

**ALT BRIDGE SCHOOL COVID-19 Risk Assessment**

<b>Risk assessment title</b>	Covid-19 Schools	<b>Risk assessment ref</b>	Schools 002	 Knowsley Council
<b>Service</b>	Education	<b>Safe system of work ref</b>	N/A	
<b>Employee group effected</b>	School staff, pupils and visitors	<b>Location</b> (if relevant)		
<b>Assessor's name</b>	N. Menagh	<b>Job title</b>	Head teacher	
<b>Health and Safety advice from (if needed)</b>	Fiona Buckley	<b>Job Title</b>	Health and Safety Manager	

**Indicate below the reason for completion of this risk assessment by inserting a date**

First risk assessment date	Scheduled risk assessment review	Accident or incident	New work equipment	New work processes	New employee or new role	Change to method of working	Change to the work environment
August 2021						10.09.21 – due to infection control advice and further advice from PHE  04.10.21 – lifting additional measures  03.12.21 – in light of recent Government changes related to the OMICRON variant and as Christmas approaches  03.01.22 – in preparation for return in January 2022 and in light of updated government guidance  06.01.22 – Adjustment further to additional advice from LA via PHE briefing	

**NOTE: This risk assessment has been shared with the Trade Unions for general consultation, you can choose to adopt wholly the control measures suggested here. You may need to consider local consultation if you choose to do anything different than suggested here.**

**List other relevant documents:** (or insert hyperlinks)  
[Managing coronavirus \(COVID-19\) in education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/managing-coronavirus-covid-19-in-education-and-childcare-settings)

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak)

Risk Rating Matrix		Severity	Likelihood					
1 - 4 Low risk	The risk has been controlled to a level that no further actions are required. However care must be taken to ensure controls are monitored and maintained.			1 Improbable	2 Unlikely	3 Possible	4 Likely	5 Very likely
5 - 9 Medium risk	Look to improve the control measures at the next review ie within 12 months.		5 Catastrophic	5	10	15	20	25
10 - 16 Medium (but elevated) risk	Look to improve the control measures within a specified time scale ie within one week/month.		4 Severe	4	8	12	16	20
20 - 25 High risk	Stop activity taking place and make immediate improvements before continuing with the activity.		3 Moderate	3	6	9	12	15
		2 Minor	2	4	6	8	10	
		1 Insignificant	1	2	3	4	5	

**Guidance is available on the Health and Safety pages on Bertha: Manager's Guide to Risk Assessment**

Please complete the non shaded areas in the risk assessment below as applicable.

Ref	STEP 1	STEP 2		What measures are/should be in place to eliminate or reduce the risks?	STEP 3			Rating	Actions arising (e.g. further controls to explore, reviews, additional information needed etc.)
	What are the hazards?	Who could be harmed?	How can harm occur?		Severity (1 - 5)	Likelihood (1 - 5)	Residual Risk (S x L)		
1	Lack of communication	Staff Pupils Visitors	Staff / pupils not aware or understanding the control measures	<p>All staff have been provided with details of the following;</p> <ul style="list-style-type: none"> <li>• Expectations of symptomatic staff / pupils</li> <li>• Testing arrangements</li> <li>• Cleaning and hygiene arrangements</li> <li>• Outbreak definitions and arrangements</li> <li>• Ventilation guidance</li> <li>• Changes to working practices and systems</li> <li>• Risk assessment content</li> </ul>	4	1	4		Regular health and safety briefing emails are sent to staff to cover key aspects of health and safety in relation to COVID-19.

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	What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	Actions arising (e.g. further controls to explore, reviews, additional information needed etc.)	
					Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Low, Medium or High		
				<p>This risk assessment is regularly reviewed and updated and when changes occur, the latest versions are emailed to all staff and TU representatives. Approval is sought from the chair of governors for each amended version.</p> <p>The school regularly liaises with infection control, PHE and the local authority and reports any positive cases of individuals in attendance at school during the infectious period via the MDS forms.</p> <p>The school actively participates in any case review or outbreak management meetings called and implements the advice given. Staff, governors, parents/carers and pupils are informed of any necessary changes at the earliest possible opportunity via various means which include assemblies, letters, Parent App messages, emails and phone calls where necessary</p>						
2	Spreading the virus	Staff Pupils	Symtomatic people attending school or developing symptoms during the day	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Staff showing symptoms must not attend work.</li> <li>• Staff should arrange for a PCR test.</li> <li>• If the test result comes back as negative and staff are feeling well, they can return to work.</li> </ul> <p><b>Pupils</b></p>	4	2	8			

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					Severity (1 –5 )	Likelihood (1 – 5)	Residual Risk (S x L)	Low, Medium or High	
				<ul style="list-style-type: none"> <li>Parents / carers are reminded that pupils showing symptoms should not attend school.</li> <li>A PCR test should be arranged by the parents/carers.</li> <li>If the results come back as negative and the pupil is feeling well can return to school.</li> <li>If the result is positive, parents/carers are advised to engage with NHS Test and Trace</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>Must not attend school premises if showing symptoms.</li> <li>Symptomatic students will be taken to the medical room if they have developed symptoms where they can be distanced from others whilst they are waiting to be collected.</li> <li>PPE will be worn by staff if there is a need to be within 1m of the symptomatic person for more than 1 minute.</li> </ul> <p>All staff and students are encouraged to take part in twice weekly home testing via LFD and to remain home if a test reveals a positive result. <b>There is no longer a need for individuals to confirm a positive result with a PCR test. The same self-isolation rules apply for the LFD test result.</b> Testing on-site is available to any students whose parents/carers</p>					

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					Severity (1 –5 )	Likelihood (1 – 5)	Residual Risk (S x L)	Low, Medium or High	
				request on-site testing at the start of term.					
3	Spreading of the virus	Staff Pupils Visitors	Being in contact with a positive case	<ul style="list-style-type: none"> <li>Since 22.12.21, the 10-day self-isolation period for people with positive PCR results has been reduced to 7 days, unless testing cannot be carried out for some reason. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. If both these test results are negative, and individuals do not have a high temperature, they may end their self-isolation after the second negative test result and return to school from day 8.</li> <li>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: <ul style="list-style-type: none"> <li>they are fully vaccinated – 14 days have passed since the final recommended dose of the approved COVID-19 vaccine</li> </ul> </li> </ul>	4	3	12		

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				<ul style="list-style-type: none"> <li>○ they are below the age of 18 years and 6 months</li> <li>○ they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>○ they are not able to get vaccinated for medical reasons</li> <li>● Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a> which can be arranged through NHS website or calling 119.</li> <li>● School will continue to follow the advice of PHE and respond with alternative arrangements as required if further outbreak meetings are held.</li> </ul>					
4	Spreading of the virus	Staff Pupils Visitors	Lack of appropriate cleaning regimes in place	<ul style="list-style-type: none"> <li>● Alt Bridge have maintained the additional cleaning contract with Knowsley services to provide an additional cleaner on site during the day.</li> <li>● All access points in use at the school have hand cleaning facilities and on entering and leaving the building, hands are to be sanitised/washed.</li> <li>● Hand sanitising points are strategically placed around the school, especially outside toilets, inside dining halls and staff rooms and offices.</li> </ul>	4	1	4		

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					Severity (1 –5 )	Likelihood (1 – 5)	Residual Risk (S x L)	Low, Medium or High		
				<ul style="list-style-type: none"> <li>• Fire doors on main access routes may use Dorgard to ensure doors are kept open.</li> <li>• Cleaning schedules have been reprioritised to include:               <ul style="list-style-type: none"> <li>○ Door handles, door release buttons, and doors.</li> <li>○ Light switches</li> <li>○ Toilets and sinks</li> <li>○ Food preparation areas (drinks station)</li> <li>○ Hard floor surfaces.</li> <li>○ Tables</li> <li>○ Stairwell hand rails</li> </ul> </li> <li>• Minimal sharing of equipment between staff and pupils.</li> <li>• Any shared equipment will be wiped with anti bacterial wipes inbetween uses.</li> <li>• Staff and students are encouraged to use tissues to cover mouth and nose when coughing or sneezing.</li> <li>• Tissues will be disposed of in disposable bags as soon as possible.</li> <li>• Hands will be washed regularly throughout the day, especially before and after toileting, before food and drink preparation and when entering and leaving the building for exercise.</li> </ul>						
5	Spreading the virus	Staff Pupils Visitors	Lack of good ventilation	<ul style="list-style-type: none"> <li>• Staff are advised to open windows and non fire doors where possible to maximise air flow around the building or where air conditioning units are</li> </ul>	4	2	8		<p>Air ventilation systems upgrades planned for the upper floor classrooms.</p> <p>The DfE have released information that special</p>	

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				<p>in situ, these are set to bring in fresh air supply.</p> <ul style="list-style-type: none"> <li>• Carbon dioxide monitor are used regularly by the health and safety officer to measure air quality and to inform decision making on ventilation.</li> <li>• School received 17 Co2 monitors during the Autumn term which are positioned around school. If the co2 monitors indicate levels of co2 at 800ppm or more, then the following actions should be taken;               <ol style="list-style-type: none"> <li>1) Staff should open windows and/or doors to allow adequate ventilation</li> <li>2) Set any mechanical ventilation system to fresh air supply</li> <li>3) If levels <b>persistently do not drop or they reach 1400 ppm</b>, the class teacher should initiate a brief walk for students outdoors and leave the room with windows and doors (unless fire doors) open to ventilate the space. In poor weather, staff are encouraged to take students into any larger, empty spaces for the period of time outside the classroom.</li> <li>4) Staff should ensure that the windows remain open when students have left the room to encourage air change</li> </ol> </li> </ul>					<p>schools may be prioritised for air cleaning units. The health and safety officer is identifying priority spaces for these units. Further planning will take place regarding the purchase of additional units once more is known about when and how many units we may receive based on the DfE criteria.</p>

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				<ul style="list-style-type: none"> <li>When the dining room is in use for larger groups, multiple CO2 monitors will be used to monitor the space.</li> <li>In colder weather, staff and students are advised to wear warm clothes. The heating system is regularly monitored and in operation.</li> <li>If students or staff feel discomfort due to open windows, then staff should try to reduce the impact by closing the windows for periods and opening them between lessons. When windows are closed due to the cold, staff should monitor the Co2 via the internal monitors and take the necessary action outlined above.</li> </ul>					
6	Spreading the virus	Staff	Staff mixing	<ul style="list-style-type: none"> <li>Good ventilation will be maintained in the staff room.</li> <li>Signage around school will remind staff to open windows and allow air flow.</li> <li>Staff are encouraged to use their own cutlery and cups, cleaning them after use and storing safely and to avoid sharing food with others.</li> <li>Break and lunch times are staggered for key stages to enable less staff in the staff room. Staff are encouraged to use available classrooms for break and lunches to avoid larger gatherings in the staff room.</li> </ul>	4	3	12		<p>Face covering visual guides for staff, students and parents to be updated and re-released to provide accessible guidance.</p> <p>As a special school, many students are exempt from wearing face masks or struggle to comply with the request. Students who do not wear face coverings in classes or around school should be encouraged to socially distance. Reminding students to engage with other measures including good hygiene and regular lateral flow testing. Seating</p>

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				<ul style="list-style-type: none"> <li>• Staff are encouraged to use their own utensils and cups etc. There is a dishwasher provided for all used items.</li> <li>• Staff are encouraged to use the same routes through school as students to avoid mixing in corridors.</li> <li>• Staff are encouraged to maintain twice weekly LFD testing</li> <li>• A ready supply of face masks are available on site to all staff, students and visitors.</li> <li>• Staff, students and visitors are strongly encouraged to wear face coverings in corridors and shared areas.</li> <li>• Students are strongly advised to wear face coverings on school transport.</li> <li>• Additionally, from the start of term in January 2022, students are also encouraged to wear face coverings in classrooms.</li> <li>• As a special school, our provision requires the involvement of visiting specialists, multi-disciplinary professionals and the close involvement of parents/carers. Visitors are permitted on site but are encouraged to take an LFD test before attending on the morning of the pre-arranged meeting and to wear a face mask throughout their visit.</li> </ul>					<p>arrangements within classes can also be implemented i.e. single desks, forward facing or positioned near to open windows/doors where feasible and conducive to the learning needs of students. Any seating arrangements implemented due to concerns about reduced face mask use within certain classes would need to take an inclusive approach i.e. the same seating arrangement for all within that class.</p>

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7	Spreading the virus	Staff Visitors	Close proximity through meetings / gatherings	<ul style="list-style-type: none"> <li>Any face to face meetings (including Parents' Evening) should only be used where Teams / Zoom is not feasible or realistic.</li> <li><del>If face to face meetings must be held, they will be held in larger spaces where possible with additional measures that include the wearing of face masks and socially distanced seating. The option to partake in the meeting via Zoom is also made available to staff who would prefer to engage via this option and for those who may be working from home.</del></li> <li>Meetings involving groups of people should take place via Zoom or video where possible. If a group meeting must go ahead in a face-to-face capacity due to special needs of students then staff should seek advice from SLT who will advise on the arrangements required.</li> <li>Internal staff meetings should take place via Zoom call wherever possible. If a face-to-face meeting is required, the member of staff chairing the meeting should ensure additional measures are in place as per below;</li> <li><del>Staff are advised to open windows when meetings take place involving more people.</del></li> <li>The Chair for the meeting will maintain a list of attendees for</li> </ul>	4	3	12		

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					Severity (1 -5 )	Likelihood (1 - 5)	Residual Risk (S x L)	Low, Medium or High	
				<p>21 days for both formal and informal meetings.</p> <ul style="list-style-type: none"> <li>• Individual should be seated to allow for social distancing of 1-2 metres.</li> <li>• All attendees should wear face masks.</li> <li>• The Chair of any arranged meetings will record a seating plan for the meeting to have a record of potential contacts.</li> <li>• There will be an arrangement whereby participants can choose to join on line where needed.</li> <li>• Meeting spaces will be aired in between meetings. The meeting room door from the main corridor will be propped open between meetings.</li> <li>• <del>Any school events that may involve performances and possible visitors to the site will be individually risk assessed to plan for any additional measures or restrictions that may be required.</del></li> <li>• School performances will not take place at this stage.</li> <li>• Anti bacterial wipes are available to wipe down areas in between meetings.</li> <li>• <del>Whole</del> All school assemblies will continue to take place via zoom. Key stage assemblies can take place in the hall.</li> <li>• Headsets for staff can be made available through request via the</li> </ul>					

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				<p>office for use during meetings/video calls.</p> <ul style="list-style-type: none"> <li>• Additional Co2 monitoring is in place in the school hall to monitor the air quality and take action if the monitors indicate that Co2 is too high</li> <li>• Where whole staff INSET training is organised, staff will be divided into two groups and training will be organised in the largest spaces within school i.e. the dining hall and gym. Further additional measures include;               <ol style="list-style-type: none"> <li>1) The option to engage via video call</li> <li>2) Seating organised in forward-facing, single desks that are socially distanced</li> <li>3) Staff to wear face coverings</li> <li>4) Staff to bring own lunch and split into small groups, using classrooms or other spaces – staff are encouraged not to all congregate in the staff room at once</li> <li>5) The ability to request seating closest to the open doors/windows</li> <li>6) All staff strongly encouraged to complete an LFD test the morning of the training date.</li> </ol> </li> </ul>					
8	Spreading the virus	Staff Pupils	Virus Outbreak	<ul style="list-style-type: none"> <li>• There is an outbreak plan in place and key staff are aware of their responsibilities.</li> <li>• The outbreak plan includes:</li> </ul>	4	2	8		Special schools report any concerns directly to infection control who will advise if an outbreak occurs.

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					Severity (1 –5 )	Likelihood (1 – 5)	Residual Risk (S x L)	Low, Medium or High		
				<ul style="list-style-type: none"> <li>○ Reinforcement of the testing, hygiene and ventilation measures in place.</li> <li>○ movement to outdoor activities</li> <li>○ improved ventilation (where possible)</li> <li>○ one-off enhanced cleaning.</li> <li>○ Limiting of parental attendance for meetings / events</li> <li>○ temporary reinstatement of face coverings</li> <li>○ reinstating on-site LFD testing</li> <li>○ short-term attendance restrictions (last resort).</li> </ul> <p>The plan will be enacted on the advice of Public Health or infection control.</p>						
9	Spreading the virus	Staff Pupils	Using restricted spaces	<ul style="list-style-type: none"> <li>• Staff are advised to limit the number of occupants in small spaces to avoid crowding and close proximity gatherings.</li> <li>• Staff are encouraged to use stairs when moving between floors in the post-16 building.</li> <li>• Staff are encouraged to use the same on-way system devised for the students when moving around the site to avoid overcrowding on the corridors.</li> </ul>	3	3	9			
10	Spreading the virus	Vulnerable pupils and staff	Exposure to the virus could have a greater impact on	<ul style="list-style-type: none"> <li>• Individual risk assessment are in place for vulnerable staff and pupils including new and expectant mothers.</li> </ul>	3	4	12			

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			vulnerable staff and pupils.	<ul style="list-style-type: none"> <li>Special schools have support through the IPC service</li> <li>ECV Staff should continue to wear PPE where indicated for specific tasks (e.g. AGPs).</li> <li>ECV staff alerted to increased cases and outbreak concerns as and when they arise and advised to follow their individual risk assessment</li> <li>The school have ordered FFP 3 face masks for use by vulnerable staff and as part of an agreed risk assessment.</li> <li>EVC staff and student risk assessments will be updated in light of rising cases of COVID-19.</li> </ul>					

Likelihood scores					
Likelihood score	1	2	3	4	5
Description	Improbable	Unlikely	Possible	Likely	Almost certainty
Broad description of frequency	Probably never happen	Possible but not expected to happen	Might happen or recur	Will probably happen	Will happen, possibly frequently
Timed frequency	Occurs less than annually	Occurs annually	Occurs monthly	Occurs weekly	Occurs daily

Consequences/severity scores					
Consequence score	1	2	3	4	5
Description	Insignificant	Minor	Moderate	Severe	Catastrophic

<b>Impact and harm caused</b>	Minor injury requiring no medical help	Minor injury or illness requiring <3 days off work	Moderate injury or illness requiring 4-10 days off work. RIDDOR reportable	Specified injury or illness. Requires over 10 days off work or leading to long term incapacitation	Fatality Permanent ill health or disfigurement
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**AUTHORISATION**

<b>Manager</b>	<b>N .Menagh</b>	<b>Signature</b>	<b>N. Menagh</b>	<b>Date</b>	<b>03.01.22</b>
<b>Service and location</b>			<b>Telephone/email</b>	<b>0151 477 8310</b>	