

Risk Assessment

A	Date: 24 th August 2020	School: Broughton Hall Catholic High School	Team: Leadership	Location: Yew Tree Lane, West Derby, Liverpool L12 9HJ
	Review Date: 30 th November 2020	Ref: COVID-19	Assessor: Denise Igglesden	Head Teacher: Mr G Preston

B	Assessment of Risk for: Protection from transmission of Covid-19 during pandemic including all school activities
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser Nº				
1	Covid-19 virus: General	Staff Pupils Essential visitors Essential contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus – update was provided on 1st September 2020 during Inset. A Frequently Asked Questions document for staff has been sent prior to school opening.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to. Broughton Hall are closely following the Liverpool City Council and School Improvement Liverpool 'Full School Opening Resources' reopening support document.</p> <p>Broughton Hall have received a copy of the Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy and a copy of this is located with the first aid box and PPE set.</p> <p>Broughton Hall have completed an infection control risk assessment.</p> <p>There is very clear guidance that pupils, staff, visitors and contractors who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance. There are notices displaying the symptoms located at each entrance to school.</p>	Low

			<p>Broughton Hall supports the position of Liverpool City Council Children's and Young People's Service and the Government and plans that all pupils, in all year groups, will return to school full time from the beginning of the Autumn Term, with a staggered start for the first week to allow school to ensure all processes are robust. All pupils will return full time from 7th September.</p> <p>The following risk assessments have been reviewed considering the national COVID-19 guidance, these will be reviewed as national or local changes occur:</p> <ul style="list-style-type: none">• New and expectant mothers included in extended duty of care risk assessment• Extended duty of care – Covid-19 specific extended duty of care risk assessment carried out and shared with all staff on 10th July 2020• Stress Risk Assessment• Individual pupil assessments*• Individual staff assessments** <p>*Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all pupils meeting the following criteria:</p> <ul style="list-style-type: none">• Vulnerable pupils who received a Government shielded letter• Pupils identified by their Support Manager• Pupils identified by the SEND department <p>**Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff meeting the following criteria:</p> <ul style="list-style-type: none">• Vulnerable member of staff who received a Government shielded letter (a)• Staff who have an extremely vulnerable household member (b)• Staff who live with a vulnerable person (c) <p>All employees are required to notify school where they believe they are vulnerable and therefore at greater risk so that ways in which they can carry out their duties safely can be explored and agreed.</p> <p>We will continue to record staff absence via Oracle using the Covid-19 related reasons.</p>	
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			<p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets. Boxed tissues are supplied in every classroom.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running is available and staff wishing to utilise this are asked to speak to Mike Clays.</p> <p>Letters were sent out to parents and carers of with the procedures for attending school from 1st September 2020.</p> <p>Parents and guardians are kept informed via the school website and school app on information about reopening including start finish times and any new local rules regarding drop of and pick up etc.</p> <p>Staff will continue to be kept informed via email, online meetings, etc.</p> <p>Post-incident de-briefings will be carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support will be provided to all staff members affected by the incident.</p> <p>All incidents will be reported to the Health and Safety Unit, using the LCC online accident and incident report form and will ensure that the HSE guidance for reporting under RIDDOR (HSE RIDDOR reporting of COVID-19) will be followed.</p>	
2	Covid-19 virus: General school environment	<p>Staff</p> <p>Pupils</p> <p>Essential visitors</p> <p>Essential contractors</p>	<p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible:</p> <ul style="list-style-type: none"> • Green Gate – Years 7, 8 and 9 • Black Gate – Years 10 and 11 • Sixth Form Gate – Years 12 and 13 <p>Supported by the staggered start and finish times for year groups:</p>	Low

			<ul style="list-style-type: none">• Years 7, 8, 9 and 12 need to be on site and in form for 8.40am and they will finish school at 2.45pm (Year 12 are able to leave the school site at the end of their last lesson)• Years 10, 11 and 13 need to be on site and in form for 9.00am and they will finish school at 3.00pm (Year 13 are able to leave the school site at the end of their last lesson) <p>Sanitisation stations are located by the entrance gates for use before entering the building. The Sixth Form pupils have access to toilets on entry to school.</p> <p>School first aid risk assessment reviewed.</p> <p>School access control system has been reviewed, and the following steps have been taken:</p> <ul style="list-style-type: none">• hand sanitiser located at entrance for pupils, staff and visitors to cleanse hands• antibacterial wipes have been made available in every classroom and office area to cleanse keypads, computer equipment and teacher desk spaces at the start and end of each lesson• biometrics systems are disabled and all internal doors will be open during the school day. A Site Security Officer has been employed (from 1st September to 31st December in the first instance) to patrol the school and ensure the school remains safe at all times• Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments have been reviewed <p>Hand sanitiser stations located at:</p> <ul style="list-style-type: none">• Entrances to building• Entrances to classrooms• Key areas on corridors• Entrances to toilets• Entrance to staff rooms <p>Staff will be required to sign into the InVentry system via the app or using the scan bar code on their staff badge. Visitors will be required to report to the Main Office to ensure</p>	
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			<p>that they are correctly signed into school and contact details are obtained and retained for 21 days.</p> <p>Signage has been installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Corridors, walkways and staircases have had markings laid out to indicate one way traffic or direction of travel where two way traffic is unavoidable.</p> <p>Staff will be instructed to verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Classrooms have been laid out (with marking tape where necessary) so that 2m social distancing (in all directions) can be maintained by the teacher where possible. In all classrooms, where able, desks have been located to face forward. In the rooms where this is not possible, the ICT classrooms, Perspex screens have been installed where desks face each other.</p> <p>In practical subjects this has not been possible. Staff will have a 2m assessment session prior to pupils returning to school.</p> <p>Whole school assemblies and collective worship will not take place during the Covid-19 pandemic. These will be undertaken in 'bubbles' where appropriate.</p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials have been made available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>The staff room has been rearranged to provide designated seats with social distancing measures adhered to.</p> <p>All unnecessary items have been removed from classrooms and teaching environments as much as possible.</p>	
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			The school first aid risk assessment has been reviewed and includes a COVID-19 amendment.	
3	Covid-19 virus: School reception and offices	Staff Essential visitors Essential contractors	<p>Staff will be instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. The use of lanyards for visitors will be suspended. All staff are required wear their school lanyard at all times in order that visitors or intruders can be easily identified.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed.</p> <p>Screens have been installed to areas were staff are required to have face-to-face interaction with visitors.</p> <p>Office windows will be opened where practical, to encourage as much natural ventilation as possible. Ventilation will be much more commonplace, and staff are advised to dress appropriately.</p> <p>Workplace layouts have been configured to allow staff to maintain social distancing of 2m when they are seated at workstations. Screens have been installed where it is not possible to move workstations or it is considered that the work activity is essential.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other.</p> <p>Where sharing of workstations is unavoidable (in teacher classrooms, and over lunch cover in the reception areas for example), then staff will be required to clean the workstation as they leave the station and return to the station.</p>	Low

			<p>Staff are required to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations will be provided for staff to use and replenished as required.</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back. Staff are required to wipe the telephone handset before and after each period of use.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage has been installed to advise users accordingly and cleaning materials are available. Some photocopy machines have been removed from general staff use to support this.</p> <p>Broughton Hall are following the COVID-19 Catering Guidance and the pre-opening checklist has been completed.</p> <p>The kitchen staff have been split into two work teams, working out of the main kitchen and the sixth form training kitchen to aid social distancing and ensure that, in the event of self-isolation being required, one team of catering staff can attend school.</p> <p>The menu offer has been developed to aid social distancing and limit the numbers of staff in each area.</p> <p>Service style has been adapted to aid social distancing and the biometric system has been disabled. Pupils not entitled to FSM will be required to pay for school meals via Parent Pay in advance.</p> <p>Only catering staff are to enter the kitchen area.</p>	
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			<p>PPE has been ordered for the catering staff and Supervisory Assistants and they will be issued with disposable aprons and gloves as well as washable face visors which will be worn at all times when serving.</p> <p>Catering staff have been given instructions and training following the RPJ3 Group documentation COVID-19 Catering Guidance.</p>	
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings will be avoided whenever and wherever possible. Staff will be directed to use other means of remote communication to host meetings where facilities are readily available.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>The Conference Room capacity has been reduced to comply fully with prevailing social distancing measures.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings. All staff are to be aware that these measures may not always be possible in order to maintain confidentiality.</p> <p>Meeting room users are advised not to share equipment during meetings i.e. pens, stationery etc. Attendees are to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p>	Low

5	Covid-19 virus: Classrooms	Staff Pupils	<p>Year 7 are bubbled in Forms and will remain with their Form for each lesson and at lunch time.</p> <p>Years 7 – 9 are bubbled in Bands and each band is has a designated area of their hub and sit separately during lunch and break.</p> <p>Years 10 & 11 are bubbled with their Form and subject classes.</p> <p>More rigid seating plans for pupils across their subject will be adhered to to reduce the number of pupils sent home to isolate when a pupil tests positive.</p> <p>Years are to be kept separate from other years and mixing with other years minimised, as much as possible. Each year group has been allocated a teaching area and will remain in the area with teaching staff travelling to deliver lessons.</p> <p>Year 7 – Yellow Hub Year 8 – Blue Hub and 2 classrooms in science Year 9 – Green Hub Year 10 – B corridor with some use of the Tech Block for specialist subjects Year 11 – Tech and C Block Year 12 – Sixth Form and Science classrooms Year 13 – Sixth Form and Science classrooms</p> <p>Older pupils are encouraged to maintain social distancing within groups where possible.</p> <p>All desks face the front of the classroom and pupils are seated side by side as opposed to opposite each other where possible. Where this is not possible, in the ICT classrooms, Perspex screen have been installed where desks face each other.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>Resources shared between bubbles, such as sports, art and science equipment, will be cleaned frequently and meticulously and always between use by different bubbles, or</p>	Low
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			<p>rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</p> <p>All unnecessary items have been removed from classrooms and teaching environments as much as possible.</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Workshops and Science Lab layouts follow the same layout considerations as general classrooms.</p> <p>Cleaning of hands will be encouraged when changing classrooms for different activities. Pupils will be required to sanitise their hands as they leave the classroom.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Premises staff will open classroom windows each morning, where practical, to encourage as much natural ventilation as possible. Staff will be asked to check the windows are open at the start of each lesson.</p>	
6	Covid-19 virus: Dining Areas	Staff Pupils	<p>Lunch times will be staggered to ensure 'bubbles' do not mix:</p> <ul style="list-style-type: none"> • Year 7 – Yellow Hub 12.15pm to 12.45pm • Year 8 – Canteen 12.15pm to 12.45pm • Year 9 – Canteen 1.15pm to 1.45pm • Year 10 – McAuley 12.15pm to 12.45pm • Year 11 – McAuley 1.15pm to 1.45pm • Year 12 – Sixth Form Canteen 12.15pm to 12.45pm • Year 13 – Sixth Form Canteen 1.15pm to 1.45pm 	Low

			<p>Dining room tables and chairs will be wiped down between sittings. The catering staff will clean the Canteen and cleaning staff will clean the McAuley.</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible.</p>	
7	Covid-19 virus: School Day	<p>Staff</p> <p>Pupils</p>	<p>Staff and students are encouraged to avoid using public transport (if possible) and consider walking or cycling as an alternative.</p> <p>Parents who drop off their children and asked to drop off only and not wait with them.</p> <p>Parents are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment).</p> <p>School start times for different bubbles are staggered to reduce the numbers attending the site at the start and finish of the day:</p> <ul style="list-style-type: none"> • Years 7, 8, 9 and 12 need to be on site and in form for 8.40am and they will finish school at 2.45pm (Year 12 are able to leave the school site at the end of their last lesson) • Years 10, 11 and 13 need to be on site and in form for 9.00am and they will finish school at 3.00pm (Year 13 are able to leave the school site at the end of their last lesson) <p>From 2nd to 4th of September 2020 the year group attendance is as follows:</p> <ul style="list-style-type: none"> • Year 7 – Wednesday 2nd and Thursday 3rd September • Year 8 – Friday 4th September • Year 9 – Thursday 3rd September • Year 10 – Thursday 3rd (until 12.15pm) and Friday 4th September • Year 11 – Thursday 3rd (until 12.15pm) and Friday 4th September • Year 12 – Friday 4th September • Year 13 – Thursday 3rd and Friday 4th September 	Low

			<p>From Monday 7th September all year groups will return to school each day.</p> <p>Timetables have been revised where possible to reduce the movement around the school premises and to stagger busy transitional period.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets:</p> <p>Lunch times:</p> <ul style="list-style-type: none">• Year 7 – Yellow Hub 12.15pm to 12.45pm• Year 8 – Canteen 12.15pm to 12.45pm• Year 9 – Canteen 1.15pm to 1.45pm• Year 10 – McAuley 12.15pm to 12.45pm• Year 11 – McAuley 1.15pm to 1.45pm• Year 12 – Sixth Form Canteen 12.15pm to 12.45pm• Year 13 – Sixth Form Canteen 1.15pm to 1.45pm <p>Break times:</p> <ul style="list-style-type: none">• Year 7 – Canteen 10.30am to 10.45am• Year 8 – Canteen 10.00am to 10.15am• Year 9 – Canteen 11.00am to 11.15am• Year 10 – McAuley 10.00am to 10.15am• Year 11 – McAuley 11.00am to 11.15am• Year 12 – Sixth Form Canteen 10.00am to 10.15am• Year 13 – Sixth Form Canteen 11.00am to 11.15am <p>Where possible, the numbers of pupils using toilets will be managed.</p> <p>Curriculum – please refer to the following curriculum risk assessments and subject specific guidance documents:</p> <ul style="list-style-type: none">• PE Risk Assessment• Covid-19: Interpreting the Government Guidance in a PESSPA Context• Science Risk Assessment• Drama Risk Assessment	
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			<ul style="list-style-type: none"> • Art and Design Technology Risk Assessment • CLEAPSS Supporting Practical Science, D&T and Art in schools and colleges • Computing Risk Assessment <p>As the transmission on the Covid-19 virus has become high locally it is recommended that face coverings should be worn by adults and pupils in secondary schools when moving around the school.</p> <p>All pupils and staff must wear face coverings/ masks in communal areas. To support this staff implement the following:</p> <ul style="list-style-type: none"> • As pupils finish a lesson, they stand behind their desk/ chair ready to be dismissed. They must put their mask on at this point before they leave the classroom. This should be checked before they are dismissed • As pupils leave the classroom, they must have their masks on and use the hand sanitiser as they leave • Pupils exempt from wearing a mask will have a lanyard that they must wear at all times • If a pupil is not wearing a mask in a communal area, they are to be spoken to and wait with them while they put their mask on, they are not to continue walking without the mask being worn • The school behaviour policy will be implemented upon repeated refusal to wear a mask <p>Face coverings are not to be worn in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning.</p>	
8	Covid-19: Working and teaching within the school environment	Staff Pupils Visitors Contractors	Staff were instructed on 1 st September on the following working practices: <ul style="list-style-type: none"> • Aim to maintain 2m social distancing at all times, where practicable. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. 	Low

			<p>Following guidance from the Single Point of Contact (SPOC) for Covid at School Improvement Liverpool and from Public Health England staff have been advised of the following to reduce the likelihood of spread of the virus:</p> <ul style="list-style-type: none"> To avoid direct contact with staff and pupils – defined as: <ul style="list-style-type: none"> Coughing on or being coughed on Having a face to face conversation within 1 metre Having unprotected skin-to-skin physical contact Travelling in a small vehicle Any contact within 1 metre for minute or longer without face-to face contact Avoiding close contact – defined as extended contact between 1 and 2 metres for more than 15 minutes <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>As the transmission on the Covid-19 virus has become high locally it is recommended that face coverings should be worn by adults and pupils in secondary schools when moving around the school.</p> <p>A supply of disposable gloves are available to staff who wish to wear them whilst marking books or collecting photocopying.</p>	
9	Covid-19 virus; Cleaning	Staff Pupils Visitors Contractors	<p>All cleaning staff are experienced and have received appropriate training. We have received confirmation from Orian that the ‘tool box talk’ covering social distancing and increased handwashing) has been delivered to all the cleaning team on site.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p>	Low


			<p>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>All cleaning is undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. A copy of this is displayed in the cleaning cupboards. Orian have been specifically asked to ensure that:</p> <ul style="list-style-type: none">• Staff use a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles• wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning <p>The school will be fully cleaned before the start of each school day.</p> <p>Cleaners will be on site throughout the school day and will clean regularly touched items such as door handles, handrails etc. This is an addition to previous levels of cleaning in school.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none">• Printers/photocopying machines• Lift buttons and door entry keypads• Door, fridge and cabinet handles• Light switches• Kitchen surfaces <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned and fogged along with other areas the person may have been.</p>	
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			Broughton Hall are following the Liverpool City Council Covid-19 Personal Protective Equipment (PPE) Policy.	
6	Covid-19 virus; Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors Contractors	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate.</p> <p>The Medical Room is the nominated isolation room for someone is symptomatic. In the event of more than one person being symptomatic, the Chapel will be used as an additional isolation area.</p> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Broughton Hall are following the Liverpool City Council Covid-19 Personal Protective Equipment (PPE) Policy.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> • If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 7 days from the start of their symptoms. The 7-day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal. <p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: https://www.gov.uk/guidance/contacts-phe-health-protection-teams. The Health</p>	Low

			<p>Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p>	
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Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1					

F	<p>Once additional controls are implemented, what will the overall risk level be:</p>	<p>Risk assessment signed off by:</p>
	<p style="text-align: center;"> High Medium (Low) </p>	<p>Signature: </p> <p>Date: 26th August 2020</p>

	<p><i>Please note an electronic signature will suffice.</i></p>
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