WEATHERHEAD HIGH SCHOOL PHASED OPENING - RISK ASSESSMENT

Preparing schools for student return: Year 10 & Year 12

This risk assessment is a flexible and fluid document, subject to amendments after consultation with staff, trustees and governors, unions and the local authority.

This risk assessment has been completed with reference to government guidance on COVID-19, education and childcare settings and social distancing.

Location or address **Peninsula MAT / Weatherhead High School** **Breck Road** **Wallasey** **CH44 3HS**	**Date 11.06.20**	**Assessment**
Activity or situation:	**Reviewed:** 26.06.2020 or when significant guidance changes nationally or locally	**Signature: NRD/AW**

(1) Hazard	(2) Who may be harmed and how	(3) What controls exist to reduce risk	Risk 1-25	(4) What action could you take to further reduce risk
Staff shortages **a)** Illness due to covid 19 related (short term absence) Illness due to an unrelated health issue Other Covid health categories i.e. staff who unlikely to be able to attend work in the medium to long term i.e. Shielded employee / live in household with shielded person /	Staff and students	Each member of staff has been contacted and the school has a full understanding of the health status and availability for work of the 150+employees. It is evident that the vast majority of staff are fit and well enough to attend work. In the period leading to the July summer holidays, the school is intending to have only a maximum of 50 Year 10 students and a maximum of 30 Year 12 students in the building at any one time alongside key worker children and vulnerable students (20 currently). The commitment from staff in relation to the provision of any face-to-face student support is very limited and there	**L1** **C4** **R4**	In order to reduce risk, suitable, qualified teaching assistants will be deployed to help both with individuals and groups as needed.

employee who is clinically vulnerable		are more than enough staff available to meet the demands of the programme. Where necessary, special arrangements have been made for cases such as shielding employees.		
b) Staff who wish to remain at home due to childcare responsibilities		All staff have been spoken to and had the opportunity to discuss their particular needs in relation to childcare. With the limited provision we are offering students, all staff needs will be accommodated.	**L1** **C3** **R3**	
c) Staff who wish to remain at home due to having another person in their household who is 'clinically vulnerable' NB *not extremely clinically vulnerable – shielded)*		Each member of staff has had the opportunity to discuss and converse regarding supporting 'clinically vulnerable' people in their households. Staff have been made aware that they can and should attend school. It is evident that this is not a significant issue and that the school is able to address the needs of individual staff and accommodate their concerns.	**L2** **C3** **R6**	In September, it may be necessary to inform staff that if they do not come into work, then a more formal discussion will be required that may involve a Management Instruction.
d) Staff who state that they are not attending school on the advice of their union		Remind staff that as a key worker they can reasonably be expected to come into work, as all reasonable precautions have been taken to ensure their safety. Re-assure staff that this phased opening of the school takes due account of the steps outlined in the Council statement.	**L2** **C4** **R8**	Inform staff if they do not come into work, the school may need to consider taking formal action in respect of not following a reasonable management instruction.
Staff member wishing to return to work who falls within the 'high risk' category but has		For the period leading up to the summer holiday, we will be strongly advising staff in this category to remain at home and work remotely. There are sufficient staff to cover the	**L3** **C3**	

not been issued with a shielding letter		planned provision and as the weeks go by, the risk reduces and this position will be reviewed on a monthly basis During June and July, individual discussions will take place with staff in this category. A full review of their working arrangements will take place, including, where necessary, the completion of an M34 document. All issues will be looked at – PPE, rest areas, amending job role, working location etc. Staff with a shielding letter, will not be expected to come into school.	**R6**	
Lack of social distancing travelling to and from school.	Students and staff	We will be advising students to either walk, cycle, or be driven to school and avoid public transport if at all possible. For students cycling to school, they will arrive through the main gates to secure the bike and will walk back onto Breck Road to their entrance point. Students will only be attending for a total of maximum 4 days from 15 June and the start of the summer holiday. On any day, only a total of 100 students from a wide catchment area will be travelling to school. Parents and their children will be given clear information regarding the importance of maintaining social distancing when travelling to and from school. The school will ensure that entrance points are manned and that 2m spacing markers are indicated and adhered to. At the end of the school session, staff will ensure that students do not congregate.	**L3** **C3** **R9**	

		Information regarding social distancing will be emphasised to parents and carers by the provision of an individual reminder text message the day before students are expected into school. Staff travelling on public transport to follow government guidance; wear masks, try and maintain social distancing & wash hands upon arrival to work. Staff travelling to school in their own cars, when parking in the school car park will leave one space between each car.	**L2** **C3** **R6**	
Lack of social distancing at drop- off and pick-up point.	All staff, students, contractors, and visitors	The school will stagger opening times, so that the provision for children of workers and vulnerable students is timed differently to the provision for Year 10 & Year 12. The school car park will not be used by parents who bring children to school by car. Drop off and access points will be along Breck Road. All available entrances to the school from Breck Road will be open and students will enter the school and follow a one-way system. Staff will be available to manage the movement of students into and within the building. In relation to visitors to the school, only those people with pre-arranged appointments will be admitted. Parents will be informed that Reception is closed to visitors and they can communicate via email or telephone. On arrival, students will be given information and escorted to their class bubble [all preserving the 2m distancing rule]. A site map will be created, marking the locations of each individual class bubble.	**L2** **C2** **R4**	We will inform young people, parents, carers or any visitors, such as suppliers, not to enter the school setting if they or any of their household are displaying any symptoms of coronavirus. This will be communicated by email, posters, texts etc. Signage will be clear at the entrance and exit points. We will clearly indicate that only students can access the building. Entrance points will be manned All the plans will be made available to staff and shared and discussed A staff briefing will be provided regarding expectations and protocols for arriving and leaving school – this will include clearly defined locations that are to be used on arrival at school. Each member of staff will

		A database of Attendance will be maintained and it will be clear to see which students and which staff have had contact within the bubble.		have defined classroom, toilet and rest areas
Lack of social distancing of children during classes	Staff and students	Each classroom bubble will have a maximum of 10 students. Each student will have an allocated desk and these will be positioned to ensure 2m distance. Floor markers will be used to show distance. Classroom doors and windows will be left open to ensure airflow. No fire doors will be wedged open – normal procedures will apply for all fire safety doors. On arrival at the bubble, students will be informed of the routine for the session and toileting arrangements. Face to face support for Year 10 will be one morning consisting of 2 x 1hr sessions on one assigned day per week. Start and finish times will be staggered. Face to face support for Year 12 will be one afternoon session of 75 minutes on one assigned day per week. No lunch provision will be made available – students on Free School Meals, will still be receiving a voucher. In each classroom, hand gel will be available and prior to the session starting, all students are to clean hands using the gel. They will also be given advice regarding their allocated toilet facility and the need for good hygiene and hand washing. Breaktime will be taken within the pod bubble. Students will be advised to bring in their own snack and drink for break time.	**L2** **C4** **R8**	The actions taken in relation to face-to-face contact only supplement the very comprehensive remote education provision that has been operational for the past 10 weeks The resources in use will be minimal and students will not be engaged in any activity of a practical or physical nature Parents and carers will be made aware of the proposed classroom activities and the actions to minimise risk

		Students will not be sharing any resources – should they need a pen, then one will be supplied and they will need to keep and take off the premises after use. No cloakrooms or lockers will be used. Staff will have the option to wear face masks and they will be provided by the school and will be disposed of in designated disposal bins in allocated toilets.		
Lack of social distancing during lunch time and lunch time provisions	Staff and students	There will be no need for a lunch provision. Any breaks will be taken in the classroom bubble/pod. Students will be bringing in their own refreshments. Each bubble will have a clearly marked toilet provision.	**L1** **C3** **R3**	
Lack of social distancing during break times	Staff and students	Any breaks will be taken in the classroom bubble/pod. Students will be bringing in their own refreshments. Each bubble will have a clearly marked toilet provision.	**L1** **C3** **R3**	
Lack of safe distancing in staff areas	Staff	We will allocate staff to specific areas of the school for any rest period. Most staff will only be needed to undertake 1 session per week – this will reduce the need to move around school. Social distancing in all areas will be maintained. Throughout the school, there will be sanitisers etc for staff to use.	**L2** **C3** **R6**	PPE in the form of masks/face shields and gloves will be available for all staff. Staff will be informed of the availability, but there will be no compulsion to wear PPE.
Inadequate cleaning of areas following displays of suspected COVID symptoms	Staff and students	The school will follow all Government and LA advice and update as the situation develops.	**L2**	

		If a child becomes unwell with suspected symptoms, they will be moved to AX02 (PE Block) where they will be isolated behind a closed door. Staff will supervise at a safe distance – in the foyer area. (When staff are in this situation, PPE will be worn). A separate bathroom will be allocated for the student if needed. We will have to use this same room in the unusual event of more than one student showing signs of illness. The Isolation Room and the allocated toilet will be cleaned and disinfected once the child has left the premises. The children from the pod (bubble), will be moved to another classroom and the session will continue. Parents will be informed of the procedure in relation to securing a test for their child. The school will inform parents of children from the bubble that a child has shown symptoms and that we have advised testing to take place. We expect to know the results of this testing within the next few days and will advise parents of the outcomes – socially distancing will have been maintained within the school and are providing this information to help parents to make any decisions at home. As soon as a test result is known, the following action will take place:- 1. Result – **Negative** – No action 2. Result – **Positive** – All members of the bubble to be contacted (parents and students) and advised regarding the result. They will then need to self-isolate and/or be tested. The teachers that have been in contact with the bubble will also need to self-isolate and may need testing. (These procedures are not clear and are changing so will get advice from PHE).	**C4** **R8**	

		The classroom and areas that have been visited by any members of the bubble will be cleaned and disinfected – The teaching room will not be used for 5 days. The School Business Manager to discuss in detail the cleaning plans with the cleaning contractors. Staff showing symptoms will be sent home immediately. Testing will be arranged for them and the parents of the children who have had any contact will also be informed initially, if there is a suspected case, and further information will follow as required.		
Inadequate cleaning of premises (general)	Staff and students	We will be using cleaning products that offer disinfecting qualities. We have been involved with ongoing discussions with PFI contractors SPIE in relation to all aspects of premises management, hygiene, cleaning etc.	**L1** **C3** **R3**	
Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors and pushpads Changes to emergency fire procedures – uncertainty of staff and students due to working at different locations to normal	Staff and students	The school has reviewed its Fire Risk Assessment and all arrangements are in place. Caretakers and SPIE staff are aware of arrangements. No wedges or other devices are to be used to keep open fire doors in corridors. A briefing Information Sheet has been provided for staff and at the start of each session of the bubble/pod, students will be advised of arrangements – Muster points have been defined.	**L1** **C4** **R4**	A Fire drill test will be undertaken in the first week of the bubble lessons to test arrangements. It will be possible to evacuate and keep the 2m distancing requirement.

and changes in evacuation routes				
Risk of transmission through contact with school resources	Staff and students	We will keep the number of shared resources that are used by students to a minimum. Students will be supplied with paper and pens if necessary and they will be taken home by them at the end of the day. Staff will not be taking in any books for marking. Any marking is undertaken using the online arrangements we have in place.	**L2** **C4** **R8**	
Risk of transmission through first aid procedures	Staff and students	The risk is to be minimised by only having maximum 50 students (+ key worker children and vulnerable students) in the building at any one time. They will be in groups of 10 (bubble/pod). They will have break time in the room of their bubble. An updated First Aid Procedure has been produced. Minor ailments can be dealt with using 2m rule. When this is not possible, the First Aider must use PPE as indicated in our additional First Aid Notice. Training will be provided for the First Aid Team.	**L2** **C4** **R8**	
Inadequate assessment of transmission risk between SEND students and staff	Staff and students	The Student Services Team and SENCo will undertake an assessment of risk for bubbles/pods. Our initial analysis involving students in Year 10 and Year 12, indicate that there are no students whose behaviour is	**L1** **C2** **R2**	

		of such a concern that individual, additional measures are required.		
Stress and mental health issues	Staff and students	Staff will be signposted for support via HR Manager or SLT for bespoke services that may include mental health support or to access professional services in relation to key issues e.g. bereavement. Staff will continue to be supported via our existing HR channels throughout this period. Assistant Headteacher (Well-being) will continue to offer guidance and resources during this uncertain climate. These will continue to be shared on a regular basis to assist staff. SLT and middle leaders will continue to provide regular support remotely for their designated teams and colleagues. Communication protocols will continue to ensure staff are kept up to date with decisions and protocols to alleviate anxiety. Students will be supported by the school through the Student Services team and also signposted to external agencies e.g. bereavement, counselling etc.	**L2** **C4** **R8**	The school's HR Manager will facilitate any external support as needed, this may include support from our Occupational Health Provider FOHCUS.
Inadequate building management and routine inspections	Staff and students	All routine inspections will have been completed prior to the additional opening arrangements. The school has been open for the last 10 weeks, so all hygiene and electro/mechanical inspections will have been covered.	**L1** **C4** **R4**	School lifts should not be used during the period of the phased re-opening. If a lift has to be used, then it has to be disinfected after use. Staff and students with accessibility restrictions will be positioned in area where

				using the lift will not be required and follow lift protocol for emergencies only
Restraining students	Staff and students	All staff teaching a pod/bubble will have access to emergency SLT support in the event of an incident. SLT will arrive at the classroom wearing PPE (Mask and Gloves). Students in the area of the incident will be moved to another location. Restraint will only ever be applied if in line with the arrangements of our existing school policy.	**L1** **C4** **R4**	
Dispensing medicines to children	Students and staff	'First Aid' staff will be on site each day and will be able to administer medication as necessary.	**L1** **C2** **R2**	A reminder will be given to staff regarding procedures
Black, Asian & Ethnic minorities (BAEM)	Staff and students	The school will identify and hold discussions with any staff who may be vulnerable and conduct an individual risk assessment. In the period of this summer term, staff who are in this category will be given the option of home-working or the amendment of job to minimise risk. PPE will also be provided. We will take advice and discuss any issues with parents of children who may need additional protection, however, current evidence shows that young people are at a much lower risk than adults.	**L2** **C5** **R10**	Use our occupational Health Service to provide bespoke support as needed.
Students with part time employment in high risk areas e.g. Care Homes etc.	Students	The school will identify these students and hold discussions with parents /carers. We will provide virtual face to face support for students that are in this category to minimise any potential risk.	**L5** **C1** **R5**	

Weatherhead High School
A high performing academy providing excellence for all

WEATHERHEAD HIGH SCHOOL PHASED OPENING - RISK ASSESSMENT

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

List hazards ***something with the potential to cause harm*** here

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.

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

Key: L = Likelihood; C= Consequence; R = Risk

	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
	Further clarification on BAEM students	Contact ASCL	RB	8th June	completed
	Identification of disposal of PPE - clinical waste	Contact Spie	KMA	8th June	completed
	Support for mental health and bereavement - counselling	Confirm support	NSN	4th June	completed
	Order more PPE for SLT	Order	KMA	8th June	completed
	Risk Assessment SPIE on BAEM; School business manager is in liaison with SPIE & ensuring that all activities relating to FM are carried out appropriately and in line with all H&S procedures.	Contact Spie	KMA/DG	8th June	completed

Please use this space to identify issues for which you may require council support: