



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: 28 February 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://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak> and <https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19>

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/alterd 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 should 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 a suspected or confirmed case of COVID-19 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 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 24 February 2022): https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak Clear communication is regularly shared with parents and students with a link on the school website covering all aspects of how school will function in light of latest government guidelines. 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 28 February 2022). https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19 		SLT SLT SLT
1. Ensure good hygiene for everyone.	Hand hygiene	<ul style="list-style-type: none"> All visitors/staff/students will be advised 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 advised 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 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"> Designated First Aiders will be supplied with PPE. 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. 		SLT SLT
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. 		SLT/DCo

	<ul style="list-style-type: none"> • There will be constant communication with cleaning staff about any additional cleaning requirements and additional capacity has been agreed to allow for this. • 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. 		<p>DCo</p> <p>DCo DCo DCo</p> <p>SLT</p>
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. • The heating will be switched on in school as required to maintain a comfortable temperature. 		<p>SLT</p> <p>SLT/Staff</p> <p>DCo</p> <p>Staff</p> <p>SLT</p>
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 implement the latest government guidance when made aware of a positive case within the school: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak • Parents and staff will be informed that anyone who tests positive for COVID should stay at home and self-isolate for 10 days but may be able to end this self-isolation sooner, following two negative LFD test results on days 5 and 6 in line with latest government guidance: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) • School will maintain accurate records of any positive cases in order to detect any increases in cases and consult with the Local Authority. • 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. The school will utilise the DfE COVID helpline 0800 046 8687 if required to seek further advice. • Whilst awaiting pick-up, any students with suspected COVID-19 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. 		<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>

		<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. 		HR
	New and/or expectant mothers –	<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 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 Staff Staff
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. 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: 		SLT SLT SLT DCo Staff

	<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 <ul style="list-style-type: none"> ● Trained First Aiders will be available to administer medicines and maintain records. ● Inhalers and epipens will be available to students if required. 		SLT 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. ● School staff will be vigilant and will report any health and safety concerns to the facilities manager for follow-up action. 		SLT SLT/DCo Staff