

WEATHERHEAD HIGH SCHOOL SEPTEMBER 2021

RISK ASSESSMENT - PART B

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 06.09.2021 Updated: 17.09.21 Updated: 14.12.21 Updated 05.01.22		Assessment	
Activity or situation: Whole School Risk Assessment		Reviewed: weekly		Signature: A Whelan	
(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	
1. Ensuring good hygiene is followed	Staff and students	The school will provide and ensure soap and hand sanitiser is readily available across the setting. We will continue to: <ul style="list-style-type: none"> ● encourage students to wash their hands regularly. ● engage with visitors to ensure hand washing or sanitising takes place upon entry to the building. ● encourage staff to continue with regular hand washing after touching shared resources. ● highlight the catch it bin it kill it message across the setting. ● ensure tissues are available in all rooms across the school. 	L1 C3 R3		

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		<ul style="list-style-type: none"> encourage coughs and sneezes to be done into a tissue or the elbow, and hand washing takes place afterwards. 		
2. Inadequate cleaning of premises (general)	Staff and students	<p>We will be using cleaning products that offer disinfecting qualities.</p> <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> Banisters Classroom desks and tables Toilets facilities (including taps and flush buttons) Door and window handles Furniture Light switches Reception desks <p>Staff and students are encouraged to clean the following in accordance with our current safety protocols:</p> <ul style="list-style-type: none"> Teaching and learning aids Books and games and other classroom-based resources Computer equipment (including keyboards and mouse) Sports equipment Childcare equipment Telephones Outdoor play equipment 	<p>L1</p> <p>C3</p> <p>R3</p>	

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		<p>Items that need laundering (e.g. towels) will be washed regularly in accordance with the manufacturer’s instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously. <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user. <p>Wherever possible, shared classrooms, halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms presents whilst in school, a deep clean will take place of the surfaces within the areas that they were located in using the appropriate disinfection by a member of the cleaning team.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they’re not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students’ books.</p> <p>We have been involved with ongoing discussions with PFI contractors SPIE, in relation to all aspects of premises management, hygiene, cleaning etc</p>		
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<p>3. Inadequate cleaning of premises (following displays of suspected COVID symptoms)</p>	<p>Staff and students</p>	<p>The school will continue to follow all Government and LA advice and update procedures/requirements as necessary.</p> <p>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.</p> <p>The Isolation Room and the allocated toilet will be cleaned and disinfected once the child has left the premises.</p> <p>Parents will be informed of the procedure in relation to securing a PCR test for their child.</p>	<p>L2 C4 R8</p>	
<p>4. Unsafe disposal of PPE and face coverings (if required for those choosing to continue with face coverings)</p>	<p>Staff and students</p>	<p>Face coverings are no longer advised for students, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Staff, students and any visitors at Weatherhead can choose to continue wearing a face covering and will be</p>	<p>L1 C2 R2</p>	<p>Secondary school children may still need face coverings for public transport and so measures for disposal should still be considered.</p> <p>If we have an outbreak in our school, a director of public health might advise us that face coverings should temporarily be worn in communal areas or classrooms (by</p>

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		<p>encouraged to follow the guidance on face coverings and disposal of them.</p> <p>Face coverings reintroduced at WHS November 2021 in communal areas/shared spaces and on corridors for staff and students.</p> <p>DfE guidance updated 05/01/2022 for secondary aged pupils upon return to school for Spring Term - students now asked to wear face masks in lessons. To be reviewed 26th Jan 2022.</p> <p>Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the guidance on cleaning for non-healthcare settings.</p> <p>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at school must be removed by the wearer (if not continuing to use in school) and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p> <p>When disposing of waste from people with symptoms of coronavirus (COVID-19), such as disposable cleaning cloths, tissues and PPE, the school will ensure it is:</p> <ul style="list-style-type: none"> ● put it in a plastic rubbish bag and tied when full ● place the plastic bag in a second bin bag and tie it ● put it in a suitable and secure place marked for storage for 72 hours 	<p>students, staff and visitors, unless exempt). Our outbreak management plans cover this possibility.</p>
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		This waste should be stored safely and securely kept away from children. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.		
<p>5. Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors and pushpads</p> <p>Changes to emergency fire procedures – uncertainty of staff and pupils due to working at different locations to normal and changes in evacuation routes.</p>	Staff and students	<p>The school has reviewed its Fire Risk Assessment and all arrangements are in place.</p> <p>Caretakers and SPIE staff are aware of arrangements.</p> <p>No wedges or other devices are to be used to keep open fire doors in corridors.</p> <p>Staff will be briefed on arrangements and emergency procedures at the start of the new academic year, practice fire drills will be arranged and students will be advised of arrangements as part of their induction programme.</p>	<p>L1</p> <p>C4</p> <p>R4</p>	A Fire Drill test will be carried out at least termly to test arrangements.
<p>6. Risk of transmission through contact with school resources</p>	Staff and students	<p>For individual and very frequently used equipment, such as pencils and pens, staff and students will be encouraged to have their own items where possible.</p> <p>Classroom based resources, such as books and games, can be used and shared where necessary. These items will be cleaned regularly, along with all frequently touched surfaces.</p>	<p>L2</p> <p>C4</p> <p>R8</p>	

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		<p>Resources that are shared between classes or such as sports, arts, and science equipment will be cleaned frequently.</p> <p>Wherever possible, staff are encouraged to set and mark work online. This may not always be possible and on occasions, staff will need to take in student books for marking and may take the marking off-site. Good practice is to ensure that staff follow hand washing hygiene procedures.</p>		
7. Risk of transmission through first aid procedures	Staff and students	<p>Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</p> <p>Where PPE is necessary, the school has adequate supplies to provide to all first aid staff.</p> <p>After delivering any first aid</p> <ul style="list-style-type: none"> • First aiders will ensure they safely discard disposable items and clean reusable ones thoroughly • Wash their hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible <p>Full training has been provided for the First Aid Team.</p>	L2 C4 R8	

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<p>8. Stress and mental health issues</p>	<p>Staff and students</p>	<p>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.</p> <p>Assistant Headteacher (Well-being) will continue to offer guidance and resources. These will continue to be shared on a regular basis to assist staff.</p> <p>SLT and middle leaders will continue to provide regular support 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.</p> <p>Students will be supported by the school through the Student Services team and also signposted to external agencies e.g. bereavement, counselling etc.</p>	<p>L2 C4 R8</p>	<p>The school's HR Manager will facilitate any external support as needed, this may include support from our Occupational Health Provider FOHCUS.</p>
<p>9. Inadequate building management and routine inspections</p>	<p>Staff and students</p>	<p>The school building has remained open throughout the summer break. All necessary routine inspections have been carried out as normal. All routine or annual checks will be carried out in their usual time frames.</p>	<p>L1 C4 R4</p>	
<p>10. General student behaviour / issues, including restraint</p>	<p>Staff and students</p>	<p>Students and parents will be reminded of the expected level of behaviour at school. This will include the need to follow all rules regarding school safety protocols. Incidents of behaviour that could cause alarm e.g. deliberate coughing etc, will be dealt with on an individual basis and may well result in a student being excluded from the building.</p>	<p>L2 C4 R8</p>	

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		<p>In the rare instance that restraint is required, PPE would only be necessary if a pupil has suspected/confirmed coronavirus; or if they normally require the use of PPE for their care.</p> <p>Individual risk assessments would be implemented for students who have known behaviours that would pose risk. Provision of PPE will be considered on a case by case basis.</p>		
<p>11. Staff who were previously defined as Clinically Extremely Vulnerable and pregnant employees.</p>	<p>Staff</p>	<p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take.</p> <p>Employees can be reasonably expected to attend work and Weatherhead will conduct an individual risk assessment for any staff member in this category, with any reasonable adjustments made as necessary to support them at work.</p> <p>Pregnant staff members will need a full risk assessment after 28 weeks of pregnancy to determine their working conditions and will be supported to work from home where possible.</p> <p>Guidance for those in vulnerable groups can be found here:</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/19-july-guidance-on-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19</p>	<p>L2</p> <p>C4</p> <p>R6</p>	

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<p>12. Visitors to schools such as speech and language therapy</p>	<p>Visitors, staff and students.</p>	<p>Visitors should be permitted to schools where other means of completing their role has been explored and it is identified that the visit is required.</p> <p>Hand hygiene will be observed by all visitors.</p> <p>Provision of hand washing supplies such as hand wash, sanitiser etc is available and regularly monitored to ensure supplies are always available.</p> <p>All visitors will be required to sign in and are encouraged to wash or sanitise hands upon entering the building.</p> <p>Any visits to the school will be made by prior appointment only and visitors will receive Covid-19 protocol information. Visitors will be asked to rearrange their appointment if they or any member of their household has Covid-19 symptoms.</p>	<p>L2</p> <p>C3</p> <p>R6</p>	<p>It is advised that where meetings can take place via a virtual format, this should continue if a physical meeting is not required.</p>
<p>13. Visitors to the school – Open Evenings</p>	<p>Visitors, staff and students</p>	<p>H&S flyers will be provided to all visitors on arrival to remind them of safety measures and protocols.</p> <p>Hand hygiene will be observed by all visitors and they will be asked to sanitise upon entry and exit to the school building.</p> <p>Visitors will be asked to wear face masks and additional masks will be available upon entry.</p> <p>Numbers will be limited in classrooms/spaces to allow for social distancing.</p> <p>Numbers in the theatre will be limited and events will be ticketed to allow as much distancing as possible.</p> <p>Floor markings will be displayed on corridors to keep foot traffic to the left and avoid congestion.</p>	<p>L3</p> <p>C3</p> <p>R9</p>	

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		<p>All rooms will be well ventilated.</p> <p>Numbers of student helpers/event leaders will be reduced to limit people in the building.</p>		
<p>14. Visitors to the school – Parent/Carer Events/Information Evenings</p>	<p>Visitors, staff and students</p>	<p>Hand hygiene will be observed by all visitors and they will be asked to sanitise upon entry and exit to the school building.</p> <p>Visitors will be asked to wear face masks and additional masks will be available upon entry.</p> <p>Numbers will be limited in classrooms/spaces to allow for social distancing.</p> <p>For any talks/assemblies in the Theatre, numbers will be confirmed in advance and if necessary, sessions will be split to ensure reduced numbers at any one time.</p> <p>Floor markings will be displayed on corridors to keep foot traffic to the left and avoid congestion.</p> <p>All rooms will be well ventilated.</p> <p>Numbers of student helpers/event leaders will be reduced to limit people in the building.</p>	<p>L3</p> <p>C3</p> <p>R9</p>	
<p>15. Ventilation & air conditioning</p>	<p>Staff and students</p>	<p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. In classrooms and communal areas, doors and windows will be left open to ensure airflow.</p> <p>The school will encourage the opening of windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened fully</p>	<p>L2</p> <p>C3</p> <p>R3</p>	

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		<p>during breaks and lesson changes for at least 5 minutes to purge the air in the space).</p> <p>Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces and flexibility given to allow additional, suitable indoor clothing to be worn (e.g. coats), where necessary.</p>		
16. Home to school transport	Staff and students	<p>We will continue to encourage students to either walk, cycle, or be driven to school and avoid public transport if at all possible.</p> <p>Children and young people aged 11 and over should wear a face covering when travelling on dedicated transport to secondary school or college</p> <p>Although it is no longer recommended to maximising distancing and minimising mixing, any unnecessary risks such as overcrowding will be minimised on any Weatherhead dedicated transport, such as the school minibus.</p>	<p>L3</p> <p>C4</p> <p>R12</p>	
17. Tracing close contacts and isolation		<p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p>	<p>L2</p> <p>C4</p> <p>R8</p>	

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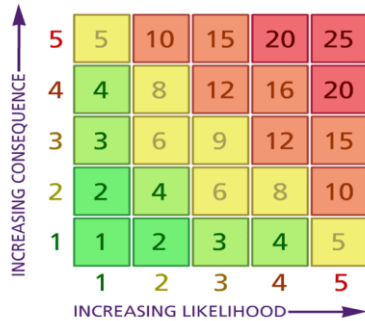
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18. School Trips & Visits	Students, Staff, Volunteers	All authorised trips will be individually risk assessed with additional Covid safety measures considered, as necessary/required.	See individual risk assessments.
19. Outbreak Management	Students, Staff, Visitors	In response to rising cases within the school or any confirmed outbreak of coronavirus, the school will implement the Outbreak Management Plan, as necessary. <u>Weatherhead Outbreak Management Plan</u>	Risk will be dependent on the situation & will be evaluated as necessary. See Outbreak Management Plan for further details.

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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



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

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.