



Woodchurch High School

Coronavirus – Covid 19 September 2021

Edited 28.02.22

# Risk Assessment Recording Form

M34

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

Location Woodchurch High School		Date assessment 28.2.22	Assessment undertaken By Mr C Hall .	
Activity Full School Opening – Prevention of Coronavirus (Covid 19)		Review On going date	Signature C Hall	
<b>(1) Hazard</b>	<b>(2) Who might be harmed and how?</b>	<b>(3) What controls exist to reduce risk?</b>	<b>Risk H/M/ L</b>	<b>(4) What action could you take to further reduce risk?</b>

<p><u>Awareness of Policy and Procedure</u></p> <p><u>Covid Control Measures</u></p>	<p>Staff , Pupils , Visitors ,</p> <p>Non-adherence to policy or current guidance, cause further injury or transmission of the virus.</p> <p>Failure to comply with legislation, risk of litigation.</p>	<ul style="list-style-type: none"> <li>● Health and Safety Policy, First Aid Policy, Infection Control Guidance and Procedures in place and trained staff available.</li> <li>● _____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 (2021) 'COVID-19: guidance for educational settings' - And updated versions.</li> </ul> <p>Health and Safety at Work Act 1974</p> <p>Management of Health and Safety at Work Regulations 1999</p> <ul style="list-style-type: none"> <li>● 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</li> </ul>	<p>Low</p>	<p>Changes to Risk Assessment and procedures</p> <p>All staff e-mail communication.</p>
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		<p>safety and must follow guidance given by their employer.</p> <ul style="list-style-type: none"><li>• Updated guidance provided to staff on changes to Covid measures and controls.</li></ul>		
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Hygiene Standards

Staff, pupils, visitors

- Staff are made aware of the school's infection control procedures in relation to coronavirus via e-mail and staff briefings
- 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 coronavirus /tested positive as guidance on isolation periods will be given.
- Pupils are advised of controls in place via assemblies, notices throughout the building and staff guidance and class talks from the Health and Safety Officer.
- The Risk Assessment is regularly reviewed in line with current Government and UKHSA advice.
- The school monitors controls in place and will amend or adjust the controls in order to comply with current guidance and ensure they continue to remain effective.
  
- Posters and Visitor notices are displayed school reminding pupils, staff and visitors to wash their hands, at regular intervals and before entering and leaving the school.
- Promotion of Catch It ,bin it , Kill it measures continue and will be emphasised on a regular basis.
- 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.

2x3-6

Low

Continued promotion of good hygiene practices.

Poor hygiene standards. e.g. not hand washing, or using sanitiser will increase risk of infection.

- . Departments advised on cleaning / sanitising processes in place.
- Additional PPE not required other than would be required normally for a persons role or activity..
- Sanitiser and tissues in all rooms. Catch It , Bin It , kill It signs displayed.

- Clean surfaces sneezed or coughed on.
- 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.

Not Cleaning surfaces or contact points e.g. door handles. Spread of virus by respiratory droplets. Failing to maintain regular.

- Increased cleaning regime in place. additional cleaning during day.
- . Departments advised on cleaning / sanitising processes in place.
- Additional PPE not required other than would be required normally for a persons role or activity..
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Suspected case of Covid 19 – Ill Health

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.

- All staff and pupils advised not to attend school if displaying any of the Covid Symptoms or they have tested positive. Staff with symptoms advised to obtain a PCR test and follow current NHS advice regarding isolation.
- **Isolation is no longer a legal requirement however current guidance continues to advise people to remain away from others and a 5 day isolation period is still advised.**
- Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, should be referred to the SLT and Health and Safety Officer. They will be advised to follow current guidelines and obtain a PCR test.,
- 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/staff member 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.
- Parents advised to collect pupils from school.

2x3-6

Low

III Health positive case.

- Member of staff to remain with any unwell pupil at all times until collected by parent/guardian. Maintain a 2m distance from the suspected case Use PPE – Face mask, / gloves if close contact is necessary.
- Staff and Pupils who test positive on a PCR or LFD test not to return to school until well and after the isolation periods still advised – 5 days minimum.
- Parents to notify school if their child has impaired immune system or vulnerable to infection. –. Specific children may be subject to individual Risk Assessment
- Pupils who have Covid symptoms and who do not take a PCR test to confirm, increase the risk to others if they attend the school. The school may refuse to allow them to attend if they are a risk to others.
- Staff are encouraged to be vaccinated and seek medical guidance regards their individual needs.
- Contact with local Authority Public Health and protection teams will be made in the case of any suspected outbreak within the school. Current guidance and advice from them will be followed and additional controls may be reintroduced at any time.
- Staff and pupils who test positive for Covid will be advised to follow the guidance regarding isolation – 5 days minimum and may take a LFT on day five and day 6 to

2x3=  
6

Low



Spread of Infection

Staff, pupils , visitors at increased risk due to CEV status.

confirm a negative result. The school may refuse to allow pupils to return if it considers that they are a risk to others.

- Shielding periods have ended. Individual Risk Assessments may still be carried out for those who are extremely clinically vulnerable. CEV staff can still attend the work place and should take extra precautions and follow any medical advice they have been given to minimise the risk to themselves.
- CEV pupils subject to individual assessments and expected to attend school unless medical advice/direction states not to.
- Pregnant staff are subject to individual risk assessments.
- 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.

2x3=  
6  
Low

Testing in school

- Staff reporting sick must do so in accordance with current Policy.
- Regular self testing has now ended. The school no longer supplies LFT to pupils or staff on a regular basis. A small contingency of kits has been retained for individual testing if required.
- Clinical waste disposed of by contractor.

2x3=  
6  
low

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.

- Parents and staff now advised to obtain further LFT through NHS on line provision.

- Staff to report to Headteacher/SLT any suspected cases of Covid 19 within school.

- Local authority will be contacted in case of any suspected outbreak in line with current guidance.

- Additional precautions and actions will be put into place if advised by LA Health Protection Team should there be a confirmed outbreak or enhanced measures are required.

- Staff and Parents to be updated regularly on status of school, changes to any operational running or Covid controls.

- External contractors to be informed prior to any attendance and advised of Infection control measures in place if applicable.

2x2=

4

low

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- Staff and Parents to be updated regularly on status of school, changes to any operational running or Covid controls.
- External contractors to be informed prior to any attendance and advised of Infection control measures in place if applicable.

2x2-4

Low

Contingencies – Stepping Measures up and down

Staff, pupils , visitors at risk of transmission of virus if addition measures / previous controls not introduced effectively.

- School will reintroduce controls as appropriate if advised or directed by Government or Public Health as required to break chains of transmission in response to increases in positive cases or as part of an enhanced response package for local areas.

- Controls may include and are not limited to-

- Introducing Year group 'bubbles'
- Use of face masks /coverings
- Changes to school timetable.
- Social Distancing
- Essential visitors only.
- Remote learning for pupils.
- Limiting external trips.
- Limiting use of shared resources /equipment.
- Limiting sporting or other activities.
- Introducing on site testing.
- Limiting attendance of pupils following government direction.
- Testing LFT kits will be ordered if required and advised by local public health team should regular testing be required. (Small contingency stock has been retained.) regular weekly testing for staff and pupils has now been suspended.

Careful consideration will be given to any measures reintroduced and the local Authority will be consulted in accordance with the contingency framework guidance.

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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 ,
- On line learning provisions in place for pupils.
- Staff experienced in remote teaching and instructions and equipment provided to new staff to maintain this provision when required for individual pupils or larger groups.

2x2-4

Low

**School Closure**

Following Outbreak or localised  
Lockdown

Return to school September 2021-

Staff , pupils ,  
visitors transmission  
of virus Covid 19

- 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.
  
- Staff welfare supported with staff bases remaining in use allowing easy communication and interaction and a breakout area for staff.
- Staff reminded of personal responsibility for their safety and that of colleagues and pupils.
- Staff and visitors advised on use of masks / face coverings as per change of guidance no longer required

low

2x3=  
6

low



Return to school September 2021

Pupils ,staff , visitors –  
Transmission of virus.

- Year Group bubbles are no longer generally required. The school is however maintaining year group separation at breaks and lunch periods and for assemblies and wherever practically possible.
- Assemblies will consist of year group only where practicable.
- Entrance and exit points designated for each year group,.- reduced contact and grouping of pupils.
- 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.
- Break Lunch times - staggered release.
- Designated break and lunch areas for each year group may continue as this has proved beneficial to the general running of the school and catering provisions.

2x3=  
6

Low

Sports activities

Staff , pupils , visitors,  
transmission of virus  
risk.

- All sports conducted in accordance with national body guidance and grassroots sports providers guidance.
- Equipment still to be subject to regular cleaning and disinfection.
- DofE operational guidance to be followed for sports and drama activities.

2x3=  
6

Low

Return to School Sept 2021

Staff , Pupils , Visitors

Transmission risk of virus

- Handwashing regularly and use of sanitiser to be encouraged by staff.
- Toilet and wash basin areas to be monitored and during break and lunch time.
- 'Walk on the Left' rule , to prevent crowding, ensure movement around school and reduce contact .This will remain the case for general safety reasons.
- Break and lunch periods to be monitored year group areas to be maintained.
- 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
- Staff and pupils advised not to share any personal items.
- Equipment / resources shared within to be regularly cleaned and sanitised, or left for up to 48hrs ( 72 hrs for plastics) before further use. – Departments already advised and will continue to facilitate this.

Return to school September 2021-

Staff, pupils , visitors  
risk of transmission of  
virus.

- 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 areas.

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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>Return to school September 2021-</u></p>	<p>Staff , Pupils , Visitors</p> <p>Transmission risk of virus.</p>	<ul style="list-style-type: none"> <li>• Classroom desks facing forwards. Where practicable.</li> <li>• Movement around classroom only as necessary.</li>   <li>• 2m social distancing no longer required staff and pupils however reminded to allow space between each other.</li>   <li>• Staff not to face each other across desks or work space areas.</li>   <li>• Staff rooms not to be over occupied , teachers to use classrooms when able to reduce demand on staff bases..</li>   <li>• Staff to ensure general hygiene in staff bases maintained.</li>   <li>• Staff shared resources to be regularly cleaned after use. Kettle/microwave.</li>   <li>• Hand sanitiser to be available in staff bases. Soap and paper towels for all sink areas.</li>   <li>• Offices and staff bases to be ventilated – open window and doors throughout the day.</li> <li>• ‘Internal’ office rooms – No windows, - Doors to remain open to increase airflow. Limit number of users to allow for social distancing.</li> </ul>	<p>2x3= 6</p> <p>Low</p>	

Return to school September 2021

Staff , Pupils ,  
Visitors

Risk of transmission  
of virus.

- Reminder to all staff of close contact guidance and limiting any potential close contact circumstances where able to do so.
- 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. CEV pupils should attend school unless medical guidance advises not to and follow government guidance for those who are classed as CEV.  
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- 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.
- Science / Tech / Art departments to follow additional guidance from CLEAPPS,
- 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.
- Face Masks available at reception. All visitors to be advised they may be worn in

2x3=  
6 low

communal areas or corridors this is no longer a mandatory requirement.

- Sanitise hands before entering building and upon leaving. Visitors encouraged to wash hands regularly whilst within school.
  
- Previous controls for visitors may be reintroduced at any time depending on Public Health advice and any change in the transmission rates within school.

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 when bodily fluids are present .
- Although additional PPE is not required for First Aid unless treating a person with suspected Covid 19 , PPE is available for use guidance signs and notices are displayed in First Aid room. Additional PPE available in Sports Centre First Aid Kit.
- PPE – Additional Face Mask and Aprons added to Mini bus and First Aid kits .

2x2=  
4

Low



Higher Risk to Black/Minority ethnic groups

Additional Guidance.

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 , Pupils, Visitors and parents not following NHS advice .

BAME pupils and staff should continue to follow current Covid guidance. Although many controls have been reduced they may still exercise extra precautions , maintaining hygiene , keeping distance between others

- Those seeking further advice to contact NHS direct or seek advice from the NHS web pages – PHE stay at home guidance for households with possible or confirmed coronavirus (Covid 19) infections. Guidance for those with Covid 19.

- Notification to parents to advise on system now in place regarding classification of close contacts and isolation. Children under 18 no longer required to isolate if a close contact.

Pupils that are required to isolate/ out of school due to Covid will still be supported with remote learning.

2x3=  
6

Ventilation

Increase fresh air to reduce risk from respiratory droplets

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.

Fresh air and increased throughput reduces risk

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.
- Air handling systems will be maximised for fresh air flow. All maintained regularly in accordance with manufacture recommendations.
- Co2 monitoring has been introduced in some areas.
- All areas to be ventilated with open windows and doors as much as possible .
- Comfortable working environment to be maintained with heating.
- Doors may be propped open – excluding fire doors.
- In event of fire evacuation – fire wardens will ensure all doors closed.
- 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.

2x2-4

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Face Masks / Coverings

Staff/Pupils/ Visitors

Potential spread of virus from respiratory droplets.

Virus spread through poor hygiene and use of masks

.No longer required in classrooms or communal areas. As per DofE Guidance February 2022

- Staff , visitors and pupils are not required to wear face coverings. Reintroduction to be reviewed on regular basis and is also a contingency measure should this measure be required or advised.
- Contingency stock available in school of 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 or pupils.

2x2=  
4

Low

Test and Trace Procedures

NHS test and Trace comes to an end 24<sup>th</sup> Feb 2022.

Pupils , Visitors , Staff

Inadequate measures or non-compliance could risk further transmission of the virus.

- NHS QR Code system – Now no longer in use by NHS. – Now withdrawn from all sites.
- Test and trace procedures no longer required within schools.
- Visitor and contractors required to sign in and provide contact details as per current policy
- Seating plans still maintained by staff..

2x2=  
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low

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

HIGH -17-25

MEDIUM – 10-16

LOW 1-9

**Likelihood:**

**Consequence:**

4 – Likely

4 – Major

3 – Fairly likely

3 – Moderate

(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 the relevant stakeholders and ensure it is reviewed at the end of the project or at a regular interval.

2 – Unlikely      2 – Minor  
1 – Very unlikely   1 – Insignificant

