

## TEMPLATE - Sefton Risk Assessment Form - Schools - COVID-19

Guidance - July 2021: Jan 22

## School Risk Assessments:

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment

- Elimination: stop an activity that is not considered essential if there are risks attached.
- Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
- Engineering controls: design measures that help control or mitigate risk.
- Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).
- Having gone through this process, personal protective equipment (PPE) should be used in circumstances where the guidance says it is required (https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care).

## **Update:**

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/999689/Schools\_guidance\_Step\_4\_update\_FINAL.pdf+https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/999741/SEND\_update\_guidance\_Step\_4.pdf

You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision

Task / activity	Feb 20th 20 22	Department	
Location	Presfield High School	Assessor(s)	

<b>RA Ref</b> RA 21-22 V5	Assessment Date	Feb 20th 22	Review Date	Easter 2022
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На	nzard Description	People	Harm or loss	Existing risk control measures		Ris atir		Proposed Action / additional	Action Owner	Action Target Date or		arge risk ating		Status
				_	L	С	R	controls (if any)	Owner	frequency if ongoing	L	С	R	
	The premises													
1	Working in poorly maintained environment	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.  Clinically extremely vulnerable and other vulnerable persons.	Injury, ill health, fatality, or other loss such as property damage due to exposure to chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, asphyxiating gases and biological agents.  Ill health, fatality due to potential of legionella bacteria (legionnaires disease), asbestos release, etc working in the	Copies of building insurance, and COVID-Secure Risk assessments are available. COVID-Secure school risk assessment is published on the School website risk assessment.  Statutory and mandatory compliance inspections, testing and maintenance is carried out.  • Fire risk assessment, fire protection and prevention measures. Fire extinguishers are checked for a record of regular maintenance,  • Gas certs,  • Water management (Legionnaires)  • Fixed wiring certs and portable appliance arrangements,  • Ventilation (mechanical and natural),  • Kitchen equipment (full clean cycles), where relevant,  Additional information is reviewed where appropriate, including:  • Calibration of equipment					DW					

			presence of a poorly maintained environment.  Ill health or fatality due to inhalation of smoke and fumes or property damage.	Lifts and lifting equipment (including roller shutter doors and flag poles), Panic alarms, Asbestos disturbance or deterioration, Pest control.  Fire risk assessment and other information has been amended to reflect:  capacity, changes to normal access, egress and travel routes through premises, increased levels of cleaning substances and sanitiser (highly flam substances), Changes at reception areas or entrances, Where final exit doors have additional security arrangements in place to control access / egress.					
2	Transmission of Coronavirus throughout the school setting.  Falls from height. Traps and nips.	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.  Clinically extremely vulnerable and other vulnerable persons.	Ill health or fatality due to exposure to COVID-19 from airborne contamination.  Anxiety due to fear of exposure or changes to procedures and behaviours.  Serious or fatally injury due to falls from open windows.	Occupied spaces are well ventilated.  Poorly ventilated areas and changes to ventilation such as school events in crowded spaces are identified e.g. school plays with parents and guests.  Natural ventilation is maintained where possible, whilst ensuring a comfortable working, teaching and learning environment.  Where windows are open, additional risks are assessed such as falls from height and restrictors and other measures are in place to address the risks.  Mechanical ventilation is used to support natural ventilation. It is adjusted to increase the ventilation rate wherever possible and checked to confirm that		Where C02 monitors and other occupational hygiene or health monitoring is in place, staff must be competent to use the equipment and analyse the data. Monitors must be appropriately installed, sited and calibrated as per the manufacturer's instructions.  (NB: DfE is working with the Scientific Advisory Group for Emergencies (SAGE) and NHS England on a pilot project to measure CO2 levels in classrooms and exploring options to			

			normal operation meets current guidance and that only fresh outside air is circulated.  If possible, systems are adjusted to full fresh air or, if this is not possible, then systems are operated as normal as long as they are within a single room and supplemented by an outdoor air supply.  A planned maintenance programme is in place for all mechanical ventilation systems, in accordance with the manufacturers' recommendations.  https://www.cibse.org/coronavirus-covid-19	help improve ventilation in settings where needed.)  Masks may be worn in communal areas by staff  Students can wear masks in class if they wish  After Feb half term- all staff and students who undertake a lateral flow testing have one at the start of term			
3 Expos hazard substa (CoSH	dous parents and carers, staff	Ill health or fatality due to exposure to COVID-19 and other hazardous substances (absorption, inhalation, ingestion, etc).  Anxiety due to fear of exposure or changes to procedures and behaviours.	A cleaning programme is in place, with additional arrangements in the event of a suspected or confirmed case of COVID-19.  This is regular cleaning of areas and equipment (for example, at least twice per day), with a particular focus on frequently touched surfaces.  There is a careful and informed choice of substances to be used. Non-hazardous substances are used where possible. Datasheets are available to produce CoSHH assessments. CoSHH assessments are available and accessible to staff. Training is in place for use of substance and for donning / doffing, use, maintenance and disposal of PPE (Personal Protective Equipment Regulations).  PPE is in place for staff who are exposed to hazardous substances and where there is a requirement under the Control of Substances Hazardous to LoHealth.	Day time cleaner in place.  Misting occurs where schools have transported or placed a positive case in the house awaiting picking up.			

				The risk of exposure to biological agents and viruses and controls measures (hierarchy of controls) are monitored to limit risk of transmission.					
	Cleaning throughout the day	Pupils/Staff	Spread of infection  Exposure to harmful bacteria and viruses.	Employ on site cleaner (10am to 2pm) to clean and disinfect frequently touched objects and surfaces (e.g. door handles, keyboards, monitors, ipads, balls, resources etc.) This includes the school house.  Toilets to be cleaned regularly throughout the day, after break and at lunch time. The cleaners will clean all toilets between 3-5:30pm. Cleaning resources will be available in the toilets and staff will be encouraged to wipe them down before and after use to encourage good hygiene habits and safety.  Soft or cuddly toys should not be shared between pupils or students.		Staff staying behind at school for PPA purposes must inform cleaners to avoid overcrowding. Bins can be placed outside of the classroom. Staff can wipe down desks if they prefer that the cleaners do not enter the class when they are working.  School car and buses misted if used to transport a potential infected student			
4	Incorrect or inefficient waste stream in place	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.  Clinically extremely vulnerable and other vulnerable persons.	Ill health or fatality due to exposure to contaminated waste.	Waste is contained in lidded bins. Arrangements are in place to storage waste for up to 72hrs, where it is believed to be contaminated. Staff are briefed on the donning, doffing and disposal of PPE, hand and respiratory hygiene.					

5	Collapse from unstable structures, Falls from height	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.  Clinically extremely vulnerable and other vulnerable persons.	Serious injury from collapse of booth or falls from step ladders Cuts, contusions from work equipment or unstable parts of booth.	Where testing booths are installed - Booths and screens have been safely erected, following manufacturers / supplier's instructions. They are positioned and maintained by competent staff in accordance with instructions and using specified tools and equipment. Additional PPE is used where required, such as safety gloves and eye protection. Condition inspection checks are carried out throughout the day. Defects are repaired immediately or booth taken out service. Work at height equipment is fit for purpose and used by competent persons and in the correct manner. A further risk assessment and ladder inspections are in place.					
	Attending School	l Premises	•						
6	Transmission of Coronavirus within the school setting or travelling to or from the setting.	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.  Clinically extremely vulnerable and other vulnerable persons.	Ill health or fatality due to exposure to COVID-19.  Anxiety due to fear of exposure or changes to procedures and behaviours.	Risk assessments and communications are in place to inform everyone of site rules, control measures and behavioural expectations of anyone attending the site.  Key contractors and partners based at school or who visit school are informed and updated on the school's control measures and ways of working.  No-one will attend if they are displaying symptoms of COVID-19.  They will be sent home and will be required to self-isolate. Testing arrangements will be made.  Where a parent or carer insists on a symptomatic pupil attending school, the school can refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with		Contact details taken at reception.  Internal Site visits discouraged during working hours  Students or staff displaying symptoms will be asked to undertake a PCR test or isolate as per details contained in this risk assessment.  Students and staff who are vaccinated and identified as a close contact can continue to attend school as long as they take a daily lateral flow test which is negative for 7 days.  Students and staff who live with someone who has tested positive and			

				COVID-19. Decisions would be carefully considered in light of all the circumstances and public health advice. Attendance – Coding is in place for recording absences due to COVID-19.		have been vaccinated can continue to attend school as long as they take a daily lateral flow test which is negative for 7 days.			
7	Transmission due to poor hand hygiene	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.  Clinically extremely vulnerable and other vulnerable persons.	Ill health or fatality due to exposure to COVID-19.  Anxiety due to fear of exposure or changes to procedures and behaviours.	Good hand hygiene is maintained. Reminders and monitoring is in place to support safety behaviours.  Campaigns, safety information, signage (Safety signs and signals regs) and resources ( <a href="https://e-bug.eu/">https://e-bug.eu/</a> ) are in place to manage good hand hygiene behaviours, ensuring everyone continues clean their hands regularly, with soap and water or hand sanitiser.		Students encouraged by staff to follow hygiene guidance.  Hand sanitiser remain in place in classrooms and external door dispensers			
8	Transmission due to poor respiratory hygiene	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.  Clinically extremely vulnerable and other vulnerable persons.	Ill health or fatality due to exposure to COVID-19.  Anxiety due to fear of exposure or changes to procedures and behaviours.	Respiratory hygiene is maintained. Reminders and monitoring is in place to support safety behaviours.  Campaigns, safety information, signage (Safety signs and signals regs) and resources (https://e-bug.eu/) are in place to manage good respiratory hygiene behaviours.  The 'catch it, bin it, kill it' approach continues to be communicated and monitored.  Lidded pedal bins are situated throughout the premises. An area is available for holding potentially contaminated waste.					

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9	Transmission	Staff, pupils,	III health or	Public health advice on testing,		Individuals are not			
	from asymptomatic	parents and carers, staff	fatality due to exposure to	self-isolation and managing confirmed cases of COVID-19 is available.		required to self-isolate if			
	and symptomatic	from LA,	COVID-19.	Staff, pupils, carers, contractors and		they live in the same			
	staff, pupils and	NHS and		others affected have been informed of		household as someone			
	others	other partnership	Anxiety due to fear of	arrangements i.e. procedures in place.		with COVID-19, or are a			
		orgs,	exposure or	An outbreak management plan is in		close contact of someone			
		contractors,	changes to	place and sits with the Emergency Plan		with COVID-19, and any			
		suppliers, public.	procedures and behaviours.	and Business Continuity Plan.		of the following apply:			
						they are fully vaccinated			
		Clinically extremely				and and rainy radomatica			
		vulnerable				they are below the age of			
		and other vulnerable				18 years and 6 months			
		persons.				they have taken part in or			
						are currently part of an			
						approved COVID-19			
						vaccine trial			
						they are not able to get			
						vaccinated for medical			
						reasons			
						reasons			
						Any positive lateral flow			
						test should be followed			
						by a PCR test. On day 5			
						and 6 following the			
						lateral flow test result			
						you should take another			
						*			
						lateral flow test (24			
						hours apart). If these two			
						tests come back			
						negative and you do not			
						have a high temperature			

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						you should return to					
						work on day 7.					
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10	1	Staff, pupils,	III health or	Pupils, staff and other adults follow		NHS Test and Trace will					
	person with COVID-19	parents and	fatality due to	public health advice on when to self-isolate.		work with the positive					
		carers, staff from LA,	exposure to COVID-19.			case and/or their parent					
	symptoms or a	NHS and	COVID-19.	They remain away from school if they		to identify close					
	positive Test	other	Applicative due to	have symptoms, have had a positive test result or other reasons		contacts. Contacts from					
	lest		Anxiety due to fear of			a school setting will only					
		partnership	exposure or	requiring them to stay at home e.g. they are required to quarantine.		be traced by NHS Test					
		orgs, contractors,	changes to	are required to quarantine.		and Trace where the					
		suppliers,	procedures and	If anyone attends school who is		positive case and/or					
		public.	behaviours.	symptomatic, however mild, they return		their parent specifically					
		public.	Dellaviours.	home, avoiding public transport where		identifies the individual					
		Clinically		possible and follow public health advice.		as being a close contact.					
		extremely		possible and follow public fleath advice.							
		vulnerable		If a pupil is awaiting collection, they		School will inform Sefton					
		and other		remain in a well-ventilated room (fresh		and PH of positive cases					
		vulnerable		air), on their own (only if safe to do so).		and identify close					
		persons.		an), on their own (only in balls to do co).		contacts					
		porcorio.		Appropriate PPE is available and will be							
				worn if close contact is necessary.		Parents of peers in class					
						or transport will be					
				Rooms are thoroughly cleaned when the		informed of a positive					
				area is vacated.		case and asked to					
						remain vigilant and					
						monitor their child for					
						symptoms					
						Any positive lateral flow					
						test should be followed					
1						by a PCR test. On day 5					
						and 6 following the					
						lateral flow test result					
						you should take another					
						lateral flow test (24					
1						hours apart). If these two					
						tests come back					
1						negative and you do not					
1						have a high temperature					
						you should return to					
						work on day 7.					
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11	Exposure to a person with COVID-19 symptoms or a positive Test	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.	III health or fatality due to exposure to COVID-19.  Anxiety due to fear of exposure or changes to procedures and behaviours.	Asymptomatic testing –  All secondary school pupils receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.  Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this.	Students will continue to undertake lateral flow tests in school twice a week.  Staff can choose to test at home or in school but must test twice a week and inform the LFT in school of their results.			
		Clinically extremely vulnerable and other vulnerable		Secondary schools retain small asymptomatic testing sites (ATS) on-site until further notice, offering testing to pupils who are unable to test themselves	Where positive cases have been identified increased LFT will occur with identified cohorts.  Any positive lateral flow			
		persons.		at home.	test should be followed by a PCR test. On day 5 and 6 following the lateral flow test result you should take another lateral flow test (24 hours apart). If these two tests come back negative and you do not have a high temperature you should return to work on day 7.			
				Confirmatory PCR tests –  Staff and pupils with a positive lateral flow device (LFD) test result self-isolate in line with guidance.  They will access the free PCR test to check if they have COVID-19.  Whilst awaiting the PCR result, the individual continues to self-isolate.				
				A PCR test taken within 2 days of the positive lateral flow test, with a negative result overrides the self-test LFD test and the pupil can return to school, as long as they do not have COVID-19 symptoms.				

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				(Additional information on PCR test kits						
				for schools and further education						
				providers is available)				_	_	
12	Exposure to a person with COVID-19 symptoms or a positive Test	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.  Clinically extremely vulnerable and other vulnerable persons.	III health or fatality due to exposure to COVID-19.  Anxiety due to fear of exposure or changes to procedures and behaviours.	Close contacts are identified via NHS Test and Trace (not Ed settings). Schools may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. The Support continues to work with the health protection teams in the case of a local outbreak.  Pupils, staff and other adults follow public health advice.  (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. They will be informed they are contact and advised to take a PCR test. (18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. If not vaccinated, will be required to self-isolate).  Staff etc not fully vaccinated will be	Presfield will require a negative Lateral flow test result for a student to return to school following identification as a close contact by NHS. This test will be taken in school ASAP after notification to reduce the risk of cross contamination.  Any positive lateral flow test should be followed by a PCR test. On day 5 and 6 following the lateral flow test result you should take another lateral flow test (24 hours apart). If these two tests come back negative and you do not have a high temperature you should return to work on day 7.					
				required to self-isolate if a contact.						
	Operations									
13	Exposure to a	Staff, pupils,	III health or	Support is available for anyone who is			П	Т		
	person with COVID-19 symptoms or a positive Test.	parents and carers.  Clinically extremely	fatality due to exposure to COVID-19.  Anxiety due to	required to self-isolate or who is unwell with COVID-19.  Capacity is available to deliver high quality remote education.						
		vulnerable and other vulnerable persons.	fear of exposure or changes to procedures and behaviours.	Reasonable adjustments are available for pupils with SEND can successfully access remote education.  Free school meals are provided to any pupils who are eligible for						

			Anxiety or fear if unable to attend the school for work or educational purposes.	benefits-related free school meals and who are learning at home during term time.					
14	Incorrect use of DSE / workstation equipment / furniture.	Staff	Injuries associated with DSE such as Repetitive strain injuries or eye strain.	DSE forms are completed (School setting and home, if relevant), equipment is provided and training is in place for the correct use of equipment.					
15	Lack of transport availability due to COVID-19.  Transmission of Coronavirus during travel.	Staff, pupils, parents and carers.  Clinically extremely vulnerable and other vulnerable persons.	Ill health or fatality due to exposure to COVID-19.  Anxiety due to fear of exposure or changes to procedures and behaviours.  Anxiety or fear if unable to attend the school for work or educational purposes.	School transport is included in the arrangements for controlling transmission of harmful viruses and bacteria.  Arrangements are in place where school transport provision is restricted due to staff availability or implementation of additional cleaning regimes.  Staff and parents or carers are informed of the rules and impacts on travelling abroad and quarantine.		Where required students can be transported home using the school minibus with windows open  Where possible Presfield staff will continue bus rum when transport staff are absent			
16	Transmission of Coronavirus during travel / educational visits.	Staff, pupils, parents and carers, staff from partnership orgs, contractors, suppliers, public.  Clinically extremely vulnerable	Ill health or fatality due to exposure to COVID-19.  Anxiety due to fear of exposure or changes to procedures and behaviours.	General guidance from the Outdoor Education Advisory Panel (OEAP).  The school identifies gaps in COVID-19 related cancellation insurance. Checks are in place to ensure adequate financial protection or insurance is in place.  International visits are deferred before the start of the autumn term. Planning for international visits considers travel legislation and guidance for		Residentials should follow all covid controls in place in school.  Any residential settings should share Covid RA with the residential organiser.			

	vuln	d other nerable rsons.	England, the wider UK, the counties travelling through and to. Contingency plans are in place to account for last minute changes, vaccination, testing, quarantine rules.  Additional advice is sought from insurance providers and the Risk Protection Arrangement (RPA) / British Insurance Brokers' Association (BIBA) / Association of British Insurers (ABI) to assess the protection available.  ATOL or ABTA refund credit notes may be used to rebook educational or international visits.  Full and thorough risk assessments are available for educational visits. They are reviewed to reflect current guidance. Emergency plans are in place.				
Tri	staf	dents, exposure to	All windows should be fully open in mini bus and social distancing where possible  Option for students to wear masks.  Staff to wear masks.  Social distancing, good hand hygiene to be adhered to when out in public spaces.  Continue throughout the duration of the trip to conduct a dynamic risk assessment	Individual risk assessments reviewed prior to any trip to ensure meet with current government guidance.  Maintain awareness of local and national picture before undertaking any trip. Avoid high risk areas.  Hand gel and wipes taken to allow staff and students to keep hands clean throughout the trip.  Mini bus wiped down following the trip.			

	Health and Well-being											
17	Exposure to a	Staff, pupils,	III health or	Specific risk assessments are		Any positive lateral flow		I			Т	
17	person with COVID-19.	parents and carers, staff from partnership orgs, contractors, suppliers, public.  Clinically extremely vulnerable and other vulnerable persons.	fatality due to CEVs exposure to COVID-19.  Anxiety due to fear of exposure or changes to procedures and behaviours.	undertaken for any staff, agency workers, contractors, etc who are clinically extremely vulnerable, clinically vulnerable or vulnerable for any other reason.  All CEV staff, children and young people continue to attend work and education settings unless advised by their GP or clinician not to attend.  (Further information is available in the guidance on supporting pupils at school with medical conditions.)		test should be followed by a PCR test. On day 5 and 6 following the lateral flow test result you should take another lateral flow test (24 hours apart). If these two tests come back negative and you do not have a high temperature you should return to work on day7.						
18	Exposure to a person with COVID-19.	Staff, pupils, parents and carers, staff from partnership orgs, contractors, suppliers, public.  Clinically extremely vulnerable and other vulnerable persons.	Ill health or fatality due to CEVs exposure to COVID-19.  Anxiety due to fear of exposure or changes to procedures and behaviours.	Clinically extremely vulnerable (CEV) staff may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.  Vaccination programmes are available. Testing is available to all staff.		Any positive lateral flow test should be followed by a PCR test. On day 5 and 6 following the lateral flow test result you should take another lateral flow test (24 hours apart). If these two tests come back negative and you do not have a high temperature you should return to work on day7.						
19	Transmission of Coronavirus within the school setting or travelling to or from the setting.	Staff, pupils, parents and carers, staff from partnership orgs, contractors, suppliers, public.  Clinically extremely vulnerable	Ill health or fatality due to CEVs exposure to COVID-19.  Anxiety due to fear of exposure or changes to procedures and behaviours.	Staff and pupil wellbeing and support is available.  Wellbeing of staff and pupils is monitored.  Stress risk assessments are completed for staff who experience a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. Resources and support is available.								

		and other vulnerable persons.		Resources and support is available for pupils who experience a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood.				
20	Violent or aggressive behaviours	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.  Clinically extremely vulnerable and other vulnerable persons.	Cuts, contusions, anxiety or poor health.  Ill health or fatality due to exposure to harmful viruses.	Violent or aggressive behaviours (adults and children) are not tolerated and policies and procedures are in place to manage and address behaviours.  A review of the pupil's current individual risk assessments is undertaken to include the risk of transmission of COVID-19, and other factors such as anxiety.  New individual risk assessments undertaken for pupils not previously assessed but are now considered to pose a risk in the current situation.	If a student requires physical intervention Masks should be worn if possible.  Staff should have a change of clothes available and use hand gel following any physical intervention.			
	Emergencies and		agement					
21	Transmission of Coronavirus from infected persons.  Staff availability and possible staff shortage	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.  Clinically extremely vulnerable and other vulnerable persons.	Contamination from direct contact leading to ill health or fatality due to exposure to harmful viruses.  Anxiety due to fear of exposure or changes to procedures and behaviours.	All staff and pupil accidents and incidents are reported. All confirmed cases of COVID-19 are reported. RIDDOR reports are completed for staff where there is evidence of workplace transmission.  Trained first aiders (FAW and Paed FA, as appropriate), fire wardens, designated safeguarding lead and SEN staff are always on site.  School senior staff monitor the mental and physical health and wellbeing of staff and pupils and respond accordingly, with support from occupational health, health and safety advisers and Personnel teams.				

22	Further threats of local outbreaks.	Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.  Clinically extremely vulnerable and other vulnerable persons.	Contamination from direct contact leading to ill health or fatality due to exposure to harmful viruses.  Anxiety due to fear of exposure or changes to procedures and behaviours.  Anxiety or fear if unable to attend the school for work or educational purposes, or changes to	Outbreak management plan is in place to introduce changes for a temporary period.  Changes are introduced on the advice of the local Director of Public Health in consultation with Governors and Sefton Council departments		Advice to be sought from PH  School cases reported to public health through minimum data set return			
			purposes, or changes to arrangements at the school.						

Hazard Description	People	Harm or loss	Existing risk control measures	Risk ating	Proposed Action / additional controls (if any)	Action Owner	Action Target Date or frequency if ongoing	Target risk rating	Status
Transmission of COVID-19 in reception areas, circulation and communal spaces.	Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.	Ill health or fatality due to exposure to harmful bacteria and viruses  Anxiety due to fear of exposure or	For track and trace purposes, names and contact numbers of anyone attending the premises are being held for 21 days.  Maximum occupancy levels are agreed and restrictions are in place for all staff, pupil and visitor areas – classrooms, offices, stores, kitchens, staff rooms, kitchen areas and equipment, water	·	Key stage reward assemblies to reduce numbers in the hall at any given time.  No whole school assembly				

		new procedures and behaviours.	fountains and shared equipment such as photocopiers and printers, etc.  Staff and pupils are required to queue 2 metres apart at toilets, entrance and exit routes.  Staff and pupils are not permitted to congregate in communal areas (reception, offices).  One way system in place  Lunch will be in two sittings.			
			Students remain on their bus until they are met by a member of SLT and/or behavioral staff team (8:50). Students who travel independently, with parents or in taxis can enter the building and wait in the hall.	Students follow one way system to avoid overcrowding.		
Arrival/Departure of students	Students		Pupils will be directed to safe distance.  Pupils will be guided to their school entrance to avoid unnecessary movement around the school.  Staggered arrivals agreed with transport	Student staggered arrival from 8 50		
			Transport drivers and escorts will not enter the building.  Pupils must sanitize their hands when first arriving in the building	Students staggered dismissal to avoid congestion starts at 3:10.		

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			Disposable paper towels should be used				
			and placed in a lidded bin.				
			Students dismissed from their classes				
			following communication from those				
			supervising the departure usually by				
			email and escorted to their bus, avoiding				
			large gatherings at the school entrance.				
			All PPE must be worn and changed				
			regularly				
			Clearly labelled stations				
			Designated staff for each step, these				
			staff will not cross into another phase of				
			the test.				
			Screen erected to separate the active				
			testing and the results phase				
			One individual to be tested at a time				
			Staff waiting must be in the garden,				
			socially distanced				
			The room will be at a minimum of 15				
		Transmission of	degrees for testing to take place but				
		the virus	tests will be stored at room temperature(				
Lateral flow testing		leading to ill	between 2 and 30°C).				
	test staff	health or	between 2 and 30 °C).				
		potential death	Gloves will be used to transfer the test				
		potential death	from active testing phase to results				
			phase. Samples will be disposed of according to				
			the DfE guidance received through the				
			training.				
			Samples will not leave the testing site				
			unless in the yellow bag and being				
			transported to the waste disposal area.				
			PPE will be worn.				
			Sample disposal will happen according				
			to training received from the DfE				

Lidded bins will be at phase 2 and 3 of			
the test.			
Waste from routine, negative tests to be			
disposed of via black bags. Any waste			
from a positive test to be disposed of			
using yellow bags and treated as clinical	I		
waste. Any contaminated PPE or			
cleaning equipment disposed in a tiger			
bag and treated as clinical waste.			
Waste will go to the waste area outside			
at intervals throughout the day			