



RISK ASSESSMENT RECORDING FORM

Location: The Birkenhead Park School CH43 4UY	Date assessment undertaken: 14 September 2021	Assessment undertaken by: Helen Johnson
Activity or situation Full school re-opening following flood damage on A Floor	Review date: As required	Signature:

Area of Control	Control Measures	Implemented by: Initials
Communication <i>Ensure all staff, students and visitors are aware of restricted access and health and safety measures/ plans</i>	<ul style="list-style-type: none"> • Staff and students will be advised through clear communication (email, briefings and tutor time) that A Floor is out of bounds during repair work and until further notice • Staff and students will be advised of alternative routes around school to be used at transition times – see below • Signage will be in place to clearly mark areas that are out of bounds • Barriers and tape will be used to manage restricted access to A Floor and additional duty staff will be deployed at transition times • Any persons likely to come onto the school site will be informed that A Floor is out of bounds • Contractors on site will comply with the risk assessment and associated measures put in place by SPIE • The facilities manager will liaise regularly with SPIE to manage school operations during the repair work • Visitors will not be admitted to the school site during transition times and will be invited to wait briefly in the outer reception area 	SLT SLT DCo DCo SLT DCo DCo SLT/Staff
Restricting access to A Floor and managing safe movement around the building <i>A Floor cannot be used as a routine thoroughfare and alternative routes will need to be in place to manage staff/student movement safely during the school day</i>	<ul style="list-style-type: none"> • Staff, students and visitors will be advised that A Floor should not be accessed unless in the event of an emergency evacuation – see below • Barriers, tape and signage will be in place at key doors and stairwells to restrict access to A Floor • Additional corridors and thoroughfares will be opened up at transition times to ease congestion and ensure safe movement around school – these include the main reception and Year 7 Base on B Floor • Additional duty staff will be deployed at transition times to prevent access to A Floor e.g. stairwell either side of reception on B Floor • Key staff will be briefed on identifying the most appropriate route for each year group at transition times to ease congestion 	SLT SLT SLT SLT SLT

	<ul style="list-style-type: none"> Year 7 students will be held for two minutes in the Base at lesson changeover if they are moving to specialist rooms e.g. science Students in the Year 7 Base and English classrooms will be dismissed slightly early at the end of the school day to manage a safe exit via the Year 7 doors/gate, students in the Humanities corridor will subsequently exit school through the Year 7 Base Two Year 8 tutor groups will move to classrooms on C Floor to ease student movement to Period 1 Art rooms, test site and learning hub can continue to be accessed from A Floor via the corridor at the student entrance 	SLT/Staff SLT SLT
Emergency evacuation <i>Sufficient exit routes need to be clear to all staff, students and visitors on site during repair work</i>	<ul style="list-style-type: none"> All tutor groups will practise exiting the building and locating their fire point during first three weeks of term Sufficient emergency exits are available to accommodate student numbers A Floor can be accessed as an emergency exit route throughout the repair works if necessary in line with SPIE risk assessment 	SLT SLT/DCo
Safeguarding	<ul style="list-style-type: none"> Locked internal doors into/out of reception will be opened briefly at transition times so that students can use this area as an additional corridor – no visitors will be permitted onto the school site at these times Visitors will be invited to wait in the outer reception area before being admitted into the building at transition times Approved contractors on site all have enhanced DBS, they will sign in at reception and will follow SPIE risk assessment The safeguarding team will move to temporary office accommodation but retain access to information and files on A Floor as required 	SLT/Staff SLT/Staff DCo SLT
Medication	<ul style="list-style-type: none"> Medication can continue to be collected from the learning hub (former SSC), accessed by corridor from Art rooms 	SLT/Staff
Toilets	<ul style="list-style-type: none"> Adequate numbers of toilets are in place across the school site for staff and student numbers Year 7 students will access their break 5 minutes before everyone else to use the Sports Hall toilets 	SLT
Ongoing Review	<ul style="list-style-type: none"> The school risk assessment will be shared with staff and parents and updated as required. The compliance officer will check that the control measures in this risk assessment are fully implemented prior to full school opening. Compliance checks will be carried out by SLT and the facilities manager to ensure that any issues are communicated to site staff and addressed immediately. Regular meetings will be held with the Headteacher, compliance officer and facilities manager to update controls in light of any emerging issues. School staff will be vigilant and will report any health and safety concerns to the facilities manager for follow-up action. 	SLT SLT SLT Staff