




## Risk Assessment

<b>Risk Assessment</b>	This risk assessment has been compiled to minimise the risks highlighted and be compliant with all known legislation at the time of completion.			 <small>SCHOOLS IN PARTNERSHIP</small> <b>STEPHENSON</b> <small>MULTI ACADEMY TRUST</small>
<b>Site:</b>	Rainhill High School & Sixth Form			
<b>Identified Risks:</b>	The protection and wellbeing of staff and students in relation to COVID-19 (Coronavirus).			
<b>Agencies Consulted</b>	<ul style="list-style-type: none"> <li>• Department for Education - <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• Department for Health</li> <li>• Unions – NEU, NASUWT, Unison</li> <li>• St Helens Health &amp; Safety Department</li> <li>• AfPE</li> <li>• CLEAPSS</li> <li>• St Helens Diabetes Nursing Team</li> <li>• Diabetes UK</li> <li>• Asthma UK</li> <li>• Institution of Occupational Safety and Health (IOSH) – Returning safely to schools</li> <li>• Health and Safety Executive</li> <li>• Merseytravel</li> </ul>			
<b>Date of assessment:</b>	24/08/2020 – V1 11/09/2020 – V2 06/10/2020 – V3	<b>Approved by:</b>	Board of Trustees	<b>Review date:</b> This risk assessment is reviewed weekly with any changes being documented as a new version in the 'date of assessment' box
<b>Queries:</b>	Any queries regarding the content of this risk assessment should be directed to Rob Owens (Rob.Owens@rainhill.org.uk)			

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
Inadequate planning prior to opening	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>May feel tension and stress as a result of poor planning and not having robust arrangements in place to protect all from contracting and spreading COVID-19</i></p>	<ul style="list-style-type: none"> <li>• Health and safety compliance checks will be undertaken by Chief Operating Officer and Site Manager before opening.</li> <li>• HR Manager will ensure health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>• Chief Operating Officer to keep up to date with the latest government guidance and adjust working practices as required.</li> <li>• Staff briefed on the control measures within this risk assessment and changes to policies and procedures.</li> <li>• Rigorous checks carried out by the Chief Operating Officer and Senior Leadership Team to ensure that all the necessary procedures are being followed.</li> <li>• All stakeholders (e.g. staff, parents, trustees, governors, union representatives' community users etc.) will be kept updated regarding any changes to the risk assessment in response to any legislative and/or recommended guidance issued by the Government.</li> <li>• Chief Operating Officer and other members of Senior Leadership Team will be present around the school during the early part of wider opening to pick up on any issues or problems and support and reassure staff and students.</li> <li>• Contractors who work on the site regularly will be briefed on the control measures within this risk assessment and changes to policies and procedures.</li> <li>• Visitors including Specialists, therapists, clinicians and other support staff for pupils with SEND will be</li> </ul>		02/09/2020

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		briefed on physical distancing and hygiene procedures for the school site on or before arrival.		
Lack of Awareness of Coronavirus / inadequate communication of plans	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> <li>• Stakeholders</li> </ul> <p><i>May feel tension and stress as a result of poor planning and not having robust arrangements in place to protect all from contracting and spreading COVID-19</i></p>	<ul style="list-style-type: none"> <li>• All stakeholders (e.g. staff, parents, trustees, governors, union representatives' community users etc.) have been contacted with a copy of the draft risk assessment and invited to comment on it if they wish to prior to the final risk assessment being agreed by Trustees.</li> <li>• All staff will be asked to complete the COVID-19 awareness and protection module on the school's Smartlog health and safety system.</li> <li>• Staying COVID-19 Secure in 2020 <a href="#">poster</a> displayed upon entrance to the school to confirm the premises have complied with the government's guidance on managing the risk of COVID-19.</li> <li>• Staff briefed on the agreed risk assessment to ensure they have a good understanding of the required measures that are being put in place.</li> <li>• Plans for re-opening clearly communicated to parents and carers (via an email and video), including what protective steps the school/setting has taken to make it a low risk place for their child, with regular updates provided as necessary.</li> <li>• Plans for re-opening clearly communicated to contractors (via email) to ensure they have a good understanding of the required measures that are being put in place when attending/working on site.</li> </ul>		02/09/2020

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		<ul style="list-style-type: none"> <li>Plans for re-opening will be included in 'form time' resources for students and integrated in PSHE lesson plans where appropriate.</li> <li>Reminders of key hygiene and distancing measures (including the government's 'Hand's, Face, Space' awareness campaign) to be reinforced via posters around site, messages on our info screens, announcements via our tannoy system and articles in the student and staff newsletters.</li> <li>A laminated 'daily reminder card' containing key messages for staff and students will be displayed on each teacher's computer screen to reinforce key daily hygiene and distancing messages.</li> </ul>		
Contact with coronavirus when getting to and from school	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Contractors</li> <li>Visitors</li> </ul> <p><i>May become infected by coming into close contact with someone who has COVID-19, by respiratory droplets produced when</i></p>	<ul style="list-style-type: none"> <li>Everyone will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times.</li> <li>For anyone who needs to take public transport, they'll be referred to <a href="#">government guidance</a> and guidance provided by our bus service provider - <a href="#">Merseytravel</a></li> <li>Students using school buses to be encouraged to wear face coverings with those using public transport being informed they are mandatory (with the exception of those who have a medical condition making the exempt)</li> <li>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day,</li> </ul>		02/09/20

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	<p><i>an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes</i></p>	<p>with the exception of lesson changeover and in communal spaces (if social distancing is hard to achieve) where it is recommended a face mask be worn, although this is at the discretion of the individual.</p> <p><i>It should be noted that the school will provide appropriate face coverings where students/staff do not have one but require one.</i></p> <p>For pupils that will need to be dropped off and picked up, parents will be told through messages in the parent newsletter, via Edulink and signage at the front of school:</p> <ul style="list-style-type: none"> <li>• That students may be dropped off between 8am and 8:45am</li> <li>• When dropping students off, parents should come in the main entrance gates, pause at the designated 'dropping off zone' at the front of school for minimum amount of time possible before exiting via the exit gates.</li> <li>• That they should, under no circumstances, get out of their car or remain on site for longer than is necessary to drop their child off.</li> <li>• Not to gather at entrance gates or doors.</li> <li>• If they have a pre-arranged appointment to park in the main car park and enter the school via the main reception whilst maintaining a distance of at least one metre from everybody else.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day, with the exception of lesson changeover and in communal spaces (if social distancing is hard to achieve) where it is recommended a face mask be worn, although this is at the discretion of the individual.</li> <li>• Should a 'local lockdown' be imposed in either St Helens or a neighbouring authority from which any of our students and/or staff travel from, Government guidance will be reviewed to see who may continue to access school/work. In the absence of any guidance, Rainhill High School will operate on the basis that, unless St Helens is in 'lockdown' then any student or staff member from any other area may access the school for the purpose of attending work/school. Should St Helens be in 'lockdown' then only those deemed as vulnerable or who are the children of key workers will be able to access the school in addition to the minimum amount of staff required to operate the school for those students.</li> </ul>		
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• On entry to the site, all visitors and contractors will have their temperature taken and be asked whether they, or anybody in their household, has had symptoms of Coronavirus within the past 7 x days. If they answer yes to any question or if they have a high temperature, then they will be sent home and a</li> </ul>		02/09/20

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	<p><i>May become infected by coming into close contact with someone who has COVID-19, by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes</i></p>	<p>deep clean of the areas they have come into contact with will take place.</p> <ul style="list-style-type: none"> <li>• A direction to not come into school and follow official <u>self-isolation guidance</u> will be given to anybody who is experiencing Coronavirus symptoms or where anybody in that person’s household is.</li> <li>• If a symptomatic person comes into school, they will be sent home immediately or isolated, in meeting room 3, until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.</li> <li>• The following Government guidance will be used in relation to action to be taken in relation to someone who has symptoms of Coronavirus - <a href="#">this guidance</a>.</li> </ul> <p>In the case of a symptomatic pupil or staff member who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• Supervising staff will, if possible, maintain a distance of two metres from the pupil or staff member with symptoms</li> <li>• Supervising staff will wear disposable gloves and a disposable apron</li> <li>• If there’s a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> <li>• Supervising staff will wash their hands thoroughly for 20 seconds after the pupil or staff member has been picked up.</li> <li>• A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be</li> </ul>		

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		<p>disposed of properly, following <a href="#">decontamination guidance</a>.</p> <ul style="list-style-type: none"> <li>• If a pupil or a staff member working with pupils tests positive for coronavirus, those deemed as <a href="#">contacts</a> will be sent home and advised to self-isolate for 14 days (as will any staff member who looked after them in school while they were symptomatic).</li> </ul> <p><b>Contacts</b> are, according to Public Health England, defined as:</p> <p>A person who has been close to someone who has tested positive for coronavirus (COVID-19) anytime from 2 days before the person was symptomatic (or tested positive if asymptomatic) up to 7 days from the test or the onset of symptoms. For example, a contact can be:</p> <ul style="list-style-type: none"> <li>• People who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19)</li> <li>• A person who has had face-to-face contact (within one metre), with someone who has tested positive for coronavirus (COVID-19), including: being coughed on, having a face-to-face conversation, within one metre, or having skin-to-skin physical contact, or any contact within one metre for one minute or longer without face-to-face contact</li> </ul>		



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		<ul style="list-style-type: none"> <li>• A person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes</li> <li>• A person who has travelled in a small vehicle with someone who has tested positive for coronavirus (COVID-19) or in a large vehicle or plane near someone who has tested positive for coronavirus (COVID-19)</li> <li>• If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</li> </ul> <p><b>NHS Test and Trace</b></p> <ul style="list-style-type: none"> <li>• A record of all staff, students, and visitors using the workplace will be held, in a manageable way and in accordance with our Document Retention Policy, to assist with NHS Test and Trace requests for data, if needed, to stop the onward spread of the virus in the workplace and wider society.</li> <li>• The school will work with St Helens Council in relation to its Outbreak Management Plan to help contain any clusters of infection or outbreaks.</li> <li>• Chief Operating Officer will liaise with PHE where required, should there be more than one case of COVID-19 associated with the school (reported as a suspected outbreak).</li> <li>• Staff instructed that they must self-isolate whenever they receive a notification from the NHS Test and</li> </ul>		

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		<p>Trace service asking them to do so, following the <a href="#">NHS Test and Trace Workplace Guidance</a>. If this happens on multiple occasions, Chief Operating Officer shall review social distancing arrangements to identify where improvements can be made.</p> <p>Where staff believe the contacts that have triggered these notifications are school contacts, they should discuss with the Chief Operating Officer what further mitigating actions could be taken to reduce the risk of COVID-19.</p>		
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>May become infected with COVID-19 by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes.</i></p>	<ul style="list-style-type: none"> <li>• The school will work with its cleaning contractors to make sure they are using the guidance on cleaning and hygiene during the coronavirus outbreak from both the <a href="#">HSE</a> and <a href="#">Government</a></li> <li>• An ongoing daily ‘touch point’ cleaning rota will be undertaken by the schools cleaning contractor to ensure that identified surfaces which are frequently touched and by many people (e.g. handrails, door handles, shared equipment, light switches etc.) are cleaning regularly throughout the day on hourly intervals to coincide with lesson changeover times.</li> <li>• Sports equipment (for example rackets, footballs and goalposts) will be cleaned with disinfectant spray between users</li> <li>• Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer’s instructions, on the warmest water setting. These items will not be shared between children between washes.</li> </ul>		02/09/20

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		<ul style="list-style-type: none"> <li>• Areas of the school that are used by pupils and/or staff will be cleaned thoroughly at the end of each day by the school's cleaning contractor.</li> <li>• Each classroom, office and communal space will be supplied with an antibacterial spray and cloth for use as required by the staff using that room.</li> <li>• Antibacterial barrier spray will be used on IT equipment, as a preventative measure, each evening as part of the cleaning contractors daily clean.</li> <li>• If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</li> <li>• The school will make available information on <a href="#">how to put on and remove personal protective equipment (PPE)</a> via its staff and parent newsletters.</li> <li>• Staff will be informed, through the staff bulletins and briefings, that they should avoid sharing work equipment and workstations or, where this is not possible inform the Site Manager so that cleaning regimes can be put in place to clean between each user.</li> <li>• The school will identify where it can reduce the contact of people with surfaces (e.g. by leaving open doors that are not fire doors - such as classroom doors, providing contactless payment for catering and using electronic documents rather than paperwork) and ensure that the following preferred alternatives are implemented:</li> </ul>		

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		<ul style="list-style-type: none"> <li>○ Keeping all classroom doors wedged open</li> <li>○ Keeping dining rooms wedged open</li> <li>○ Keeping corridor doors on their fire release mechanism</li> <li>○ Continuing to use cashless catering as payment for school meals</li> </ul> <ul style="list-style-type: none"> <li>● All staff will be asked, via briefings and the staff bulletin, to keep, where possible, surfaces clear of obstructions to ensure that they can be thoroughly cleaned.</li> <li>● Bins will be open topped (with the exception of medical waste and sanitary bins) and emptied daily, however cleaning staff will empty bins more regularly if they identify that a bin is full when undertaking daily cleaning of 'touch points'</li> <li>● Staff will be advised, via the staff bulletin and briefings, against bringing unnecessary personal belongings to work to prevent any 'cross contamination'</li> <li>● Pupils and staff will be informed, via briefings and parent newsletters, that they should not share stationery with anybody else. If a student or staff member requires stationery then Student Services can provide new stationery.</li> </ul>		
Spreading infection due to	<ul style="list-style-type: none"> <li>● Staff</li> </ul>	<ul style="list-style-type: none"> <li>● Good hygiene will be promoted to staff and students through</li> </ul>		02/09/20

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touch, sneezes and coughs	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>May become infected by coming into close contact with someone who has COVID-19, by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes</i></p>	<ul style="list-style-type: none"> <li>○ information posters around school and in toilets</li> <li>○ daily reminders as part of morning briefings</li> <li>○ reminders in staff and student newsletters</li> <li>• Good hygiene includes the following messages: <ul style="list-style-type: none"> <li>○ Frequently wash hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of hands</li> <li>○ Clean hands on arrival, before and after eating, and after sneezing or coughing</li> <li>○ Be encouraged not to touch mouth, eyes and nose</li> <li>○ Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> </li> <li>• All classrooms, changing rooms, communal spaces and offices will have antibacterial hand wash stations installed with staff and students asked to use them on entry to the room</li> <li>• Supplies of soap, hand sanitiser, disposable paper towels and tissues are plentiful and will be topped up regularly and monitored to make sure they do not run out.</li> <li>• Each classroom, office and communal space will be supplied with an antibacterial spray and cloth for use as required by the staff using that room.</li> </ul>		

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<p>Inappropriate use of Alcohol-based Hand Sanitisers or Hand Rub that contains at least 60% alcohol</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc.))</li> </ul> <p><i>May cause alcohol poisoning if ingested and may be ineffective against the virus if used incorrectly.</i></p>	<ul style="list-style-type: none"> <li>• COSHH Risk Assessment completed for use of hand rub/sanitizer within the school.</li> <li>• Non-perfumed, moisturising hand sanitisers provided throughout the site as per this risk assessment.</li> <li>• Hand sanitizer/hand rub will only be used where access to hand washing with soap and running water is not readily available and where hands are not visibly soiled.</li> <li>• Use of hand sanitizer by students will be monitored by staff.</li> <li>• Staff and students encouraged to report any adverse effects experienced with the use of hand sanitizer/hand rub, with advice sought from GP where serious reactions occur.</li> </ul>		02/09/2020
<p>Contact Dermatitis, skin irritation, exacerbation of existing skin conditions</p>	<ul style="list-style-type: none"> <li>• Staff</li> </ul> <p><i>May suffer contact Dermatitis, skin irritation or exacerbation of an existing skin condition, such as Eczema or</i></p>	<ul style="list-style-type: none"> <li>• Staff encouraged to regularly use moisturising hand cream to prevent skin from drying and cracking, and to report any skin conditions or new skin symptoms (i.e., Psoriasis or Dermatitis) affecting the hands as a result of frequent handwashing.</li> <li>• Mild, non-scented, moisturising soaps and hand sanitisers provided and used, wherever possible.</li> <li>• Access to the Council's Occupational Health Advisor for further advice on skin care/monitoring (where signed SLA established).</li> </ul>		02/09/2020

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	<i>Psoriasis, as a result of frequent hand washing and use of hand sanitizers.</i>			
Contracting or spreading the virus by not social distancing	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>May become infected by coming into close contact with someone who has COVID-19, by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then</i></p>	<ul style="list-style-type: none"> <li>• A prescribed classroom layout will be implemented in all classrooms with staff asked to ensure this is maintained – <ul style="list-style-type: none"> <li>○ Standard classrooms – all desks, with 2 x chairs per desk, facing towards the screen / whiteboard with a gap between each desk.</li> <li>○ Food Tech rooms – All benches, with 2 x chairs per bench, facing towards the screen / whiteboard with a gap between each desk.</li> <li>○ Science labs – All students sat behind the fixed benching with stools positioned a metre apart.</li> </ul> </li> <li>• Teachers should, where possible, teach from the front of the classroom next to an open window, maintain a two metre distance from other staff and students and stand at 45 degrees to the students.</li> <li>• Y7 to Y11 students will enter the site via the main gates as due to their staggered arrival social distancing will be automatically employed.</li> <li>• Y7 to Y11 students will leave site as follows: <ul style="list-style-type: none"> <li>○ A bell and announcement will sound at 3:08pm indicating that anybody in a first</li> </ul> </li> </ul>		02/09/20

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	<i>touching their mouth, nose, or eyes</i>	<p>floor classroom should make their way out of school</p> <ul style="list-style-type: none"> <li>▪ Y10 &amp;11 will use the 'pond side' pedestrian path to exit site</li> <li>▪ Y7-Y9 will use the main gates and central footpath in the middle of school to exit site</li> </ul> <p>○ A further bell, of a differing sound to the first, together with an announcement will sound at 3:12pm indicating that those in a ground floor classroom may make their way out of school</p> <ul style="list-style-type: none"> <li>▪ Y10 &amp; 11 will use the 'pond side' pedestrian path to exit site</li> <li>▪ Y7-Y9 will use the main gates and central footpath in the middle of school to exit site</li> </ul> <ul style="list-style-type: none"> <li>• Sixth Form will enter and exit the site via the Sixth Form doors only.</li> <li>• Staff will enter and leave via the main entrance only.</li> <li>• One way systems will be employed in blocks where practicable and these will be clearly sign-posted for students and staff to follow.</li> <li>• A 'keep left' policy will be employed around the school site, both internally and externally, for all staff and students.</li> <li>• Signage (banners, posters and floor stickers) will be displayed around the site to remind staff and</li> </ul>		



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		<p>students to socially distance in line with the government's 'Hand's, Face, Space' awareness campaign.</p> <ul style="list-style-type: none"> <li>• Announcements will be made throughout the day, using the school's tannoy system, reminding staff and students to socially distance.</li> <li>• A laminated 'daily reminder card' containing key messages for staff and students will be displayed on each teacher's computer screen to reinforce key daily hygiene and distancing messages.</li> <li>• Year-group assemblies will not take place until 2021, virtual alternatives shown in form rooms will instead be employed.</li> <li>• Whole staff meetings/training will not take place until 2021, instead any meetings or training will take place on a carousel basis utilising appropriate sized and ventilated rooms.</li> <li>• Staff will be encouraged to hold meetings with external agencies virtually rather than bringing visitors onto site.</li> <li>• Given the decrease in the prevalence of Coronavirus (COVID-19) and the resumption of a full range of curriculum subjects, students will be organised into full year group-sized groups, Staff will use their best endeavours to ensure each year group is kept separate at all times in the day, to minimise contact and mixing with other year groups.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Year groups will be asked not to interact with each other whilst on the school site, with maps displayed around the site denoting year group zones that students are allowed into during break and lunch.</li> <li>• Lesson changeover will operate as follows:               <ul style="list-style-type: none"> <li>○ A bell and announcement will sound 2 x minutes ahead of the lesson changeover time indicating that anybody in a first floor classroom should make their way to their next lesson</li> <li>○ A further bell, of a differing sound to the first, together with an announcement will sound at the listed changeover time indicating that those in a ground floor classroom may make their way to their next lesson</li> </ul> </li> </ul> <p>The measures above will alleviate pressure on stairwells and facilitate social distancing during lesson changeover.</p> <ul style="list-style-type: none"> <li>• Break time will operate as follows:               <ul style="list-style-type: none"> <li>10:55am to 11:03am (8 minutes)                   <ul style="list-style-type: none"> <li>○ Year 7 will use Dining Room A</li> <li>○ Year 8 will use Dining Room B</li> </ul> </li> <li>11:03am to 11:10am (7 minutes)                   <ul style="list-style-type: none"> <li>○ Year 9 will use Dining Room A</li> <li>○ Year 10 will use Dining Room B</li> </ul> </li> </ul> </li> <li>• Year 11 will use the external hatch for the duration of break</li> <li>• Sixth Form students – will access the Bistro only:</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<ul style="list-style-type: none"> <li>○ Year 12 – 10:55am to 11:03am (8 minutes)</li> <li>○ Year 13 – 11:03am to 11:10am (7 minutes)</li> </ul> <p><i>Cleaning between different year groups using the dining rooms at break will not be necessary as the break time offer is a 'grab and go' offer only</i></p> <ul style="list-style-type: none"> <li>• Lunchtime will operate as follows: <ul style="list-style-type: none"> <li>12:10pm to 12:30pm <ul style="list-style-type: none"> <li>○ Year 7 will use Dining Room A</li> <li>○ Year 8 will use Dining Room B</li> </ul> </li> <li>12:30pm to 12:50pm <ul style="list-style-type: none"> <li>○ Year 9 will use Dining Room B</li> <li>○ Year 10 will use Dining Room A</li> </ul> </li> <li>12:50pm to 1:10pm <ul style="list-style-type: none"> <li>○ Year 11 will use Dining Room B</li> </ul> </li> </ul> </li> <li>• Sixth Form students – will access the Bistro only: <ul style="list-style-type: none"> <li>○ Year 12 – 12:10pm to 12:30pm</li> <li>○ Year 13 – 12:30pm to 12:50pm</li> </ul> </li> </ul> <p><i>Table and chair surfaces, in addition to 'touch points', will be cleaned between different year groups using the dining rooms.</i></p> <ul style="list-style-type: none"> <li>• Students and staff will be told that they must sit at least one metre apart from each other in the Dining Rooms, with those staff on duty asked to remind people of this.</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<ul style="list-style-type: none"> <li>• Each year group will be allocated a third of the 3G pitch during lunchtime to play non-contact football if they wish, otherwise they will be directed to use the relevant year group zone as indicated on the maps displayed around site.</li> <li>• The student toilet block will be used to half capacity and managed by the Toilet Attendant on duty with those waiting being outside at a safe distance.</li> <li>• Perspex screens are in place in both reception areas and in 'Refelction'.</li> <li>• Changing rooms will be limited to 20 people using them at any one time and therefore a 'rota' system for getting changed for PE lessons will be employed.</li> <li>• Offices will, if required, be re-arranged to ensure staff are a minimum of one metre away from each other, although we will strive for a minimum distance of two metres where possible. Where it is not possible to move workstations further apart, barriers or screens will be used to separate staff from each other or staff will work side by side or facing away from each other rather than face-to-face.</li> <li>• In relation to the lift in S-Block, the maximum occupancy will be reduced to 2, the lift operating controls will be frequently cleaned and hand sanitiser will be adjacent to lift landings/lobbies.</li> <li>• Areas in use will be well ventilated by: <ul style="list-style-type: none"> <li>○ Keeping all classroom doors wedged open</li> <li>○ Keeping dining rooms wedged open</li> </ul> </li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<ul style="list-style-type: none"> <li>○ Keeping corridor doors on their fire release mechanism</li> <li>○ Opening all windows in areas that are being used</li> <li>○ Using fans to facilitate the direction of airflow, if required</li> <li>● Behaviour Policy has been updated to reflect the new protective measures and new rules and routines. This includes appropriate consequences (such as sanctions and rewards), so that staff can ensure students understand them and can enforce them rigorously.</li> </ul>		
<p>Inadequate First Aid Facilities, Personnel and Equipment and Information for First Aiders</p>	<ul style="list-style-type: none"> <li>● Staff</li> <li>● Students</li> <li>● Visitors</li> <li>● Designated First Aiders</li> </ul> <p>may not receive immediate first aid treatment due to insufficient first aid facilities, personnel and equipment; and First Aiders may become infected</p>	<ul style="list-style-type: none"> <li>● First aid arrangements have been reviewed with an additional room away from the main office and separate to the first aid room being used for anyone who is suspected of having symptoms of Coronavirus.</li> <li>● First aiders have been briefed regarding procedures and PPE in relation to treating someone who is believed to have symptoms of Coronavirus.</li> <li>● First aid needs assessment reviewed to determine adequate and appropriate equipment, facilities and personnel to ensure staff, and students receive immediate attention if they are injured or taken ill.</li> <li>● There will always be at least one person with a valid First Aid at Work or Emergency First Aid at Work certificate available within the school.</li> </ul>		<p>02/09/2020</p>

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
	<p>through close contact with casualties infected with COVID-19 or spread infection through poor hygiene practices</p>	<ul style="list-style-type: none"> <li>• Standard Infection Prevention and Control Procedures (i.e., maintaining good hand, respiratory and personal hygiene, cleaning of potentially contaminated surfaces) followed at all times by First Aiders to protect themselves and others and limit the risk of spread of COVID-19.</li> <li>• Contact and time sharing a breathing zone with casualties potentially infected with COVID-19 to be limited as much as possible, with casualties directed to do things for themselves where possible avoid touching them, their immediate environment and any waste</li> <li>• PPE provided and used by first aiders as necessary (i.e., fluid resistant surgical mask, disposable gloves, disposable apron (and goggles or visor where the risk of splashing is present).</li> <li>• The use of chest compressions only will be performed by First Aiders should cardiopulmonary resuscitation (CPR) be required. No rescue breaths or mouth-to-mouth ventilation will be performed. Where First Aiders have access to an AED, then this will be used, as using these carry no risk of virus spread.</li> <li>• Chief Operating Officer to share with first aiders the <a href="#">latest NHS advice</a> on how to respond to a first aid incident and the Resuscitation Council's guidance on COVID-19 in relation to CPR and resuscitation in first aid and community settings, when dealing with first aid incidents during the outbreak..</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<ul style="list-style-type: none"> <li>• <a href="#">Guidance</a> provided to first aiders on how to respond to a first aid incident during the Coronavirus COVID-19 pandemic, including specific instructions on giving Cardiopulmonary Resuscitation (see and specific guidance on giving cardiopulmonary resuscitation (CPR) from the <a href="#">Resuscitation Council UK</a>.</li> </ul>		
<p>Inadequate provision, handling or use of Personal Protective Equipment (PPE)</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul> <p><i>May become infected with COVID-19 due to a lack of suitable PPE when undertaking direct care, incompatibility of PPE, lack of instruction and training on its proper use</i></p>	<ul style="list-style-type: none"> <li>• Appropriate PPE will be provided and worn by supervising staff should a student become unwell with symptoms of Coronavirus while in the school and need direct personal care until they can return home. These include: <ul style="list-style-type: none"> <li>○ a fluid-resistant surgical face mask, if a distance of 2m cannot be maintained;</li> <li>○ a fluid-resistant surgical face mask, disposable gloves and a disposable plastic apron if physical contact with the student is necessary.</li> <li>○ eye protection (i.e., face visor or goggles) where a risk assessment determines that there is a risk of splashing fluids entering the eyes (e.g., from coughing, spitting, or vomiting).</li> </ul> </li> <li>• Cleaning staff will be issued, by their employer (as they are an external contractor), with and wear disposable gloves and aprons for general cleaning. However, if an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected Coronavirus (COVID-19), the use protection for the eyes, mouth and nose, will also be worn.</li> </ul>		02/09/2020

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<ul style="list-style-type: none"> <li>• <a href="#">Guidance</a> on safe working in education, childcare and children’s social care referenced for preventing and controlling infection, including the use of PPE.</li> <li>• Relevant staff trained on <a href="#">how to put PPE on and take it off safely</a> and the need for scrupulous hand hygiene in order to reduce self-contamination.</li> <li>• Local supply chains established and maintained for the obtaining of PPE.</li> <li>• Only PPE that is CE marked and purchased from a reliable source will be used by staff.</li> <li>• Staff to be reminded: <ul style="list-style-type: none"> <li>○ to avoid touching their face, eyes, nose or mouth when wearing PPE (i.e., gloves).</li> <li>○ that torn or otherwise damaged PPE is not to be used and removed immediately if this occurs during use.</li> <li>○ to cover any cuts and abrasions with a waterproof dressing.</li> <li>○ that the wearing of gloves is not a substitute for good hand washing protocols.</li> </ul> </li> </ul>		
Spreading infection due to the school environment	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• First aid arrangements have been reviewed with an additional room away from the main office and separate to the first aid room being used for anyone who is suspected of having symptoms of Coronavirus.</li> <li>• First aiders have been briefed regarding procedures and PPE in relation to treating someone who is believed to have symptoms of Coronavirus.</li> </ul>		02/09/20



What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<ul style="list-style-type: none"> <li>• Areas in use will be well ventilated by:               <ul style="list-style-type: none"> <li>○ Keeping all classroom doors wedged open</li> <li>○ Keeping dining rooms wedged open</li> <li>○ Keeping corridor doors on their fire release mechanism</li> <li>○ Opening all windows in areas that are being used</li> <li>○ Using fans to facilitate the direction of airflow, if required</li> </ul> </li> <li>• The use of lifts will be avoided unless essential.</li> </ul>		
Contracting or spreading the virus whilst undertaking specialist subjects / using specialist equipment	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• The school will follow subject specific guidance, from the below listed accredited and recognised organisations, in relation to COVID-19 for PE, Science, Technology and Performing Arts.</li> <li>• In addition to the subject specific advice, staff and students will still be expected to follow the rest of the guidance and guiding principles listed in this risk assessment.</li> </ul> <p><b><u>PE</u></b></p> <ul style="list-style-type: none"> <li>• Association for Physical Education - <a href="#">PE</a></li> <li>• Changing rooms will be limited to 20 people using them at any one time and therefore a 'rota' system for getting changed for PE lessons will be employed.</li> <li>• Changing rooms will be cleaned between each group using them.</li> </ul>		02/09/20

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<ul style="list-style-type: none"> <li>• Pupils kept in consistent class groups during PE lessons.</li> <li>• Sports equipment thoroughly cleaned between each use by different individual groups.</li> <li>• The sharing of equipment during PE sessions will be limited; if any equipment does need to be shared then pupils will wash their hands thoroughly before and after use.</li> <li>• Contact sports to be avoided until after October half term or until further advice from the Government is received.</li> <li>• Use of outdoor space prioritised, where possible, for PE, to limit transmission and more easily allow for distance between students and staff. External areas to be designated for different groups.</li> <li>• Where large indoor spaces must be used, maximising distancing will be ensured between pupils and scrupulous attention will be paid to cleaning and hygiene</li> <li>• PE risk assessments will be reviewed in line with the latest COVID-19 advice from the <a href="#">Association for Physical Education (AfPE)</a> and the Government's <a href="#">guidance</a> on 'Coronavirus (COVID-19): Phased Return of Sport and Recreation'</li> <li>• Work with external coaches, clubs and organisations for curricular and extra-curricular activities will only be undertaken where the school is satisfied that this is safe to do so and suitable risk assessments have</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<p>been completed operating within the wider protective measures of the school.</p> <p><b><u>Science</u></b>  The school will follow the Consortium of Local Education Authorities for the Provision of Science Services <a href="#">guidance</a> with the salient points being:</p> <ul style="list-style-type: none"> <li>• Staff should maintain a 2 metre space between each other when using the science prep room and/or office.</li> <li>• Clear seating plans will be communicated to students before they enter the lab to avoid unnecessary movement within the lab.</li> <li>• A 1 metre gap between students should be maintained at all times whilst in the lab and this will dictate room capacity, which given the size of our labs we expect to be normal class sizes.</li> <li>• Students will face the front and work in rows except for when undertaking 'group work' when they may face each other for short periods so long as a distance of one metre is maintained.</li> <li>• Pupils will not move around the lab unless instructed to do so by the class teacher, who will ensure that only a limited number of pupils move at any one time and that they move in 'one' direction.</li> <li>• When undertaking a practical, the teacher leading the session will assess the non COVID-19 related risks of any activity as they always would have done.</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<ul style="list-style-type: none"> <li>• Staff and students will be asked to wash their hands (or use hand sanitiser) before and after using any equipment.</li> <li>• Equipment may be shared between 'bubbles' but not between different bubbles or different members of staff – i.e. different Year 7 classes may use the same equipment because they are in a Year 7 'bubble' however a Year 7 class could not use equipment a Year 8 class had used in the previous lesson.</li> <li>• Equipment will be cleaned in line with government guidelines, including the use of antibacterial spray, and stored in accordance with CLEAPSS recommendations (normally 72 hours) before a class from a different bubble are able to use the equipment another class has previously used.</li> <li>• Teachers will use their own set of equipment for demonstrations and, like with students, the equipment must be cleaned thoroughly with antibacterial spray and stored in accordance with CLEAPSS recommendations (normally 72 hours) before another teacher may use it.</li> <li>• Teachers will make use of visualizers tri ensure that students can view experiments without needing to come to the front of the room and therefore are able to maintain a one metre space.</li> <li>• If an item can be meticulously cleaned (in accordance with Government guidance) then it may be brought back into use before the 72 hour period is up, however this will only apply in a limited number of</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<p>cases where equipment is not intricate in nature – CLEAPSS guidance will be referred to.</p> <ul style="list-style-type: none"> <li>• Staff will maintain a 2 metre gap from all pupils and staff members during lessons.</li> <li>• In an emergency, the two metre social distancing guideline may be broken to provide any necessary immediate remedial measures and/or medical assistance. If time allows then the person providing this should wear a disposable apron, gloves and a face mask/covering. Only trained first aiders will provide medical assistance.</li> <li>• The following practical experiments will <b>not</b> be able to take place until further notice: <ul style="list-style-type: none"> <li>○ Cheek cell sampling</li> <li>○ Lung volume/capacity and other breathing based activities</li> <li>○ Activities which make use of saliva</li> <li>○ Activities which use blowing instruments such as straws</li> </ul> </li> <li>• All rooms will be well ventilated by opening appropriate windows and doors.</li> <li>• PPE should be worn as would be usual for practical experiments with cleaning following the same regime as outlined above and as outlined with the CLEAPSS advice document. Lab coats do not form part of PPE and therefore shared lab coats should be removed from use unless they can be 'quarantined' for 72 hours between uses.</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<p><b><u>DT, Food and Art</u></b></p> <p>The school will follow the Consortium of Local Education Authorities for the Provision of Science Services <a href="#">guidance</a> with the salient points being:</p> <ul style="list-style-type: none"> <li>• Staff should maintain a 2 metre space between each other when using a prep room and/or office.</li> <li>• Clear seating plans will be communicated to students before they enter the room to avoid unnecessary movement within the room.</li> <li>• A 1 metre gap between students should be maintained at all times whilst in the room and this will dictate room capacity, which given the size of our labs we expect to be normal class sizes for DT, food and art.</li> <li>• Students will face the front and work in rows except for when undertaking 'group work' when they may face each other for short periods so long as a distance of one metre is maintained. In workshops, pupils using benches must not face each other and instead stand diagonally opposite.</li> <li>• Pupils will not move around the room unless instructed to do so by the class teacher, who will ensure that only a limited number of pupils move at any one time and that they move in 'one' direction.</li> <li>• All rooms will be well ventilated by opening appropriate windows and doors.</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<ul style="list-style-type: none"> <li>• When undertaking a practical, the teacher leading the session will assess the non COVID-19 related risks of any activity as they always would have done.</li> <li>• Staff and students will be asked to wash their hands (or use hand sanitiser) before and after using any equipment.</li> <li>• Equipment may be shared between 'bubbles' but not between different bubbles or different members of staff – i.e. different Year 7 classes may use the same equipment because they are in a Year 7 'bubble' however a Year 7 class could not use equipment a Year 8 class had used in the previous lesson.</li> <li>• Equipment will be cleaned in line with government guidelines, including the use of antibacterial spray, and stored in accordance with CLEAPSS recommendations (normally 48 or 72 [for plastics] hours) before a class from a different bubble are able to use the equipment another class has previously used.</li> <li>• Teachers will use their own set of equipment for demonstrations and, like with students, the equipment must be cleaned thoroughly with antibacterial spray and stored in accordance with CLEAPSS recommendations (normally 48 or 72 [for plastics] hours) before another teacher may use it.</li> <li>• Teachers will make use of visualizers to ensure that students can view practical demonstrations without needing to come to the front of the room and therefore are able to maintain a one metre space.</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<ul style="list-style-type: none"> <li>• Staff will maintain a 2 metre gap from all pupils and staff members during lessons.</li> <li>• In an emergency, the two metre social distancing guideline may be broken to provide any necessary immediate remedial measures and/or medical assistance. If time allows then the person providing this should wear a disposable apron, gloves and a face mask/covering. Only trained first aiders will provide medical assistance.</li> <li>• PPE should be worn as would be usual for practical subjects with cleaning following the same regime as outlined above and as outlined with the CLEAPSS advice document. Workshop coats and aprons do not form part of PPE and therefore shared workshop coats and aprons should be removed from use unless they can be 'quarantined' for 72 hours between uses. Students will be encouraged to bring in their own apron / workshop coat for practical sessions.</li> </ul> <p><b><u>Performing Arts</u></b>  The school will follow the Government <a href="#">guidance</a> regarding performing arts with the salient points being:</p> <ul style="list-style-type: none"> <li>• Staff should maintain a 2 metre space between each other when using a prep room and/or office.</li> <li>• Staff will maintain a 2 metre gap from all pupils and staff members during lessons.</li> </ul>		



What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<ul style="list-style-type: none"> <li>• A 1 metre gap between students should be maintained at all times whilst in the room and this will dictate room capacity, which given the size of our performing arts rooms we expect to be normal class sizes.</li> <li>• Pupils will, where possible, be positioned back-to-back or side-to-side when undertaking performing arts lessons.</li> <li>• Physical contact should be avoided, however if absolutely necessary for a short period (for example to correct dance technique or demonstrate a 'hold') then disposable gloves and masks should be worn for the duration with no face to face contact.</li> <li>• Music lessons will be limited to group sizes of no more than 15 pupils when teaching singing, brass and or woodwind</li> <li>• The sharing of brass and woodwind instruments will not take place.</li> <li>• Any performing arts equipment that does not require contact with a mouth may be used but should be thoroughly cleaned between each use by different individual groups.</li> <li>• The sharing of equipment during performing arts sessions will be limited; if any equipment does need to be shared then pupils will wash their hands thoroughly before and after use.</li> <li>• Good ventilation will be employed within classrooms with all appropriate windows and doors being open.</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<ul style="list-style-type: none"> <li>• Work with external coaches, clubs and organisations for curricular and extra-curricular activities will only be undertaken where the school is satisfied that this is safe to do so and suitable risk assessments have been completed operating within the wider protective measures of the school.</li> </ul>		
Contracting or spreading the virus whilst using the dining rooms and/or Cashless Catering	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p><i>May become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their</i></p>	<ul style="list-style-type: none"> <li>• The school will be moving to a cashless catering system using ID cards, which will be kept on each person and therefore not come into contact with anybody else.</li> <li>• Students and staff will be asked to wash their hands before and after getting lunch from the dining rooms.</li> <li>• Students and staff will be asked to minimise the areas they touch whilst in the dining rooms.</li> <li>• Students and staff will be asked to sit at least one metre apart whilst in the dining rooms.</li> <li>• The school will stagger the use of the dining rooms in accordance with the timings illustrated in the 'social distancing' section above.</li> <li>• Students will wash (or use hand sanitiser) before entering and upon leaving the dining rooms.</li> <li>• Supervision levels will be enhanced at break/lunch times to support social distancing.</li> </ul>		02/09/20

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
	<i>mouth, nose, or eyes.</i>			
Vulnerable Groups at higher risk of severe illness from Coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>• Older People</li> <li>• People with underlying health conditions (such as: chronic respiratory/ heart/kidney/liver diseases, chronic neurological conditions, problems with their spleen, a weakened immune system, Diabetes, being seriously overweight (BMI of 40+)</li> <li>• Pregnant females in the</li> </ul>	<ul style="list-style-type: none"> <li>• We will continue to follow <a href="#">Government</a> and <a href="#">NHS</a> advice in relation to those staff and/or students who have a medical condition that may make them ‘high’ or ‘moderate’ risk individuals.</li> <li>• Having consulted with key organisations (Asthma UK, Diabetes UK and the St Helens Diabetes Nursing Team) in relation to conditions identified by the NHS as making people more ‘vulnerable’ should they contract Coronavirus, the guidance is that no additional measures, other than those already listed within this risk assessment, should be required for highlighted staff and pupils at the school.</li> <li>• We will review individual circumstances in the light of new/updated medical information pertaining to any of the highlighted staff/students deemed as ‘vulnerable’</li> <li>• Separate individual risk assessments will be completed for any staff and/or students determined by a medical practitioner as being clinically extremely vulnerable and more susceptible to severe illness or poor outcomes from COVID-19.</li> <li>• All reviews of staff roles and safety will be non-discriminatory and take into consideration equality considerations and protected characteristics as</li> </ul>		02/09/20

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
	<p>later stages of pregnancy (28 weeks+ gestation)</p> <p><i>Who are at potentially increased vulnerability to infection, or adverse outcomes from Coronavirus COVID-19</i></p>	<p>defined under the Equality Act 2010, e.g., disabled staff.</p> <ul style="list-style-type: none"> <li>Reasonable adjustments will be made to avoid workers with disabilities or physical and mental health conditions being put at any substantial disadvantage, where necessary, for example: allowing someone with social anxiety disorder to have their own desk instead of hot-desking, installing a ramp for a wheelchair user, provided ground floor accommodation for a wheelchair user, etc.</li> </ul>		
<p>Staff or Students from a BAME background who may feel more susceptible to contracting and suffering from the virus</p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul> <p><i>Who are at potentially increased vulnerability to infection, or adverse outcomes from Coronavirus COVID-19</i></p>	<ul style="list-style-type: none"> <li>We will continue to follow Government and NHS advice regarding those staff and/or students from a BAME background who may feel they are at higher risk of contracting and suffering from Coronavirus.</li> <li>Line managers will speak with BAME students and staff to identify any existing underlying health conditions that they feel they may increase the risks for them. Most importantly, the conversations will also, on an ongoing basis, consider the feelings of BME colleagues, particularly regarding both their physical safety, their psychological safety, and their mental health.</li> <li>All reviews of staff roles and safety will be non-discriminatory and take into consideration equality considerations and protected characteristics as</li> </ul>		<p>02/09/20</p>

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<p>defined under the Equality Act 2010, e.g., disabled staff.</p> <ul style="list-style-type: none"> <li>Reasonable adjustments will be made to avoid workers with disabilities or physical and mental health conditions being put at any substantial disadvantage, where necessary, for example: allowing someone with social anxiety disorder to have their own desk instead of hot-desking, installing a ramp for a wheelchair user, provided ground floor accommodation for a wheelchair user, etc.</li> </ul>		
Contracting or spreading the virus whilst using the toilet	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Contractors</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>The student toilet area will be kept to half capacity and managed by the Toilet Attendant on duty with those waiting being outside at a safe distance.</li> <li>Staff and students will be encouraged, through information in newsletters and briefings, to wash their hands before and after using the toilet.</li> <li>The Toilet attendant will clean the toilets throughout the day as part of the cleaning schedule employed by the school, if required – additional cleaning staff will be employed to ensure that toilets are able to receive an hourly clean.</li> <li>Visitors and contractors will only use the toilets at the front of school.</li> </ul>		02/09/20
Contracting or spreading the virus through external	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Contractors</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>All contractors and visitors to site must pre-arrange their visit.</li> <li>Upon arrival, all contractors and visitors will be asked to sanitise their hands before having their</li> </ul>		02/09/20

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
visitors/contractors being on site	<i>May become infected by coming into close contact with someone who has COVID-19, which is primarily spread from person to person, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes.</i>	<p>temperature taken and being asked key questions regarding whether they or anybody in their household has any symptoms of Coronavirus.</p> <ul style="list-style-type: none"> <li>• Visitors and contractors will be shown this risk assessment and asked to keep their contact with surfaces around the site to only what is absolutely necessary.</li> <li>• A record of visitors and contractors will be kept, together with details of who they visited and the areas of site they went in order to facilitate the contacting of affected individuals and deep cleaning of required areas in the event that they, or someone they came into contact with, tests positive for coronavirus within seven days of them having been on site.</li> <li>• Visitors/contractors will be asked to only use the toilets at the front of school.</li> <li>• Community use users will be expected to share with the school a copy of their COVID-19 risk assessment to demonstrate that plans are in place to facilitate the safe operation of their booking.</li> <li>• The Community Use Officer will liaise with users of the schools facilities to ensure that <a href="#">Government guidance</a> is met regarding the safe re-opening of sports and leisure facilities before they re-commence their activities on site.</li> <li>• It is expected that all users comply with the measures outlined within this risk assessment.</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
Contracting or spreading the virus through attending after school clubs	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p><i>May become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes.</i></p>	<ul style="list-style-type: none"> <li>• After school activities will be run in accordance within the guidelines outlined within this risk assessment.</li> <li>• After school activities will only be able to be delivered on the basis of each teacher delivering a session to a group comprising of pupils from the same year group.</li> <li>• The cleaning contractor will be provided with a list of after-school clubs to ensure that 'touch point' cleaning continues for the duration of the Clubs.</li> </ul>		02/09/20
Contracting or spreading the	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Any proposed external events, such as open evenings and parents information evenings will be</li> </ul>		02/09/20

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
virus through hosting events for visitors such as parents and prospective parents	<ul style="list-style-type: none"> <li>• Visitors</li> </ul> <p><i>May become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes.</i></p>	<p>individually risk assessed, based on the latest available guidance, before a decision is made regarding whether they are able to proceed under the guiding principle of being able to mitigate risk to a low level and therefore safeguard staff, pupils and visitors.</p>		
Mental Health	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p><i>May be suffering with stress,</i></p>	<ul style="list-style-type: none"> <li>• The Government's <a href="#">mental health advice</a>, in addition to that from the <a href="#">Mental Health Foundation</a> will be made available to all parents and staff via the parent and staff newsletters.</li> <li>• The School has adopted the St Helens Wellbeing Policy, which can be accessed via our website.</li> </ul>		02/09/20



What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
	<p><i>mental health or wellbeing difficulties as a result of feeling disconnected, isolated from others or abandoned due to being/working at home for a long period of time; and through lack of social interactions with friends/peers/teachers and other adults in the school. Also, having experienced bereavements in their immediate family or wider circle of friends, or had increased caring responsibilities</i></p>	<ul style="list-style-type: none"> <li>• Line managers will be encouraged to speak with their team regularly to check on their mental health and signpost them to advice.</li> <li>• In-house mental health first aiders will be made available as required by staff.</li> <li>• The school will consider an occupational health referral if personal stress and anxiety issues are identified</li> <li>• Year teams will provide advice and guidance to students and ensure that any required mental health support (from internal or external sources) is provided as required.</li> <li>• The school will provide access to PHE online resources to promote and support mental wellbeing of children whilst learning at home.</li> <li>• Digital support includes: <ul style="list-style-type: none"> <li>○ <u>an educational resource</u> for adults about children and young people’s mental health.</li> <li>○ The PHE <u>Every Mind Matters platform</u> about looking after your own mental health</li> <li>○ <u>Rise Above</u>, targeted at young people, which also has <u>schools-facing lesson plans</u>.</li> </ul> </li> <li>• Staff and students will be kept up to date, through newsletters and briefings, re information about Coronavirus and the steps the school is taking to minimise risks.</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<ul style="list-style-type: none"> <li>Line managers will discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to rest during school holidays and ensure they strive to achieve a work/life balance during term time.</li> </ul>		
<p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p>	<ul style="list-style-type: none"> <li>Staff</li> </ul> <p><i>May suffer pain in their necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain as a result of incorrect use of DSE or poorly designed workstations or work environments.</i></p>	<ul style="list-style-type: none"> <li>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed</li> <li>The HSE's guidance on <u>protecting homeworkers</u> will be followed in the event that working from home is required longer term for any staff. Staff working at home with DSE will be encouraged to ensure that they set up their workstation to avoid : <ul style="list-style-type: none"> <li>avoid awkward, static postures by regularly changing position;</li> <li>get up and move or do stretching exercises;</li> </ul> </li> <li>avoid eye fatigue by changing focus or blinking from time to time</li> <li>All staff will be asked to complete the DSE (display screen equipment) risk assessment if not already done so within the past 12 months.</li> <li>Additional DSE equipment provided or allowed to be taken home by staff to support prolonged use of portable DSE at home (e.g., separate monitor, keyboard, mouse, monitor riser, ergonomic chair) as required.</li> </ul>		02/09/20

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
Risk of a detriment to the learning of pupils as a result of being away from school during the 'COVID 19' lockdown period	<ul style="list-style-type: none"> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Key knowledge and key skills from HT5 and HT6 necessary for progression to the next year identified by HoD/F and built in to the 2020/21 curriculum</li> <li>• Teachers to RAG rate pupils for each of these, based on evidence from work completed in lockdown</li> <li>• This information to be used when each skill/knowledge is taught in 2020/21</li> <li>• School QA will identify that this happens effectively</li> <li>• DIS SEN CLA Vulnerable pupils will receive additional tuition to ensure that this key knowledge/key skills are grasped</li> </ul>		02/09/20
Risk of a detriment to the learning of pupils as a result of not properly re-engaging with work when back at school – either because of a lack of routine and/or mental health issues	<ul style="list-style-type: none"> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• It is important that students feel safe and secure to be in a position to thrive.</li> <li>• Increased form time for all students (1<sup>st</sup> day and built in during tutorial lesson for the first month) focusing on: <ul style="list-style-type: none"> <li>• Reflection</li> <li>• Renewing relationships</li> <li>• Rebuilding trust between students and school staff</li> <li>• Reconnecting with routine</li> <li>• Renewing sense of community</li> <li>• Wellbeing and mental health</li> </ul> </li> <li>• Students are given the opportunity to process, discuss, develop a common understanding of what has occurred over the past few months,</li> <li>• Students will explore the issues that they have been faced with and how this has impacted on them/society</li> </ul>		02/09/20

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<ul style="list-style-type: none"> <li>For students who have been directly impact by Covid 19 more bespoke programme of support will be put in place.</li> </ul>		
Risk of children not attending school and therefore a detriment to the learning occurring	<ul style="list-style-type: none"> <li>Pupils</li> </ul>	<ul style="list-style-type: none"> <li>Parents have completed a survey to identify any issues/concerns with child attending school in September</li> <li>Specific individual concerns that the school has control over have been followed up and plan in place.</li> <li>Plan in place to support DIS/CLA students travel into school (should issues emerge).</li> <li>Plan in place for SEN (E), high need SENK students</li> </ul>		02/09/20
Educational Visits	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> </ul> <p>Parent Volunteers <i>may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or</i></p>	<ul style="list-style-type: none"> <li>Domestic (UK) overnight and overseas educational visits have been temporarily been suspended and will be reviewed as the pandemic reduces in accordance with the HSE and the latest Government <a href="#">advice</a> on Coronavirus travel advice for educational settings.</li> <li>All trips will be undertaken in line with protective measures, such as keeping students within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.</li> <li>Outdoor spaces in the local area to be made use of to support delivery of the curriculum if appropriate.</li> <li>A full and thorough risk assessment in relation to all educational visits to ensure they can be done safely will be carried out, consideration will be given to control measures that need to be used to ensure they are aware of wider advice on visiting indoor and outdoor venues.</li> </ul>		02/09/2020

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
	<i>talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i>	<ul style="list-style-type: none"> <li>The school will consult the <u>health and safety guidance on educational visits</u> when considering visits.</li> </ul>		
Lack of testing, inspection and maintenance of Building-Related Systems	<ul style="list-style-type: none"> <li>All building occupants <i>may be exposed to increased risk of injury or ill health from a lack of testing, inspection and maintenance of building related systems not being operational due to the school/setting being completely or partially closed, or having reduced occupancy during the</i></li> </ul>	<p>Government <a href="#">guidance</a> will be followed in relation to managing the school premises during the Covid-19 outbreak with the following salient points to be noted:</p> <ul style="list-style-type: none"> <li>The Site Manager will continue to review risk assessments and implement any required measures to ensure that safety is maintained for wider opening.</li> <li>All systems within school buildings that have been completely or partially closed, will be re-commissioned before re-opening, as would normally be done after a long holiday period. This will be undertaken in consultation with the school's Competent Person(s)/Property Support Officer, but in particular: <ul style="list-style-type: none"> <li><b>Hot and Cold Water Systems</b> (i.e., tanks, sinks, basins, showers, drinking water outlets – taps and water fountains, calorifiers, direct-fired water heaters)</li> </ul> </li> <li>Water systems which have not been maintained or remained partly operational at a reduced capacity during the lockdown, will be disinfected, flushed and</li> </ul>		02/09/2020

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
	<p><i>Coronavirus (COVID-19) outbreak)</i></p>	<p>certified by a competent contractor before the school re-opens.</p> <p><b>Gas safety</b></p> <ul style="list-style-type: none"> <li>• Gas services remain in normal operation and planned gas safety checks including gas detection and/or interlocking continue to be undertaken.</li> </ul> <p><b>Fire Safety</b></p> <ul style="list-style-type: none"> <li>• Fire safety management and evacuation plans reviewed and updated in line with operational changes, as necessary, and communicated to all staff, children and young people.</li> <li>• Fire assembly point re-organised to meet social distancing requirements.</li> <li>• Regular testing of fire alarm and detection systems, call points, emergency lighting and other fire safety systems undertaken to ensure they remain fully operational.</li> <li>• Regular hazard spotting carried out to identify escape route obstructions.</li> <li>• Daily checks to ensure that all fire doors are operational.</li> <li>• Fire drills continue to be held on a termly basis as normal, with a practise undertaken in the first week when more pupils return.</li> <li>• Staff instructed not to wedge open self-closing fire doors to avoid the need to touch door handles/locks. These doors must remain closed to</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<p>prevent the risk of uncontrolled fire spread and smoke should a fire occur.</p> <p><b>Security including access control and intruder alarm systems</b></p> <ul style="list-style-type: none"> <li>• All areas of the school kept secure in line with current security arrangements.</li> <li>• Key holder information updated, as necessary.</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>• All systems remain energised in normal operating mode.</li> <li>• Natural ventilation via windows or vents will be used as far as possible and where available occupied room windows will be opened.</li> <li>• Where centralised or local mechanical ventilation is present, recirculatory systems have been adjusted to full fresh air. (If this is not possible, systems will be operated as normal). Where ventilation units have filters present, enhanced precautions must be taken when changing filters.</li> </ul> <p><b>Electrical Systems</b></p> <ul style="list-style-type: none"> <li>• Building-related electrical systems remain in use and are tested as appropriate.</li> </ul> <p><b>Drainage Systems</b></p> <ul style="list-style-type: none"> <li>• Checks on traps undertaken to ensure they have not dried out and water seals are in place to prevent</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date implemented
		<p>smells within the building, for example, hygiene rooms, and sports hall showers.</p> <ul style="list-style-type: none"> <li>Where toilets are put back into use, flushing of toilets to be undertaken with the lids down and toilet ventilation systems working.</li> </ul> <p><b>Plant and Equipment</b></p> <ul style="list-style-type: none"> <li>Plant and equipment continues to be maintained in line with manufacturer's instructions.</li> <li>Scheduled thorough examination and testing of lifting and pressure equipment to continue to be undertaken during the Coronavirus outbreak, following the updated HSE Guidance during the Coronavirus outbreak. <a href="https://www.hse.gov.uk/news/assets/docs/loler-pssr-during-outbreak.pdf">https://www.hse.gov.uk/news/assets/docs/loler-pssr-during-outbreak.pdf</a>.</li> <li>School will agree safe access and working arrangements with the contractor prior to commencing work on site.</li> <li>Should problems be experienced in arranging scheduled thorough examinations, due to demands on inspection services, the school will adopt a risk based process, in consultation with their Competent Person, to determine the whether there are steps that can be taken to safely continue to use equipment (that has not had its scheduled thorough examination and testing) or decide to stop using the equipment.</li> </ul>		

It should be noted that face masks, visors and gloves are available (from Main Reception) for any member of staff who wishes to make use of them. It is recommended a facemask be worn during lesson changeover and in communal spaces (if social distancing is



hard to achieve). If staff would like to wear a face covering during lessons, it is requested that this be a visor (not a mask) due to the school having a number of deaf students who need to be able to lip read.