



## RISK ASSESSMENT RECORDING FORM

<b>Location:</b> The Birkenhead Park School CH43 4UY	<b>Date assessment undertaken:</b> 04 April 2022	<b>Assessment undertaken by:</b> Helen Johnson
<b>Activity or situation</b> Living with COVID – implementation of government guidance (01 April 2022) on managing respiratory infections in school, including coronavirus.	<b>Review date:</b> As required	<b>Signature:</b>

### Overview

As of 01 April, schools are no longer legally required to have a specific coronavirus risk assessment in place; however, in line with the DfE's ['Health and safety: responsibilities and duties for schools'](#) guidance, schools are required to have risk assessments covering risks to the health and safety of employees and students.

This risk assessment has been created in line with the latest public health advice on managing respiratory infections, including coronavirus:

- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- UK Health Security Agency (2022) 'People with symptoms of a respiratory infection including COVID-19'
- UK Health Security Agency (2022) 'Living safely with respiratory infections, including COVID-19'

Helen Johnson (Headteacher) and Peter Mee (Deputy Headteacher) will oversee the implementation of this risk assessment with Dave Colley (Facilities manager). Lyndsey Weekes (Assistant Headteacher) will act as Compliance Officer.

Area of Control	Control Measures	Any further action/ altered measures/ notes?	Implemented by: Initials
Communication	<ul style="list-style-type: none"> <li>• All staff, students and any persons likely to come onto the school site will be informed that they should not attend if they are displaying symptoms of respiratory infections, including Coronavirus: <a href="#">People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)</a></li> <li>• All staff, students and parents are made aware of the symptoms of respiratory infections, including coronavirus, what to do if they display symptoms or have tested positive and what to do if others display symptoms.</li> </ul>		SLT
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	<ul style="list-style-type: none"> <li>Individuals who are a contact of a positive case but do not live with or have not stayed overnight with the individual are advised to follow the <a href="#">‘Living safely with respiratory infections, including COVID-19’ guidance</a>.</li> </ul>		
<b>Hand cleaning and respiratory hygiene</b>	<ul style="list-style-type: none"> <li>Sufficient handwashing and sanitising facilities are provided for individuals to wash their hands regularly.</li> <li>Staff and students are directed via signage to: <ul style="list-style-type: none"> <li>frequently wash their hands with soap and water for 20 seconds and dry thoroughly</li> <li>wash hands thoroughly before and after eating and after sneezing or coughing</li> </ul> </li> <li>Staff and students are directed via signage to use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’).</li> <li>Tissues and bins are available in all classrooms.</li> </ul>		SLT/DCo  SLT/Marketing  SLT/Marketing  DCo
<b>Use of personal protective equipment (PPE)</b>	<ul style="list-style-type: none"> <li>Risk assessments are carried out on a case-by-case basis to determine whether staff require PPE to carry out tasks and duties.</li> <li>Designated First Aiders will be supplied with PPE for use where an individual requiring attention is displaying symptoms of a respiratory infection and/or suspected coronavirus.</li> <li>If a student becomes unwell with symptoms of a respiratory infection or coronavirus in school and needs direct personal care until they can return home, a face mask will be worn by the supervising adult. If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult.</li> </ul>		SLT  SLT  SLT/Staff
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment. There is a particular focus on frequently touched surfaces.</li> <li>The school will ensure that this cleaning schedule is being implemented by SPIE with all site/cleaning staff.</li> <li>Staff will be advised to report any concerns around cleaning to the facilities manager.</li> <li>If there is an outbreak, the school will undertake enhanced cleaning.</li> </ul>		SLT/DCo  DCo  SLT/Staff SLT/DCo
<b>Ventilation</b>	<ul style="list-style-type: none"> <li>All spaces will be well ventilated using natural ventilation (opening windows) as far as possible.</li> <li>Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues, the following mitigations are put in place where possible: <ul style="list-style-type: none"> <li>Classrooms are arranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs</li> <li>High level windows are opened in preference to low level windows, to reduce draughts</li> <li>Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes</li> </ul> </li> </ul>		SLT  SLT/Staff  DCo

	<ul style="list-style-type: none"> <li>• Staff will be asked to report any estates issues to the facilities manager e.g. doors, windows, immediately so that these can be fixed.</li> <li>• Air conditioning units can be turned on as these draw in fresh air from outside.</li> <li>• The heating will be switched on in school as required to maintain a comfortable temperature.</li> <li>• Particular consideration is given to ventilation when hosting events where large numbers of visitors are on site, e.g. school productions.</li> </ul>		<p>Staff</p> <p>DCo DCo SLT/DCo</p>
<b>Protecting high-risk individuals</b>	<ul style="list-style-type: none"> <li>• People in this category are advised to follow <a href="#">Living safely with respiratory infections including Covid 19</a></li> <li>• Individual risk assessments are carried out for individuals who are at higher risk from COVID-19 and other respiratory infections. These include: <ul style="list-style-type: none"> <li>▪ those who are pregnant</li> <li>▪ people of any age whose immune system means they are at higher risk of serious illness</li> <li>▪ people with certain long-term conditions</li> </ul> </li> </ul>		<p>SLT/HR</p> <p>SLT/HR</p>
<b>Vaccination programme</b>	<ul style="list-style-type: none"> <li>• School leaders will continue to publicise the benefits of the COVID-19 vaccination programme using impartial, factual information in line with NHS guidance and encourage all staff to book a vaccination appointment. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/">https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/</a></li> </ul>		SLT
<b>Remote Learning</b>	<ul style="list-style-type: none"> <li>• The school will follow government guidelines and provide remote education for students in circumstances when in-person attendance is not possible or is contrary to government guidance, e.g. they have an infectious illness. <a href="https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools/providing-remote-education-guidance-for-schools">https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools/providing-remote-education-guidance-for-schools</a></li> <li>• Remote access to live lessons will be provided only for student absence which is due to a positive COVID test.</li> <li>• Remote education is provided as soon as possible, in proportion to the length of the student's absence and disruption to their learning.</li> <li>• Staff will undertake safeguarding training linked to remote education and the principles of the school's safeguarding policy will apply to remote teaching and learning.</li> <li>• Students will undertake online safety training so that they know how to keep themselves safe in any periods of remote education.</li> </ul>		<p>SLT</p> <p>SLT</p> <p>SLT/Staff</p> <p>SLT</p> <p>SLT</p>

<b>First aid</b>	<ul style="list-style-type: none"> <li>• There will be a designated First Aider on site at all times who will deal with any incidents requiring first aid. First Aiders follow guidance on donning and removing PPE: <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">COVID-19: personal protective equipment use for non-aerosol generating procedures - GOV.UK (www.gov.uk)</a></li> <li>• PPE must be discarded in clinical waste.</li> <li>• CPR guidance: <ul style="list-style-type: none"> <li>○ Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, start chest compressions until help arrives.</li> <li>○ Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.</li> <li>○ If there is a perceived risk of infection, first aiders should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives.</li> <li>○ Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.</li> <li>○ After performing compression-only CPR, first-aiders should wash their hands thoroughly with soap and water or an alcohol-based hand gel.</li> </ul> </li> </ul>		SLT  SLT/DCo/ Staff  First Aid Staff
<b>Contingency framework / Outbreak Management Plan</b>	<ul style="list-style-type: none"> <li>• Plans will be in place should the school need to take any temporary actions in the event of an emergency. <a href="https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings">https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings</a></li> <li>• Emergency plans will prioritise and maximise face-to-face learning in accordance with government guidelines.</li> <li>• Emergency plans will include actions to be taken should the school be advised by Public Health to close fully or partially to help manage an outbreak of COVID-19 or other respiratory infection within the setting.</li> </ul>		SLT  SLT  SLT
<b>Ongoing Review</b>	<ul style="list-style-type: none"> <li>• The school risk assessment will be shared with staff and parents on a regular basis/as updated when agreeing the best approaches to be implemented.</li> <li>• The compliance officer will check that the control measures in this risk assessment are fully implemented. Regular compliance checks will then be carried out by SLT and the facilities manager to ensure that any issues are communicated to site staff and addressed immediately.</li> <li>• School staff will be vigilant and will report any health and safety concerns to the facilities manager for follow-up action.</li> </ul>		SLT  SLT/DCo  Staff