

## Covid-19 Risk Assessment

Birchwood Community High School

The following risk assessment has been written using the latest guidance from government, Warrington Borough Council and Wirehouse Employer Services (the school's specialist health and safety advisors). The links below provide further information which may be a useful reference to understand the measures school will be taking when we welcome back more students.

### Government Guidance for Schools

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

### Government Guidance for Parents and Carers

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>

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<b>SCHOOL:</b>	Birchwood Community High School
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### RISK SCORING

Each hazard is scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures** and then this should be revised following the application of the Mitigation Action Taken.

The risk rating score is based on the **Severity of the Risk x the Likelihood**.

SEVERITY OF RISKS (S)		LIKELIHOOD (L)					RATING (RR) = L x S	
		1	2	3	4	5		
		Rare	Unlikely	Possible	Very Likely	Almost certain	Low (L) 1-8	No further actions required
1	Insignificant	1	2	3	4	5		
2	Low	2	4	6	8	10	Medium (M) 9-15	Further control measures required and implemented before proceeding
3	Tolerable	3	6	9	12	15		
4	Major	4	8	12	16	20	High (H) 16-25	Do no proceed
5	Intolerable	5	10	15	20	25		

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Lack of communication with parents/carers and staff members	<ul style="list-style-type: none"> <li>Parents/carers may feel anxious about their child returning back to school or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19.</li> <li>Staff may feel anxious about returning to school due to lack of information provided or the expectation placed on staff on returning back into the workplace.</li> </ul>	✓	✓		<p>Parents and carers are given regular updates from school via letters home, text messages, social media and telephone calls. They are notified of measures in place in school to protect students.</p> <p>Regular communications for all staff to ensure awareness of control measures implemented in school.</p> <p>Pupils to receive information on the control measures in place in school.</p>	2 X 2 = 4	L			
Poor hand and respiratory hygiene	<ul style="list-style-type: none"> <li>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓		<p>Sufficient amount of soap (or hand sanitiser where applicable), hot water and paper towels are supplied in relevant areas and are re-stocked regularly.</p> <p>Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in bins provided.</p>	2 X 2 = 4	L			

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					Posters are displayed throughout the school reminding staff and students to wash their hands regularly.					
Ineffective cleaning of school buildings	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓	✓	<p>Amended cleaning requirements and hours agreed with contract cleaner, including more frequent cleaning of high touched surfaces.</p> <p>Checks to be made throughout the day to ensure adequate supply of soap and water available in all, and sanitiser in strategic points around school.</p> <p>Checks to be made that adequate supply of paper towels or hand blowers available (in good working order) to dry hands.</p> <p>Place hand sanitiser in reception area for visitors and in strategic placement around school for staff and students.</p> <p>Check rubbish bins are emptied throughout the day – consider using bins with lids with operated foot pedals where appropriate.</p> <p>Procedure to be identified in school where urgent assistance is required in a classroom with cleaning.</p>	2 x 4 = 8	L			
Poor ventilation of rooms during the winter months leads to outbreak of coronavirus in school.	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body).</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces.</li> </ul>	✓	✓	✓	<p>Follow guidance from DfE on ventilation in classrooms.</p> <p>Spaces to be well ventilated using natural ventilation (opening windows) or ventilation units while trying to maintain a comfortable temperature.</p> <p>Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p>	2 x 2 = 8	L			
Failure to properly manage a positive	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity</li> </ul>				Ensure that staff are aware of the process for sending home pupils if they	2 x 4 = 8	L			

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
case of COVID-19 in school	<p>to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body).</p> <ul style="list-style-type: none"> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.</li> </ul>				<p>become unwell with COVID-19 type symptoms.</p> <p>Staff to follow school procedure. If a child is awaiting collection:</p> <ul style="list-style-type: none"> <li>Move them to the office A3A on the admin corridor where they can be isolated behind a closed door.</li> <li>Check on them child regularly</li> <li>Open a window for ventilation</li> <li>If they need to go to the toilet, they should use the toilets at receptions.</li> <li>The room and toilets should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>Staff caring for the child while they await collection should maintain a distance of 2m.</li> <li>Call 999 if they are seriously ill or injured or their life is at risk.</li> <li>Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</li> </ul>					
Failure to identify asymptomatic cases leads to increase in transmission in school	<ul style="list-style-type: none"> <li>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body).</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓	✓	<p>Provide 2 onsite tests for all students followed by home testing twice each week.</p> <p>Provide home testing kits for staff</p>	2 x 4 = 8	L			
Failure to follow the advice of Public Health England and local public health team for Warrington.	<ul style="list-style-type: none"> <li>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission -</li> </ul>	✓	✓	✓	School to follow Public Health advice and stay up to date with national and local guidance.	1 x 3 = 3	L			

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	<p>hand to hand, hand to mouth, hand to body).</p> <ul style="list-style-type: none"> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.</li> </ul>									
Staffing levels are inadequate due to numbers of staff having to self-isolate.	<ul style="list-style-type: none"> <li>Lack of staff available to teach or carry out required tasks in school leads to closure of school to groups of students.</li> </ul>	✓	✓		<p>Staff have been informed that they must only attend work if they not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms.</p> <p>Arrangements are in place for new and expectant mothers to minimise their risk of contracting COVID-19.</p> <p>Outbreak Management Plan and Remote Learning Policy in place in unlikely event of closure of school to groups of students.</p>	1 x 4 = 4	L			
Lack of Fire Wardens & First Aid Provision	<ul style="list-style-type: none"> <li>Unable to provide adequate first aid or able to supervise fire evacuation procedure.</li> </ul>	✓	✓	✓	<p>Fire warden provision will be covered by the office and premises staff with sufficient numbers to provide contingency cover.</p> <p>First aid will be covered by pastoral staff in the first instance with office staff acting as a back up.</p> <p>Posters displayed around school to show where to find first aid and fire wardens.</p> <p>The emergency evacuation procedure is to be followed and staff should be aware this takes precedence over COVID-19 procedures for social distancing. Once at assembly points social distancing should be re-introduced.</p>	3 x 4 = 8	L			
Reporting of injuries, Diseases and Dangerous	Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19	✓	✓	✓	RIDDOR to be informed when notified of a confirmed case which is diagnosed as attributable to occupational exposure to	1 x 4 = 4	L			

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Occurrences to the HSE					coronavirus. See HSE guidance re RIDDOR and Coronavirus (COVID-19)					
Lettings of school facilities leads to increased risk of transmission of infection	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓	✓	<p>Separate risk assessments for indoor and outdoor lettings.</p> <p>Updated conditions of hire confirming hirers responsibilities.</p> <p>Communication with hirers of their responsibilities under government COVID-19 rules.</p>	2 x 4 = 8	L			