



RISK ASSESSMENT RECORDING FORM

Location: The Birkenhead Park School CH43 4UY	Date assessment undertaken: 14 July 2021	Assessment undertaken by: Helen Johnson
Activity or situation Opening school after Step 4 of roadmap	Review date: 04 January 2022	Signature:

Overview

A number of the control measures implemented for the re-opening of the school in September 2020 remain in place and the school response has been updated in line with the latest government guidance: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

This whole-school Risk Assessment is updated regularly in line with latest national PH/government guidance and in response to local PH advice.

The school will implement the DfE Contingency Framework, describing the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) and follow any guidance issued as a result: <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

Helen Johnson (Headteacher) and Peter Mee (Deputy Headteacher) will oversee the implementation of the full school opening plan 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"> All staff, students and any persons likely to come onto the school site will be informed that they must not attend if they are displaying any symptoms of Corona virus: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance If a parent insists on a student with symptoms attending school, entry will be refused if, in the school's reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19. The school will follow the latest guidance issued by PH Wirral (22 October 2021) and this will be shared with staff and students. The school will implement the threshold guidance issued by PH Wirral (20 September 2021) to escalate concerns regarding a rise in the number of positive cases within the setting. 		SLT
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		<ul style="list-style-type: none"> The school will follow the latest government guidance for schools (updated 05 January 2022): https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak Clear communication has been shared with parents and students (04 January 2022) with a link on the school website covering all aspects of how school will function from January 2022. Phone/email communication will be prioritised with parents to limit the number of visitors into school. Any face to face parental meetings in school will be limited to one member of family where possible and will be by appointment only. Meeting rooms will be well ventilated and parents will be requested to sanitise hands on arrival. School will follow the latest government advice on overseas travel and communicate this and any quarantine restrictions with parents and staff who are planning to travel abroad (updated 09 January 2022). https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19 		SLT SLT SLT SLT SLT
1. Ensure good hygiene for everyone.	Hand hygiene	<ul style="list-style-type: none"> All visitors/staff/students will be required to sanitise hands on arrival. Students will be encouraged to wash hands more often than usual during time in school. Hand sanitizer stations will be in place at all main entrances to the building and along key routes. All staff and students will be directed via signage to: <ul style="list-style-type: none"> frequently wash their hands with soap and water for 20 seconds and dry thoroughly clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing Year groups re-entering the school building after break and lunch will be instructed to sanitise or wash their hands. Wipes will be available at shared printers and staff and students will be encouraged by signage to follow the 'If you use it-wipe it' principle. 		SLT Staff DCo Staff Staff DCo
	Respiratory hygiene	<ul style="list-style-type: none"> All staff and students will be directed via signage to not touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Tissues will be available in all classrooms. 		SLT/ Marketing DCo
	Use of personal protective equipment (PPE)	<ul style="list-style-type: none"> Staff working in the testing site will be provided with PPE in accordance with government guidance – see section below. Designated First Aiders will be supplied with full PPE including a full visor. 		SLT SLT SLT

	<ul style="list-style-type: none"> If a student becomes unwell with symptoms of 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. 		
2. Maintain appropriate cleaning regimes, using standard products such as detergents.	<ul style="list-style-type: none"> The school will follow the COVID-19: cleaning of non-healthcare settings guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings and will ensure that this guidance is being implemented by SPIE with all site/cleaning staff. There will be constant communication with cleaning staff about any additional cleaning requirements and additional capacity has been agreed to allow for this. All areas and surfaces will be deep cleaned prior to the full re-opening of the school. All classrooms and areas used by staff and students will be cleaned once they have left the building. Sanitizer stations will be located across the school site. Toilets will be cleaned regularly and the supply of hand soap refilled. Staff will be advised to report any concerns around cleaning to the facilities manager. If there is suspected case of Covid 19 the school will follow the COVID-19: cleaning of non-healthcare settings guidance. 	SLT/DCo DCo DCo DCo DCo DCo SLT/Staff SLT	
3. Keep occupied spaces well ventilated	<ul style="list-style-type: none"> All spaces will be well ventilated using natural ventilation (opening windows) as far as possible. Doors will be propped open, where safe to do so, to aid ventilation. Staff will be asked to report any estates issues to the facilities manager e.g. doors, windows, immediately so that these can be fixed. Air conditioning units can be turned on as these draw in fresh air from outside. Staff will manage ventilation in classrooms and offices to ensure a comfortable working temperature when rooms are occupied. Staff and students will be advised to wear additional layers of clothing (in accordance with student uniform expectations) in cold weather. The heating will be switched on in school as required to maintain a comfortable temperature. Outdoor coats will be permitted in class until February half-term 2022 when this will be reviewed. 	SLT SLT/Staff DCo Staff SLT	
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19	<ul style="list-style-type: none"> The school will follow the latest government guidance for dealing with students who develop Coronavirus symptoms on site: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf 	SLT	

	<ul style="list-style-type: none"> • Where a positive case is picked up through the school’s LFD test site or home testing, staff/parents will be informed that they do not currently need to seek a follow-up PCR test, in line with the latest government guidance (January 2022). • The school will utilise the DfE COVID helpline 0800 046 8687 if required to seek further advice. • The school will implement a COVID email address for parents to report positive cases at weekends and during holidays. • A review of school actions will be held following the management of any positive cases to capture “lessons learned” and refine the school response. • Public health messages are reinforced regularly with parents following analysis of positive cases in school. • Whilst awaiting pick-up, any staff/students will be isolated in the designated separate sanitary area (meeting room off main reception) and will be provided with a face-mask. PPE will be worn by staff caring for students who are awaiting pick-up. • This area and any other rooms used by staff or students who display symptoms of Coronavirus will be left for 72 hours if possible and then a deep clean of those areas will be undertaken. • If a member of staff, likely to be a First Aider, has helped someone who was unwell with coronavirus symptoms, they should wash their hands thoroughly for 20 seconds after any contact. The member of staff may choose to go home if they wish but there is no requirement for them to remain at home unless they develop symptoms themselves or the student or staff member subsequently tests positive. Core areas where the staff or student has been will be deep cleaned. • If an outbreak is suspected or there is an overall rise in sickness absence linked to COVID, the school will seek advice from PH Wirral and apply their outbreak indicators, as advised. 		<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>DCo</p> <p>SLT/Staff</p> <p>SLT</p>
<p>Face coverings</p>	<ul style="list-style-type: none"> • In line with government guidance (05 January 2022), the school will recommend that face coverings are worn by staff, students and visitors in communal areas of the school and by students in classrooms. This measure will be kept under review. All previous guidance on the wearing and disposal of face coverings will apply. • Staff and students will be advised that face coverings are once again mandatory on public transport from 30 November 2021. • In line with PH Wirral guidance, the school will encourage the wearing of face coverings by visitors attending open events in the autumn term. • School will follow Public Health guidance regarding re-introducing face coverings if there is considered to be an outbreak in school – see separate contingency framework plan. 		<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>

	<ul style="list-style-type: none"> • In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. • In these circumstances, face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission and will only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. • No student will be denied education on the grounds of whether they are, or are not, wearing a face covering. 		SLT SLT
Testing	<p>The school will operate rapid testing in accordance with government guidelines. The end to end health, safety and infection control risks for mass lateral flow testing have been identified and pre-assessed by the school in accordance with Public Health England and the Health and Safety Executive,. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_schools_testing_handbook.pdf</p> <p>This asymptomatic rapid testing programme will be managed and monitored regularly by SLT and the Trust Covid-19 Testing Coordinator, Sarah Crosbie.</p> <ul style="list-style-type: none"> • School will carry out on-site testing for students on their return to school in January 2022 in line with government guidance. This will involve 1 on-site lateral flow device test: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf • School will retain a small on-site testing facility for the foreseeable future for those students who may be unable to test at home in order to identify asymptomatic cases. This testing aims to identify people who have COVID-19 but do not have symptoms so could be spreading the infection to others without knowing: https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-schools • A full risk assessment for the school's test site will be implemented in line with government/PH/HSE guidance and can be accessed on the school website. • School will continue to distribute home test kits to all students in line with government guidance. • Staff and students will be encouraged to undertake twice-weekly home testing and report results to NHS Test and Trace and to school. • Any students with a positive LFD test result in school will be sent home to self-isolate. 		SLT/Trust SLT SLT SLT SLT

		<ul style="list-style-type: none"> Staff and students reporting a positive test result from an LFD test at home will be advised to self-isolate. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) The school will arrange testing for students attending Alternative Provision settings. 		SLT
Mixing and bubbles		<ul style="list-style-type: none"> School will implement government guidance at Step 4, which states that it is no longer necessary to keep children in consistent groups ('bubbles'). Assemblies will resume and year groups can mix at break and lunch times, although split lunches are in place. As a temporary measure, from Monday 1st November, year groups will be segregated into tutor groups during any year group assemblies with adequate space in between tutor groups. As a further temporary measure, staff will be advised to wear a face covering during briefings and any other whole-staff sessions. These will take place in the hall, with adequate ventilation. School will reintroduce 'bubbles' for a temporary period, to reduce mixing between groups, only if directed to do so by Public Health – see contingency framework. Non-overnight and overnight educational trips and visits will be permitted to take place within the UK or overseas and will have a full risk assessment that incorporates COVID controls to ensure they can be carried out safely. Internal examinations and assessments will be carried out in the hall with a full seating plan in place, ensuring desks are spaced apart adequately. A full offer of extra-curricular provision will resume from September 2021 in line with the latest government guidance. https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak 		SLT SLT SLT SLT SLT SLT SLT
Curriculum		<ul style="list-style-type: none"> Risk assessments will be carried out by Heads of Faculty and relevant protective measures put in place. Relevant subject specific guidance is followed for practical subjects: <ul style="list-style-type: none"> RA023 Music in Schools COVID-19 CLEAPPS GL343 – Guidance on doing practical work in science CLEAPPS GL344 - Guidance on doing practical work in DT DCMS guidance for sport in schools 		SLT/HOFs SLT/HOFs
Groups	SEND students	<ul style="list-style-type: none"> Reasonable adjustments will be considered for students with SEND or vulnerabilities. 		SLT SLT

	<ul style="list-style-type: none"> Pastoral and TA support will be implemented to manage student anxieties and to assess any hidden vulnerabilities as a result of school closure. Individual risk assessments will be carried out for students' needs where appropriate. 		SLT
Shielded and clinically extremely vulnerable staff	<ul style="list-style-type: none"> Staff in this position were advised that they can return to the workplace from April 2021: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 School will follow government guidance regarding shielding for CEV staff during periods of national or local restrictions: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Individual risk assessments will be undertaken with staff in this category and reasonable adjustments will be made as required. 		SLT/HR SLT HR
	<ul style="list-style-type: none"> The school will follow the specific guidance for pregnant employees: https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees Individual risk assessments will be carried out for these staff and guidance from GP and mid-wife will be followed. Staff in the third trimester of pregnancy will be advised to work from home where possible. Staff must inform line manager if circumstances change. Staff with specific concerns should raise these with SLT and all concerns will be reviewed on an individual basis. 		SLT/HR HR SLT/HR Staff Staff
	<ul style="list-style-type: none"> Individual risk assessments will be undertaken with staff in this category and reasonable adjustments will be made as required. 		SLT/HR
Staff anxiety and stress returning to work post lockdown	<ul style="list-style-type: none"> Staff consulted prior to the re-opening of the school to establish levels of concern and inform planning and support. Implementation of whole-school approach emphasising mental wellbeing, resilience and mutual support. Reasonable adjustments made if required. School re-opening plans incorporate actions to address staff workload. Regular whole-staff HR messages to check in on staff wellbeing and share sources on support and ongoing line manager and HR support for any emerging needs. 		SLT/HR SLT SLT/HR SLT HR

Other considerations	Vaccination programme	<ul style="list-style-type: none"> School leaders will continue to promote the COVID vaccination programme and encourage all staff to book a vaccination appointment as soon as possible following the final stage of the vaccine rollout. https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/ 		SLT
	Remote Learning	<ul style="list-style-type: none"> The school will follow DfE guidance in implementing its remote learning programme for any students absent due to COVID or if contingency plans are required – see below: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19 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. Students will undertake online safety training so that they know how to keep themselves safe in any periods of remote education. 		SLT SLT SLT
	First aid / Medication	<ul style="list-style-type: none"> There will be a designated First Aider on site at all times who will deal with any incidents requiring first aid. First Aiders must follow updated first aid guidance including training in donning and removing PPE: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures New staff First Aid staff will be advised how to safely don and remove PPE. PPE must be discarded in clinical waste. First Aiders must ensure that hand washing with soap and hot water for 20 secs minimum INCLUDES washing forearms if exposed. CPR guidance: <ul style="list-style-type: none"> Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth. If in any doubt about confirming cardiac arrest start chest compressions until help arrives. Call ambulance. If COVID 19 is suspected, tell them when you call 999. If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives. See: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov Trained First Aiders will be available to administer medicines and maintain records. 		SLT SLT SLT DCo Staff SLT

		<ul style="list-style-type: none"> Inhalers and epipens will be available to students if required. 		SLT
Contingency framework / Outbreak Management Plan		<ul style="list-style-type: none"> Emergency plans will be in place should the school be advised by Public Health to close fully or partially: <ul style="list-style-type: none"> to help manage a COVID-19 outbreak within a setting if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission as part of a package of measures responding to a Variant of Concern (VoC) These measures will include contingency plans for continued remote education – see separate plan. DfE guidance will be followed: https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings 		SLT SLT
Ongoing Review		<ul style="list-style-type: none"> 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. The compliance officer will check that the control measures in this risk assessment are fully implemented prior to full school opening. 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. A regular compliance meeting will be held with the Headteacher, compliance officer and facilities manager to update controls in light of new guidance and raise / address 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/DCo SLT/DCo Staff