. cleaning.
- Remote working for staff in place and utilised where practicable to do so.
- Contractor services rescheduled , and maintained where possible during lockdown periods.

2x2-4
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School Closure.

Following Outbreak or localised Lockdown

Staff and Pupils.
Closed due to
Government direction
or advice – Policy or
directed by law.
Advice or direction
from Public Health
Team following
outbreak.

- Pupils to be informed by teaching staff and assured of continued support and education. Expectations for working from home and how this will be accomplished. Provisions made by Headteacher for continued education of pupils at home
- Communication to parents re direction or policy from Government on closing schools include regular updates.
- Sufficient IT support for both staff and pupils if necessary supply of equipment to pupils who do not have on line access at home. Pupils to have access to necessary reading and educational materials at home.
- Behaviour and conduct codes will continue to apply to both staff and pupils whilst working remotely ,

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School Closure

Following Outbreak or localised Lockdown

Re-opening in March 21 All pupils and staff return

- Staff to be reminded of GDPR and Data Protection principles when working from home. .
- Additional Health and Safety Advice circulated - Safety Matters and local Authority guidance to staff working from home.
- Establish communication lines for staff to line managers and regular updates on status of school and developments to be sent to all staff.
- Deep cleaning of school to be arranged when necessary in accordance with current guidance and necessity.
- Guidance given to staff on specific meetings – faculties /pastoral teams and whole staff meetings. Limited numbers and designated rooms to allow sufficient social distancing (2m) whilst maintaining good communications and providing support for staff.
- Specific entrance and exits for staff to prevent congestion and reduce risk
- Staff welfare supported with staff bases remaining in use allowing easy communication and interaction and a breakout area for staff. – Staff advised on social distancing and maintaining reduced numbers in staff bases at any one time.
- Staff to continue socially distanced seating plans.
- Morning briefings available on Google teams.
- Staff reminded of personal responsibility for their safety and that of colleagues and pupils.
- Regular contact and face to face support from school leadership and department heads is vital to the operational running of the school.

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- Form Tutors and PPL's will check that pupils have face coverings / masks with them at registration and will reinforce the wearing of masks/ coverings.
- Pupils will be reminded to bring their own masks.
- Form Tutors will be provided with a limited amount of masks for pupils who are without.
- All staff have responsibility to challenge pupils not in their classrooms / year groups or designated zones for lunch or break periods.

Re-opening in March 21 – All pupils and staff return.

Staff , Pupils , Visitors
Potential exposure to persons carrying the virus . Ill health due to contracting virus.
Increased numbers of staff and pupils on site
reduced degree of ability to social distance. Pupils who have been attending in limited numbers and contained in 'bubble' groups now merged into larger Year groups.

Public Transport –
Reduced social distancing.

- Year Groups for pupils will be their 'Bubble' group and will remain separated from the other year groups.
- Limited movement of pupils through school where possible, Staggered movement
School timetable will remain to deliver a full curriculum as possible.
- Entrance and exit points designated for each year group,- reduced contact and grouping of pupils.
- Staggered start times for first day back . by Year Group. – Letters to parents sent.
- Impractical to continue staggered starts for whole school due to limited school transport facilities and unknown capacity outside of regular school hours.
- Pupils advised they will require Face masks for travel on public Transport and school bus services.
- Pupils advised to walk/cycle where possible to school.
- Individual RA for pupils that require additional support who may be at a higher risk due to health .SEND team aware.
- PPE available for staff re First Aid and if required for closer contact with pupils that have additional needs.
- Classroom to be sat apart (maintaining 1 m distance where practicable)
Supervised at all times. Break times - staggered release and pupils escorted to break out area's
- Designated break and lunch area's for each year group. Each year group will be encouraged to socially distance,
- Sporting activities not to break 2 m Social Distance rules. where practical.
- All sports conducted in accordance with national body guidance.

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(1) Hazard	(2) Who may be harmed and how ?	(3) What controls exist to reduce the risk?	(4) What action could you take to further reduce the risk?
<p><u>Re-opening in March 21 – All pupils and staff return.</u></p>	<p>Staff , Pupils , Visitors Potential exposure to persons carrying the virus . Ill health due to contracting virus. Increased numbers of staff and pupils on site reduced degree of ability to social distance. Pupils who have been attending in limited numbers and contained in 'bubble' groups now merged into larger Year groups.</p>	<p>(3) What controls exist to reduce the risk?</p> <ul style="list-style-type: none"> ● Handwashing regularly and use of sanitiser to be encouraged by staff. ● Toilet and wash basin area's to be monitored and during break and lunch time , control access and allow social distancing at wash basins as practically achievable . – Social distance markers in place. Prevent crowding. ● All staff , Pupils and visitors to follow a 'Walk on the Left' rule , to prevent crowding, ensure movement around school and reduce contact . ● Entrance and exit from classrooms at end of each period to be controlled by staff, - Exit and entry in single file, prevent close contact. ● Wherever possible pupils and staff to remain 2m apart – signs throughout all buildings . ● Break and lunch periods to be monitored and pupils separated when too close together. Encouraged to continue social distancing once outside of school. ● No physical contact between pupils/staff other than for safety reasons or to assist in pupils personal needs. ● Pupils wearing face coverings on arrival at school to remove them and place in a plastic bag of their own. Discourage from touching their face and instructed to wash hands after removing. Pupils /Staff / Visitors should continue to wear them on corridors and busy communal areas. ● Staff and pupils advised not to share any resources /personal items. ● Face coverings/masks to be worn on corridors and in communal areas , may also apply in classrooms where social distancing is difficult. 	<p>L</p> <p>Include as part of staff duty rota.</p> <p>Additional 'Keep Left' signage on main corridors in all buildings. Staff to enforce walk on the left during transition periods. Instructions included on visitor notices and to contractors.</p> <p>E-mail and Parent Notifications that this will be a MUST requirement. Staff and pupils will have to do so unless exempt.</p>

(1) Hazard

Re-opening in March 21 – All pupils and staff return

(2) Who may be harmed and how ?

Staff , Pupils , Visitors
Potential exposure to persons carrying the virus . Ill health due to contracting virus.
Increased numbers of staff and pupils on site reduced degree of ability to social distance. Pupils who have been attending in limited numbers and contained in 'bubble' groups now merged into larger Year groups.

(3) What controls exist to reduce the risk?

- Classroom doors and windows to be opened to increase airflow within building. All staff advised that ALL doors to be closed when evacuating building or in event of a critical incident.
- Additional cleaning products /ant-bac wipes for staff to use in between lessons where use of shared resources is unavoidable. Dept technicians to ensure adequate supplies.
- Wash basins within classrooms to be utilised for handwashing where practical – Food technology /Art/ Science to reduce demand on toilet area's.
- Confiscated coats and other items to be placed in individual plastic bags , labelled if necessary and not placed in contact with other pupils personal possessions.
- Staggered lunch times and breaks for year groups. Staff in each classroom to stagger release of each class to prevent congestion on corridors and stairwells.
- Limited provision of canteen prepared meals on initial opening of school –(reduces congestion and crowding of dining area's). Lunches will be pre-ordered and delivered to year group lunch area's maintaining year group 'bubbles' over lunch periods.
- Break times may be reduced and year groups limited to their classroom or designated area.

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(4) What action could you take to further reduce the risk?

(1) Hazard

Re-opening in March 21 – All pupils and staff return

(2) Who may be harmed and how ?

Staff , Pupils , Visitors
Potential exposure to persons carrying the virus . Ill health due to contracting virus.
Increased numbers of staff and pupils on site reduced degree of ability to social distance. Pupils who have been attending in limited numbers and contained in 'bubble' groups now merged into larger Year groups.

(3) What controls exist to reduce the risk?

- Classroom desks facing forwards. Separated to allow social distancing as practically possible given full class sizes in each room. Maintain minimum 1m distancing.
- Face coverings should be worn where social distancing not practicable .
- Movement around classroom only as necessary.
- Staff to maintain 2m social distancing as is practicable.
- Staff not to face each other across desks or work space areas , 2m distance to be observed where physically able. 1m minimum.
- Staff rooms not to be over occupied – maintain 2m distancing, teachers to use classrooms when able to reduce demand on staff bases.
- Staff to use own cups etc. and clean eating utensils after use.
- Staff shared resources to be regularly cleaned after use . Kettle/microwave.
- Hand sanitiser to be available in staff bases. Soap and paper towels for all sink area's.
- Offices and staff bases to be ventilated – open window and doors throughout the day.
- 'Internal' office rooms – No windows ,
- Doors to remain open to increase airflow.
Limit number of users to allow for social distancing.
- Reminder to all staff of close contact guidance and limiting any potential close.

(4) What action could you take to further reduce the risk?

(5) **Hazard**

Re-opening in March 21 – All pupils and staff return

(6) **Who may be harmed and how ?**

Staff , Pupils , Visitors
Potential exposure to persons carrying the virus . Ill health due to contracting virus.
Increased numbers of staff and pupils on site reduced degree of ability to social distance. Pupils who have been attending in limited numbers and contained in 'bubble' groups now merged into larger Year groups.

(7) **What controls exist to reduce the risk?**

- PPE supplied for SEN Staff and support staff that require it for the support of pupils with additional needs / personal care.
- Individual Risk Assessments for pupils who may have been classed as extremely clinically vulnerable or who due to their behaviours , staff require PPE.
- SEN pupils to remain within their year group 'bubble'.
- As far as practically achievable same support staff to have contact with individual pupils that require closer support – personal needs/feeding etc.
- Use of school minibus to transport pupils only when necessary for educational purposes. Vehicles to be cleaned after use and prior to other year group use. Face masks are obligatory for all passengers and driver.
- Science / Tech / Art departments to follow additional guidance from CLEAPPS, - 1m distance at work stations. Staggered positions , additional cleaning of shared resources. If unable to clean set aside for 72hrs. PPE to be used as appropriate to the task.
- Visitor Notices and information at all main entrance points. No entry for any person displaying symptoms or whom has tested positive and should be isolating. Visitors policy in place.
- Essential visitors only.
- Full visitor details to be recorded for Test and trace purposes.
- Face Masks available at reception. All visitors to be advised Must be worn on corridors and communal areas.
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(8) **What action could you take to further reduce the risk?**

Additional guidance notices within vehicles.

- Sanitise hands before entering building.

- Use of face masks/coverings Must be used in communal area's and during movement through school by pupils staff and visitors.

- Pupils and staff to follow guidance on use of masks / requirements.

Updated guidance letter and update sent to parents carers and staff notified

Emergencies

Staff, Pupils
Inadequate number of staff to supervise pupil numbers.
Risk of injury. –Fire or other evacuation emergency.

- Emergency Contact details for staff and pupils are up to date and accessible.
- Parents to be contacted as soon as possible in the event of an emergency. Parents to be advised immediately if their child is unwell and showing symptoms of Covid 19. Parents will be advised as per PHE / NHS guidance and informed of any steps taken by the school e.g. isolating the pupil until collected by parents.
- Fire Procedures remain the same – i.e. method of evacuation and follow current drill.
- Specific guidance and advice given to SEND staff where necessary.
- Accidents – First Aid – trained staff reminded to record accidents and report to H&S Officer. PPE essential and additional procedures to sanitise area's following any intervention. E.g. Blood spillage. First Aid staff and those using PPE advised on safe disposal.
- PPE guidance signs and notices displayed in First Aid room. Additional PPE available in Sports Centre First Aid Kit.
- PPE – Additional Face Mask and Aprons added to Mini bus First Aid kits .
- Social distancing in the event of an evacuation or critical incident will not apply current drills and procedures to be followed. Only when at the Assembly point in the case

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Separate Year Groups (bubbles) may be mixed or grouped together in the case of any emergency although should remain in 'Bubble Groups' at muster points.

of a Fire will social distancing then be relevant. Staff and pupils should still evacuate in an orderly manner and maintain distance from each other where possible.

- Staff to maintain year group bubbles at assembly point.
- Social distancing to then be maintained where possible whilst the emergency is resolved.
- Face masks/coverings to be worn when re-entering the school.

Higher Risk to Black/Minority ethnic groups

Staff and Pupils who are within this group area at increased risk – Not extremely vulnerable as per NHS definition, but current information indicates that Covid 19 is a greater risk to their health.

- Staff may continue to work from home where practically possible to do so.
- Social distancing measures for staff separate offices if available, increased space, no shared desks.
- Staff and pupils to follow advice on shielding – GP advice – Shielding has ended in August Follow NHS advice regarding individual medical circumstances.
- Any staff or pupil who is extremely vulnerable may be subject to additional risk assessment.
- Consider change of role to enable staff member to maintain social distancing or work at different times to minimise contact with others.

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Additional Guidance.

Self Isolating Pupils/Staff due to Covid 19 Symptoms – Testing

Staff / Pupils
Seek medical advice.
Prevent potential spread of infection.

- **Record the following details: name, staff or pupil, symptoms present, date of onset, date last in school, class group, check contact details are up to date**
- Tell them to go to [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus) 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.
- **Advise them to inform designated school contact of the result of their test as soon as known.**
- **Advised not to attend school until results known – If negative and person is fit to return.**

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Staff or Pupils have Tested Positive

Updated 10.9.20 - 10 Day Isolation Period

Staff/Pupils – Health at risk, Potential for spread of infection if not isolated and receive medical treatment where required.

- Remind them to access [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus) or ring NHS 111 for advice on managing symptoms
- Remind them that they must stay away from school for 10 days from symptom onset. After that (providing they are well), they can return to school Note: If they are categorised as clinically vulnerable, refer to <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- Confirm that the individual must isolate for 10 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
- Pupils and staff identified as having been in potential close contact with a confirmed case will be advised to isolate for 10 days and follow government advice.
- PHE and LA advice and guidance to be obtained on notification of a positive case. Track and trace assistance to be given and information provided. Pupil class details, timetable, seating plans already in place. Additional contact questions to be asked and PHE / T & T advised.
- Isolation of year / whole school group is a precaution that may be taken. Robust Track and trace procedures reduce the potential numbers to those only classed as close contacts.
- See Test and Trace Procedures

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Immediate notification to parents / staff effected. Confirmed with letter and email.

Use of Air Conditioning Systems- Highlighted by CIBSE Report – Wirral Local Authority Notification.

Pupils, Staff and Visitors. Recirculation systems can spread Covid 19 Virus (pathogens). Within a room increasing risk.

Household members of the wider class do not need to self-isolate unless the pupil/staff member they live with develops symptoms

- 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. This also will be actioned by the school to identify at early stages potential contacts.

- After confirmation of a positive test, the school should arrange for cleaning of the setting as per [guidance for cleaning non-healthcare settings](#)

From WC 23 June 2020

Air conditioning systems can be used as now considered low risk. – Further guidance from HSE sought and received. **Consultation with HSE and Updated CIBSE report systems can be used with following controls:**

- Rooms with windows and Air conditioning can use the system and open windows to supplement with fresh air.

- Closed environments – Server Rooms will continue to operate Air Con subject to access controls. - Face Mask to be worn, limited time in room under 30 min. Authorised persons only, Sanitise hands before and after entering.

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Regular update to parents as to position and requirement for identified pupils to remain out of school.

Re-opening of school - March 21

Face Mask / Coverings

Updated 25/2/21

Department of Education Advice and Guidance for the return of Pupils in March 21 states that schools Must ensure face coverings are used in appropriate circumstances .

All staff and pupils will be notified of the change in advance.

Guidance is already given to staff/pupils using masks/face coverings for travel on public transport and specialist school transport.

Masks and face coverings do not need be worn in the event of a critical incident or evacuation as they may present a barrier to communication. Evacuation is to outside space.

Staff/Pupils/ Visitors
Potential spread of virus from respiratory droplets.

Virus spread through poor hygiene and use of masks

- All pupils, staff and visitors to be instructed to wear appropriate face covering or mask when on corridors or in communal areas.
- Masks/coverings may also be required for classrooms or offices where social distancing is difficult.
- Staff required to have close contact with pupils (within 1m) are instructed to wear face masks – Visors may be worn but do not offer the same level of protection in respect of protection from respiratory droplets. Visors only to be used for close contact situations where communication would be significantly impeded by the use of a mask/covering.
- Other PPE may be used as per individual risk assessments for staff.
- Guidance on correct use of face mask/coverings distributed to staff and pupils.

2x3-6

M

As documented letter to parents/carers to be sent.

Further briefing and guidance to staff.

Test and Trace Procedures

Effective Test and Trace procedures required to limit potential spread of virus through contacts.

Pupils , Visitors, staff,

2x2 –
4

Low

- NHS QR Code system in operation for each site - Main School and Sports complex.
- Test and Trace procedure established in school identify all pupils and staff who may have been in contact with a positive case.
- Parents and staff notified of requirements to isolate , in person and in writing.
- Database to monitor return dates and cross reference to Test and Trace advice.
- Visitor and contractors required to sign in and provide contact details.
- Staff/ Pupils advised to update contact details for test and trace and asymptomatic testing.
- Seating plans and timetables updated for test and trace procedures – teaching staff responsible for providing accurate information.
- Local authority updated on current cases and isolations.

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

HIGH -17-25

MEDIUM – 10-16

LOW 1-9

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

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.

