



Risk Assessment

A	Date: 07/09/2021	School: Liverpool Education Employment Partnership	Team: KS4 Provision	Location: Speke
	Review Date: 21/09/21	Ref: RA/COVID-19	Assessor: Kevin Unsworth	Executive Head Teacher: James McDonald

B	Assessment of Risk for: Protection from transmission of Covid-19 during pandemic including all school activities
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C Ser N°	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	COVID-19 virus: General	Staff Students Visitors Contractors	<p>This guidance is based on: Schools coronavirus (COVID-19) operational guidance (dated 21/02/2021)</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/966866/210224_Schools_guidance.pdf</p> <p>Rapid testing remains a vital part of Government plans to suppress this virus. We will follow the guidance set out for schools.</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/rapid-asymptomatic-testing-in-specialist-settings</p> <p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. Online and physical training has been provided and instructions have been delivered through staff INSET.</p>	Low

			<p>There is adequate supervision, where required, to ensure procedures are correctly adhered to. Additional policies have been put into place, and amendments to pre-existing policies completed:</p> <ul style="list-style-type: none"> ● Behavioural Policy during COVID-19 (2020) ● Health and Safety policy with additional 'school infection control risk assessment' section ● First aid risk assessment ● Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy <p>Students who are symptomatic will not be allowed to attend school.</p> <p>Daily contact made with parents prior to attending to check on family health and wellbeing. Advice given then on sending students in. Students with individuals in their household exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance. We will check (daily) prior to students coming in via telephone call and ask for family health at that time also.</p> <p>SLT must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> ● New and expectant mothers ● Extended duty of care ● Stress <p>COVID-19 specific 'Extended Duty of Care' risk assessment(s) will be considered and carried out, when necessary. Where staff meet the following criteria, they are advised to work from home:</p> <ul style="list-style-type: none"> ● Vulnerable members of staff who have received a Government 'Shielding' letter / text message etc. ● Staff who have an 'Clinically Extremely Vulnerable' household member. 	
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			<p>Contact will be made with them to check their wellbeing if required.</p> <p>SLT to regularly update and inform staff regarding government guidance regarding COVID-19 controls required:</p> <ul style="list-style-type: none"> ● Gov.uk (https://www.gov.uk/) ● Public Health England (https://www.gov.uk/government/organisations/public-health-england) ● Department for Education (https://www.gov.uk/government/organisations/department-for-education) ● Health and Safety Executive (https://www.hse.gov.uk/) <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> ● HSE COVID-19 latest information and advice ● HSE Working safely during the coronavirus guide ● Government guidance COVID-19: guidance for schools and other educational settings ● Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable ● Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable ● Government publication COVID-19: cleaning in non-healthcare settings ● Government publication Best Practice: how to hand wash <p>Due to the rapidly changing advice on COVID-19, managers should ensure they review safe working procedures and protocols daily. We will review this weekly through SLT discussion after daily debrief, until such time when it is deemed unnecessary.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment. Staff will be shown a video on how to remove PPE during training session.</p>	
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			<p>PPE provided by LCC, and follows specific current guidance for the protection from COVID-19 and deemed appropriate for use within school settings. Additional PPE should be requested via LCC. SLT should check on stock levels weekly to ensure it does not run out</p> <ul style="list-style-type: none"> ● Disposable half face masks ● Disposable gloves ● Disposable aprons ● Where personal care is to be provided eye protection is available ● Hand sanitizers and antibacterial wipes available in all rooms <p>All used PPE should be double bagged and disposed of appropriately if suspected of contamination. This will necessitate double bagging suspected contaminated PPE, storing some place safe for 72 hours and then sent to refuse. Usage of INSET time / regular staff briefings for staff to deliver these messages.</p> <p>All staff and students informed that hands should be washed regularly as per Government guidance. There are signs around school to support this.</p> <p>Staff are also reminded to keep a 2 metre distance from each other and adhere to maximum room limit guidance.</p> <p>Parents / carers kept informed via telephone calls and letters regarding proposals for reopening including start / finish times, rules regarding any drop off / pick up, visits to the school site etc. Any changes will be communicated via telephone / email / letter.</p> <p>Staff kept informed via email, online meetings (where relevant), and training sessions prior to opening to students.</p> <p>Post-incident debriefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p>	
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			<p>All confirmed COVID-19 cases (students / staff) are reported to the Local Authority's 'Single Point Of Contact' (SPOC) mailbox and logged with the Department for Education's 'COVID-19 Hotline'.</p> <p>All confirmed COVID-19 staff cases are reported to the HSE under RIDDOR [Reporting under Regulation 8, 9 and 6(2)]:</p> <p>Testing</p> <ul style="list-style-type: none"> ● Staff <ul style="list-style-type: none"> ○ Asymptomatic Lateral Flow Device (LFD) 'Home Test' kits are available for all school staff, for twice-weekly testing, on a voluntary basis. ● Students <ul style="list-style-type: none"> ○ Asymptomatic Lateral Flow Device (LFD) on-site testing is offered to secondary age students whose parents / carers have consent to testing. ○ Students will be offered a total of three LFD testing opportunities for on-site testing, during weeks commencing 08/03/2021 and 15/03/2021. <p>Outdoors:</p> <ul style="list-style-type: none"> ● Outdoor learning activities to be actively promoted – both on site and externally - as much as possible in line with social distancing and bubble rulings. <p>Ventilation:</p> <ul style="list-style-type: none"> ● All rooms to keep windows open at all times and those with external doors to open the doors as frequently as possible to thoroughly ventilate the space. The safeguarding of staff / students will be the driving factor, when opening any external doors. 	
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			<p>Visitors:</p> <ul style="list-style-type: none"> • The school will operate restricted access for visitors (with mandatory PPE) <p>Crisis management:</p> <p>In crisis situations, the risk of COVID-19 is secondary to the immediate other threats, and our usual duty of care applies and so:</p> <ul style="list-style-type: none"> • Dynamic risk assessment of all activities and responses will be applied by the school staff • Normal school policies and procedures are still in place, e.g. Safeguarding, Health and Safety, Behaviour etc. • Normal school fire evacuation and lockdown procedure is in place • Fire evacuation assembly will take place in bubbles 	
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>All staff and students will enter via the main entrance. Social distancing guidelines will be adhered to, where possible. Use of facial coverings will also be advised in line with Government guidelines.</p> <p>There is a daily handover of student valuables and searches conducted. Items are placed within a 'valuable pack' to minimise contact with office staff etc.</p> <p>Students will be taken straight to their form room, to reduce movement around the building.</p> <p>Touchscreen entry control systems are operated by staff and cleaned after each use, by the individual using the device, during the COVID-19 pandemic.</p> <p>Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments are in place but will need constantly to be reviewed.</p> <p>Hand sanitizer stations located at the entrances to the building.</p>	Med

			<p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distance, where possible.</p> <p>Staff and students are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p> <p>All desks face the same direction i.e. front of the classroom.</p> <p>Until guidance allows differently, students will then be kept in their bubble groups (year groups) and should not mix in close contact, with other groups, during the day.</p> <p>The structure and timings of the school day have been considered and shared with staff and students.</p> <p>Lunchtimes may be over a longer time period, allowing for multiple sittings. Classes will be assigned a dining hall 'table' that they will use each day. Tables will be cleaned after each use.</p> <p>All additional materials which are not required in the classrooms will be locked away out of reach for the duration of this period.</p> <p>Ventilation:</p> <ul style="list-style-type: none">● Each class to have windows open at all times● If a class has external doors, those are to be open as frequently as possible, and always during breaks, to maximise ventilation. The safeguarding of staff / students will be the driving factor, when opening any external doors. <p>Hand hygiene:</p> <ul style="list-style-type: none">● Each classroom with handwashing facilities is to maintain at least hourly hand washing by all staff and students, plus washing hands as needed.	
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			<ul style="list-style-type: none"> • Hand sanitising gel to be used frequently <p>Personal Protective Equipment (PPE):</p> <ul style="list-style-type: none"> • Should staff wish to use PPE items, they will be able to use them • Should students wish to use PPE items, they will be able to use them <p>Minimalist approach to furnishings and resources to be used by all, at all times:</p> <ul style="list-style-type: none"> • Excess furniture, including soft furnishings, and any other resources causing clutter and preventing easy surface cleaning removed • Excess resources removed • Bubble groups to maintain this approach daily and SLT to quality assure daily <p>Handling and management of all other resources:</p> <ul style="list-style-type: none"> • Any equipment used are to be wiped after use by the staff before another student using it • Any items requiring a deeper clean by the cleaning team will be done after students have left the building. <p>Teaching and learning records management:</p> <ul style="list-style-type: none"> • Any work completed by the students in their books will be managed by the class team in the usual way, with hand hygiene and wiping of surfaces, if needed 	
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3	Covid-19 virus; School day	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Students all arrive by taxi and school will control the arrival and exit times.</p> <p>Bubbles should be kept together thereby minimising mixing with other bubbles as much as possible.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines. Bubbles will be assigned a toilet in their area. Students in that group will use that toilet all day.</p> <p>Break times will be ‘zoned’ for classes, to minimise mixing and increase social distancing</p> <ul style="list-style-type: none"> ● Staff will supervise breaks <p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> ● Staff will read and follow this risk assessment ● Collaborate with all colleagues in their bubble and the wider school to maximise the success of safe operation ● Aim to maintain social distancing, where practicable. ● Limit number of surfaces touched, where possible. ● Keep hands away from face as much as possible. ● Regularly perform appropriate hand washing. <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing:</p> <ul style="list-style-type: none"> ● Maximise outdoor activities where possible 	Low
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4	Covid-19 virus; Working and teaching within the school environment	Staff Students Visitors Contractors	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> Aim to maintain the recommended social distancing rule at all times, where practicable. Limit number of surfaces touched, where possible Keep hands away from face as much as possible Regularly perform appropriate hand washing and keep safe sessions are built into structure of every lesson <p>There will be a “keep safe” 5-minute period built into each session (including lunch time) for toilet visits, hand washing and sanitising. Toilet visits will be supervised, students reminded about hygiene when using the facilities.</p> <p>Classroom activities planned and structured with social distancing in mind. Rooms should be ventilated appropriately without impacting upon other safety regulations (not wedging open fire doors etc).</p> <p>Students are regularly reminded to maintain social distancing and other safe practices and are advised of the consequences of not following social distancing instructions.</p>	Low
5	Covid-19 virus; Cleaning	Staff Students	<p>All cleaning staff have received appropriate training from their employer.</p> <p>Reference existing school COSHH risk assessments on request.</p>	Med

		<p>Visitors</p> <p>Contractors</p>	<p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments.</p> <p>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the finish of each school day.</p> <p>Regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Classrooms where a student or staff member has become symptomatic during the school day will be cleaned with areas the person may have been.</p>	
6	<p>Covid-19 virus;</p> <p>Students and staff who become symptomatic during the school day</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Students (and staff) who become symptomatic during the school day will be isolated in a designated isolation room away from the rest of the student group.</p> <p>Parents / carers (of students) will be called to come and collect them. Staff will be sent home to self-isolate. We have created an isolation room and a separate toilet with appropriate levels of PPE nearby.</p> <p>If staff are unable to maintain social distancing from isolated students, appropriate PPE should be worn e.g. a face mask.</p> <p>Any areas, items and surfaces the student has come into contact with should be thoroughly cleaned as soon as possible.</p>	Med

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	School organised into bubbles	Reminder to students and families Reminder and CPD for staff Ongoing monitoring of compliance	SLT	Daily evaluation by SLT	05/03/2021
2	Staff briefing on COVID risk assessment and up-to-date safer working practices	Staff to listen to and adhere to guidance Staff to sign that they have read and understood guidance	All staff	Daily evaluation by SLT	05/03/2021
3	Corridors and areas not in use to be locked down and/or cordoned off	Staff and students to not use these areas	Headteacher	Daily evaluation by SLT	Site review by Headteacher 05/03/2021

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	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p>High <u>Medium</u> Low</p>	<p>Risk assessment signed off by:</p> <p>Signature: K. Unsworth</p> <p>Date: 05/03/2021</p> <p><i>Please note an electronic signature will suffice.</i></p>
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