

## 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/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](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>

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

<b>RA Ref</b>	RA 21-22 V5	<b>Assessment Date</b>	Feb 20th 22	<b>Review Date</b>	Easter 2022
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Hazard Description	People	Harm or loss	Existing risk control measures	Risk rating			Proposed Action / additional controls (if any)	Action Owner	Action Target Date or frequency if ongoing	Target risk rating			Status		
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<b>The premises</b>															
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 <a href="#">website</a> risk assessment.  Statutory and mandatory compliance inspections, testing and maintenance is carried out.  <ul style="list-style-type: none"> <li>Fire risk assessment, fire protection and prevention measures. Fire extinguishers are checked for a record of regular maintenance,</li> <li>Gas certs,</li> <li>Water management (Legionnaires)</li> <li>Fixed wiring certs and portable appliance arrangements,</li> <li>Ventilation (mechanical and natural),</li> <li>Kitchen equipment (full clean cycles), where relevant,</li> </ul> Additional information is reviewed where appropriate, including: <ul style="list-style-type: none"> <li>Calibration of equipment</li> </ul>							DW				

			<p>presence of a poorly maintained environment.</p> <p>Ill health or fatality due to inhalation of smoke and fumes or property damage.</p>	<ul style="list-style-type: none"> <li>• Lifts and lifting equipment (including roller shutter doors and flag poles),</li> <li>• Panic alarms,</li> <li>• Asbestos disturbance or deterioration,</li> <li>• Pest control.</li> </ul> <p>Fire risk assessment and other information has been amended to reflect:</p> <ul style="list-style-type: none"> <li>• capacity,</li> <li>• changes to normal access, egress and travel routes through premises,</li> <li>• increased levels of cleaning substances and sanitiser (highly flammable substances),</li> <li>• Changes at reception areas or entrances,</li> <li>• Where final exit doors have additional security arrangements in place to control access / egress.</li> </ul>										
2	<p>Transmission of Coronavirus throughout the school setting.</p> <p>Falls from height. Traps and nips.</p>	<p>Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.</p> <p>Clinically extremely vulnerable and other vulnerable persons.</p>	<p>Ill health or fatality due to exposure to COVID-19 from airborne contamination.</p> <p>Anxiety due to fear of exposure or changes to procedures and behaviours.</p> <p>Serious or fatality injury due to falls from open windows.</p>	<p>Occupied spaces are well ventilated.</p> <p>Poorly ventilated areas and changes to ventilation such as school events in crowded spaces are identified e.g. school plays with parents and guests.</p> <p>Natural ventilation is maintained where possible, whilst ensuring a comfortable working, teaching and learning environment.</p> <p>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.</p> <p>Mechanical ventilation is used to support natural ventilation. It is adjusted to increase the ventilation rate wherever possible and checked to confirm that</p>			<p>Where CO2 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.</p> <p><i>(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</i></p>							

				<p>normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>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.</p> <p>A planned maintenance programme is in place for all mechanical ventilation systems, in accordance with the manufacturers' recommendations.</p> <p><a href="https://www.cibse.org/coronavirus-covid-19">https://www.cibse.org/coronavirus-covid-19</a></p>			<p><i>help improve ventilation in settings where needed.)</i></p> <p><i>Masks <b>may</b> be worn in communal areas by staff</i></p> <p><i>Students can wear masks in class <b>if they wish</b></i></p> <p><i><b>After Feb half term- all staff and students who undertake a lateral flow testing have one at the start of term</b></i></p>						
3	Exposure to hazardous substances (CoSHH)	<p>Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.</p> <p>Clinically extremely vulnerable and other vulnerable persons.</p>	<p>Ill health or fatality due to exposure to COVID-19 and other hazardous substances (absorption, inhalation, ingestion, etc).</p> <p>Anxiety due to fear of exposure or changes to procedures and behaviours.</p>	<p>A cleaning programme is in place, with additional arrangements in the event of a suspected or confirmed case of COVID-19.</p> <p>This is regular cleaning of areas and equipment (for example, at least twice per day), with a particular focus on frequently touched surfaces.</p> <p>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).</p> <p>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.</p>			<p>Day time cleaner in place.</p> <p>Misting occurs where schools have transported or placed a positive case in the house awaiting picking up.</p>						



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.										
<b>Attending School Premises</b>														
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						



9	Transmission from asymptomatic and symptomatic staff, pupils and others	<p>Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.</p> <p>Clinically extremely vulnerable and other vulnerable persons.</p>	<p>Ill health or fatality due to exposure to COVID-19.</p> <p>Anxiety due to fear of exposure or changes to procedures and behaviours.</p>	<p>Public health advice on testing, self-isolation and managing confirmed cases of COVID-19 is available. Staff, pupils, carers, contractors and others affected have been informed of arrangements i.e. procedures in place.</p> <p>An outbreak management plan is in place and sits with the Emergency Plan and Business Continuity Plan.</p>			<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <p>they are fully vaccinated</p> <p>they are below the age of 18 years and 6 months</p> <p>they have taken part in or are currently part of an approved COVID-19 vaccine trial</p> <p>they are not able to get vaccinated for medical reasons</p> <p>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</p>						
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11	Exposure to a person with COVID-19 symptoms or a positive Test	<p>Staff, pupils, parents and carers, staff from LA, NHS and other partnership orgs, contractors, suppliers, public.</p> <p>Clinically extremely vulnerable and other vulnerable persons.</p>	<p>Ill health or fatality due to exposure to COVID-19.</p> <p>Anxiety due to fear of exposure or changes to procedures and behaviours.</p>	<p>Asymptomatic testing –</p> <p>All secondary school pupils receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</p> <p>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.</p> <p>Secondary schools retain small asymptomatic testing sites (ATS) on-site until further notice, offering testing to pupils who are unable to test themselves at home.</p>			<p>Students will continue to undertake lateral flow tests in school twice a week.</p> <p>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.</p> <p>Where positive cases have been identified increased LFT will occur with identified cohorts.</p> <p>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.</p>							
				<p>Confirmatory PCR tests –</p> <p>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.</p> <p>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.</p>										



			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 run 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.							

		and other vulnerable persons.		<p>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.</p> <p>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.</p> <p>ATOL or ABTA refund credit notes may be used to rebook educational or international visits.</p> <p>Full and thorough risk assessments are available for educational visits. They are reviewed to reflect current guidance. Emergency plans are in place.</p>										
	Trips	staff, students, public	<p>Poor ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>All windows should be fully open in mini bus and social distancing where possible</p> <p>Option for students to wear masks.</p> <p>Staff to wear masks.</p> <p>Social distancing, good hand hygiene to be adhered to when out in public spaces.</p> <p>Continue throughout the duration of the trip to conduct a dynamic risk assessment</p>			<p>Individual risk assessments reviewed prior to any trip to ensure meet with current government guidance.</p> <p>Maintain awareness of local and national picture before undertaking any trip. Avoid high risk areas.</p> <p>Hand gel and wipes taken to allow staff and students to keep hands clean throughout the trip.</p> <p>Mini bus wiped down following the trip.</p>							

Health and Well-being											
17	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.	Specific risk assessments are 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.  <i>(Further information is available in the guidance on supporting pupils at school with medical conditions.)</i>				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.			
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.							



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 arrangements at the school.	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						
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Hazard Description	People	Harm or loss	Existing risk control measures	Risk rating			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						



		<p>new procedures and behaviours.</p>	<p>fountains and shared equipment such as photocopiers and printers, etc.</p> <p>Staff and pupils are required to queue 2 metres apart at toilets, entrance and exit routes.</p> <p>Staff and pupils are not permitted to congregate in communal areas (reception, offices).</p> <p>One way system in place</p> <p>Lunch will be in two sittings.</p>						
<p>Arrival/Departure of students</p>	<p>Students</p>		<p>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.</p> <p>Pupils will be directed to safe distance.</p> <p>Pupils will be guided to their school entrance to avoid unnecessary movement around the school.</p> <p>Staggered arrivals agreed with transport</p> <p>Transport drivers and escorts will not enter the building.</p> <p>Pupils must sanitize their hands when first arriving in the building</p>		<p>Students follow one way system to avoid overcrowding.</p> <p>Student staggered arrival from 8 50</p> <p>Students staggered dismissal to avoid congestion starts at 3:10.</p>				

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

			<p>Lidded bins will be at phase 2 and 3 of the test.</p> <p>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 waste. Any contaminated PPE or cleaning equipment disposed in a tiger bag and treated as clinical waste.</p> <p>Waste will go to the waste area outside at intervals throughout the day</p>						
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