



**Rainford High Risk Assessment for the January 2021  
Lockdown keyworker School**



**RAINFORD  
HIGH**

## Only staff and keyworker school on site

<b>PART A. ASSESSMENT DETAILS:</b>			
<b>Area/task/activity:</b> staff and keyworker school plus some examination students			
<b>Location of activity:</b>			
<b>Team/School name: Address &amp; Contact details:</b>	Rainford High	<b>Name of Person(s) undertaking Assessment:</b>	Ian Young
		<b>Signature(s):</b>	
<b>Line Manager/ Headteacher (Name/Title):</b>	Ian Young	<b>Date of Assessment:</b>	4 <sup>th</sup> Jan.2021
<b>Signature:</b>		<b>Planned Review Date:</b>	25 <sup>th</sup> Feb 2021
<b>How communicated</b>	Website / Reception	<b>Date communicated</b>	6 <sup>th</sup> Jan 2021

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>Current control measures</b>	<b>Any additional control measures required</b>	<b>Date implemented</b>
Don't forget long term health hazards	Identify groups of people and how the hazard could cause them harm	List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc		
Inadequate planning and organising prior to opening	<ul style="list-style-type: none"> <li>Parents &amp; Carers</li> <li>Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Health and safety compliance checks will be undertaken by Headteacher/Site Manager before opening.</li> <li>Headteacher to keep up to date with the latest government guidance and adjust working practices as required.</li> <li>Visitors including Specialists, therapists, clinicians and other support staff for pupils with SEND will be briefed on physical distancing and hygiene procedures for the school site on or before arrival. Posters advising on social distancing and hygiene protocols are displayed throughout site</li> <li>Lettings users have specific terms and conditions of use to adhere to although lettings are cancelled for the duration of the lockdown</li> </ul>		In place

<b>What are the hazards?</b>  Don't forget long term health hazards	<b>Who might be harmed and how?</b>  Identify groups of people and how the hazard could cause them harm	<b>Current control measures</b>  List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	<b>Any additional control measures required</b>	<b>Date implemented</b>
Inadequate Communication of Plans	<ul style="list-style-type: none"> <li>• Parents and Carers</li> <li>• Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc. Vulnerable Groups</li> <li>• Staff</li> <li>• Keyworker school pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Staying COVID-19 Secure in 2020 poster displayed upon entrance to the school to confirm the premises have complied with the government's guidance on managing the risk of COVID-19 (<a href="#">Staying-covid-19-secure.pdf</a>)</li> <li>• Plans for remote education to be clearly communicated to parents and carers., with regular updates provided as necessary.</li> <li>• Communication to be sent to keyworker parents including what protective steps the school/setting has taken to make it a low risk place for their child</li> <li>• Signage displayed at entrance points to the building asking individuals with symptoms not to enter the premises and to remind staff and students to always keep 2m from other people, and reiterating the kind of symptoms to look out for.</li> <li>• Parents informed they will not be allowed to enter the school site</li> <li>• Parents and students involved in keyworker school to be informed of their allocated drop off and collection times and the process for doing so.</li> <li>• Staff, parents and students briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>• Parents and students made aware of recommendations on transport to and from the school/setting (including avoiding peak times), following the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers.</a></li> <li>• Early consultation and communication undertaken with contractors and suppliers that will need to prepare to support the school's/setting's plans for opening (eg, cleaning, catering, food supplies, hygiene suppliers).</li> <li>• Additional cleaning requirements discussed with cleaning contractors or staff, with additional hours agreed to allow for this.</li> <li>• The need to follow the standard national <a href="#">Guidance for parents and carers</a> on the kind of symptoms to look out for that might be due to Coronavirus (COVID-19), and where to get further advice re-iterated to parents and students prior to re-opening.</li> </ul>		ongoing
Inability to maintain social distancing to prevent/limit the spread of the COVID-19 virus  <i>(The most common symptoms are a high</i>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils in keyworker school</li> <li>• Pupils on site for examination purposes</li> </ul>	To reduce contact between people as much as possible and the transmission risk: <ul style="list-style-type: none"> <li>• Tape to be used for cordoning off areas and anti-slip adhesive tape for marking floors to help building users keep to a 2m distance and manage queuing, where required.</li> <li>• Clear signage displayed throughout the school, including classrooms, promoting social distancing.</li> </ul>		In place

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<p>Don't forget long term health hazards</p> <p><i>temperature (over 37.8°C), a new, continuous cough, and a loss of, or change in normal sense of smell or taste (anosmia)</i></p>	<p><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> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p>	<p>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc</p> <ul style="list-style-type: none"> <li>• Managed circulation in operation, or a divider placed down the middle of communal corridors to keep groups apart as they move through the school where spaces are accessed by corridors.</li> <li>• Where shared rooms such as halls, dining areas and internal and external sports facilities are used for lunch, exercise and breaks between lessons, there will be staggered use by different year group classes, they will not be allowed to mix, they will not play sports or games together and there will be adequate cleaning between groups.</li> <li>• Where lifts are installed for disabled persons, the maximum occupancy will be reduced, the lift operating controls will be frequently cleaned and hand sanitiser will be adjacent to lift landings/lobbies. Signage/floor marking to depict standing positions within any lift will be displayed as necessary.</li> <li>• Lettings are cancelled until further notice</li> <li>• All visitors are requested to wear facemasks / visors on the school premises and only to be allowed on site for exceptional reasons</li> <li>• To reduce contact as much as possible staff will be in school on a rota basis.</li> </ul>		
<p>Ineffective cleaning and hygiene during the outbreak</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils in keyworker school</li> <li>• Pupils on site for examination purposes</li> </ul>	<ul style="list-style-type: none"> <li>• School to be routinely cleaned</li> <li>• Sufficient handwashing facilities available for the expected number of building occupants, with soap, hot and cold running water and means of drying hands, ie, paper towels/hand dryer.</li> <li>• Alcohol-based hand sanitiser (containing at least 60% alcohol) will be placed at building entrance/exit points, in either wall mounted or fixed</li> </ul>		<p>In place</p>

What are the hazards?  Don't forget long term health hazards	Who might be harmed and how?  Identify groups of people and how the hazard could cause them harm	Current control measures  List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	Any additional control measures required	Date implemented
		<p>floor mounted dispensers. Additional hand sanitizer/hand rub will be located in classrooms and other learning environments where access to handwashing is not readily available. These will be replenished regularly.</p> <ul style="list-style-type: none"> <li>• 'Use hand sanitiser' safety sign and NHS 'alcohol hand rub hand hygiene technique – for visibly clean hands' posters displayed adjacent to hand sanitiser dispensers. <a href="https://www.sthelensccg.nhs.uk/media/1641/hands-with-gel.pdf">https://www.sthelensccg.nhs.uk/media/1641/hands-with-gel.pdf</a></li> <li>• Objects and surfaces that are frequently touched (eg, books, desks, chairs, door handles, light switches, sinks, toilets, etc) will be cleaned more regularly using standard cleaning, following Public Health England (PHE) <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>• All spaces will be well ventilated using natural ventilation (opening windows) or mechanical ventilation units.</li> <li>• Monitoring arrangements in place to ensure sufficient supplies of soap, hand towels, hand sanitiser and tissues are maintained.</li> </ul>		
Inappropriate cleaning methods adopted for cleaning and disinfection	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils in keyworker school</li> <li>• Pupils on site for examination purposes</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>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids will be cleaned thoroughly as normal using standard cleaning products.</li> <li>• All surfaces that a symptomatic person has come into contact will be cleaned and disinfected, including: objects which are visibly contaminated with body fluids and all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells.</li> <li>• Cleaning will be undertaken in line with the Government's <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> <li>• Cleaning staff will be issued with suitable PPE, which will be worn at all times while cleaning. (see PPE section)</li> </ul>	Interserve have been consulted with  Interserve staff	In place
Inappropriate handling and disposal of waste	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils in keyworker school</li> <li>• Pupils on site for examination purposes</li> </ul> <p><i>(may become infected with COVID-19 through inappropriate</i></p>	<ul style="list-style-type: none"> <li>• Waste will be disposed of in line with the Government's <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> <li>• Waste from possible cases and cleaning of areas where possible cases have been (including tissues, disposable cloths, disposable PPE) will be placed in a plastic rubbish bag and tied when full; then placed into a second bin bag and tied. It will then be stored in a suitable and secure location, away from children and separated from communal waste areas,</li> </ul>	Interserve have been consulted with	In place

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	<i>handling, storage or disposal of infectious waste)</i>	<p>and marked for storage for at least 72 hours and put in with the normal waste.</p> <ul style="list-style-type: none"> <li>Where storage of such waste for at least 72 hours is not appropriate, the waste will be placed into a clinical waste bag and a Category B infectious waste collection will be arranged via the school's/settings's usual specialist Clinical Waste Collection Service, so the waste can be sent for appropriate treatment.</li> </ul>		
Inappropriate use of Alcohol-based Hand Sanitisers or Hand Rub that contains at least 60% alcohol	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils in keyworker school</li> <li>Pupils on site for examination purposes</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/sanitiser within the school.</li> <li>Non-perfumed, moisturising hand sanitisers provided wherever possible.</li> <li>Hand sanitiser/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>Behavior for learning policy has been updated</li> <li>Pupils are aware of sanctions for misuse of sanitisers etc</li> </ul>		In place
Inadequate First Aid Facilities, Personnel and Equipment and Information for First Aiders	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils in keyworker school</li> <li>Pupils on site for examination purposes</li> <li>Designated First Aiders</li> </ul> <p><i>(may not receive immediate first aid treatment due to insufficient first aid facilities, personnel and equipment; and First Aiders may become infected through close contact with casualties infected with COVID-19 or spread infection through poor hygiene practices)</i></p>	<ul style="list-style-type: none"> <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> <li>Standard Infection Prevention and Control Procedures (ie, 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 (ie, fluid resistant surgical mask, disposable gloves, disposable apron (and goggles or visor where the risk of splashing is present).</li> </ul>	<ul style="list-style-type: none"> <li>First Aiders to complete the <a href="#">free online refresher training course</a> offered by St John Ambulance prior to resuming duties in the workplace.</li> <li>First aid procedures revised</li> </ul>	In place

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		<ul style="list-style-type: none"> <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>Headteachers to share with first aiders the latest NHS advice 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. <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a> and <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a>.</li> <li>Guidance 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 <a href="#">Guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a> and specific guidance on giving cardiopulmonary resuscitation (CPR) from the <a href="#">Resuscitation Council UK</a></li> <li>Medical Room, where provided, re-organised in line with social distancing provisions and cleaned after each use.</li> <li>Higher risk activities have been suspended, where required..</li> </ul>		
<p>Individuals displaying Symptoms of Coronavirus (COVID-19) whilst attending the school/setting</p> <p><i>(The most common symptoms are a high temperature (over 37.8°C), a new,</i></p>	<ul style="list-style-type: none"> <li>Parents &amp; Carers</li> <li>Visitors (ie, Contractors, Suppliers)</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,</i></p>	<ul style="list-style-type: none"> <li>Staff, students, parents, carers or any visitors, such as contractors, suppliers, etc, will be instructed not to attend or enter the school if they or someone within their household has is displaying any symptoms of Coronavirus to avoid spreading infection to others.</li> <li>If a student or staff member develops symptoms compatible with Coronavirus (whilst at the school/setting, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</li> </ul> <p><b>NHS Test and Trace</b></p> <ul style="list-style-type: none"> <li>A temporary record of all staff, students, and visitors using the workplace (and of any mixing of class groups) will be held for a period of 21 days, in</li> </ul>		ongoing

What are the hazards?	Who might be harmed and how?	Current control measures	Any additional control measures required	Date implemented
<p>Don't forget long term health hazards</p> <p><i>continuous cough, and a loss of, or change in normal sense of smell or taste (anosmia)</i></p>	<p>Identify groups of people and how the hazard could cause them harm</p> <p><i>and then touching their mouth, nose, or eyes).</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p>	<p>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc</p> <p>a manageable way, 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.</p>		
<p>Face to face meetings</p>	<ul style="list-style-type: none"> <li>• Parents &amp; Carers</li> <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>	<ul style="list-style-type: none"> <li>• Remote working tools (ie, video/tele-conferencing) utilised instead of face to face meetings, wherever practicable.</li> <li>• Where a face to face meeting cannot be avoided and is the only option, participants will be kept to the absolute minimum with only essential persons present and social distancing will be maintained throughout.</li> <li>• Meetings will be held outdoors, wherever possible, or in well-ventilated room (ie, opening window) of sufficient size.</li> <li>• The sharing pens and other objects will be avoided to prevent transmission during meetings.</li> <li>• Hand sanitiser will be provided in meeting rooms.</li> <li>• Meeting room thoroughly cleaned after each use.</li> <li>• <b>All visitors are requested to wear facemasks / visors on the school premises</b></li> </ul>		<p>ongoing</p>
<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<ul style="list-style-type: none"> <li>• Parents/Carers</li> <li>• Contractors</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>• Ongoing works and scheduled inspections for schools (eg, estates related) have been designated as essential work by the government and will continue.</li> <li>• Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>• Arrangements in place for contractors to use a different entrance to staff and students, where possible, and classes organised so that contractors and staff/students are kept apart.</li> <li>• Contractors will be monitored to ensure social distancing is being maintained throughout any such works.</li> <li>• Normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction, where required) in consultation with Property Services.</li> </ul>		<p>ongoing</p>



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		<ul style="list-style-type: none"> <li>• <b>All visitors are requested to wear facemasks / visors on the school premises</b></li> </ul>		
Covid testing on site	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• visitors</li> </ul>	<ul style="list-style-type: none"> <li>• testing to be confined to one area of the school and managed by the testing lead</li> <li>• all staff / volunteers involved in the testing will be appropriately trained</li> <li>• the testing area will be deep cleaned after each use</li> <li>• all pupils being tested will need to have given appropriate permission from their legal guardians</li> <li>• staff and pupils are to be tested as regularly as possible</li> </ul>		08.01.21

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Rainford High

Signed:



Risk Assessor: Ian Young

## Summary of the School Approach to Keyworker School.

The school has taken account of all government guidance and reviewed the available independent guidance in planning for operating as a keyworker school.

This document is an overview of the procedures that we have put in place to make the school site as safe as possible.

- Classrooms have been deep cleaned and will be cleaned every evening after use prior to students arriving the next day
- Fire doors that cannot be kept open will be steamed cleaned throughout the day. All fire doors that can be open during the working day will be kept open to avoid unnecessary contact.
- The school has increased the amount of cleaning that will be taking place throughout the school day.
- Arrivals will be managed by a car drop off point and a social distance queuing system leading to the main school entrance.
- Student arrival will see them hand sanitise, be signed in by a member of staff and then told where to go to start their school day.
- The school will ensure that students wash hands regularly throughout the day.
- The school will operate good respiratory protocols of catch it, bin it, kill it.
- Students will need to maintain social distancing protocols to meet school expectations of appropriate behaviour.
- Students will follow the clearly signed and social distanced one-way system towards their classroom.
- The one-way systems is in place throughout the school building to support social distancing.
- On route students will stop at a hand wash station supervised by a member of staff.
- Doors to classrooms will be open to avoid unnecessary contact. Windows in classrooms will be open to support good ventilation.
- Students will enter classrooms that are equipped with tissues, hand sanitiser and door wedges. All desks are marked to ensure students are two metres apart.
- All computer areas are sanitised three times during the day
- On route to break and lunch students will be taken and instructed to wash hands.
- Breaks and Lunchtime will be staggered to ensure social distancing can be maintained and students can be confident during these social times.
- Hand sanitiser stations are positioned next to the biometric fingerprint system we have in place.
- Students will be in classes with a maximum of 15 students with two meters between everyone one. Students will move rooms as little as possible but some movement will be necessary to facilitate seeing individual subject teachers.
- Students will depart in a managed fashion and observe social distancing protocols
- Rainford High is a diverse community and is making appropriate adjustments for all community members based on their protected characteristics and individual circumstance.