

Covid-19 Risk Assessment

September 2021

Version 1.6 (updated 24.2.22)

This Risk Assessment has been updated in light of Department for Education [Schools COVID-19 operational guidance](#) in line with the [Government's Living with Covid-19 Plan](#) which came into effect in February 2022.



Formby High School
'Determined to Achieve'

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Area	Objective	Measures
Buildings and facilities are safe for students and staff	Buildings are compliant with health & safety requirements.	<ul style="list-style-type: none"> • Premises and utilities are health & safety checked to ensure students and staff are safe to return after summer holiday. • Any risks to health & safety have been addressed prior to opening.
	Buildings have been adequately cleaned.	<ul style="list-style-type: none"> • In collaboration with the cleaning contractor, a thorough clean of all buildings is undertaken during the school holidays in readiness for students / staff returning, including a deep clean of priority areas in accordance with the government guidance below. <p>cleaning of non-healthcare settings</p> <ul style="list-style-type: none"> • Use of Zoono 30-day protection product across the whole site.
	Office spaces allow office-based staff to work safely.	<ul style="list-style-type: none"> • Doors and windows to remain open if possible to maximise ventilation (with the exception of fire doors). • Sanitiser gel to be located in all offices. • Individual risk assessment of all clinically vulnerable and clinically extremely vulnerable office-based employees to ensure relevant control measures are introduced. • The General Office will continue to remain out of bounds to members of staff during the school day – staff queries will be dealt with at the reception window or stable door. • ‘Sneeze screen’ on the General Office reception desk.
	Safe entry and exit routes to the school are in place, and students able to circulate effectively within buildings.	<ul style="list-style-type: none"> • Students from all year groups will have full access to the campus and a circulation plan for each building has been developed and shared with staff / students. • Signage to support way finding posted around buildings. • Where possible, corridors / staircases are designated one-way routes. • Duty supervision rota to ensure effective supervision of students on arrival, morning break, lunch and when leaving at the end of the day. • Supervision of toilet blocks to limit number of students using facilities at any one time.
	Premises lettings and how these are managed.	<ul style="list-style-type: none"> • Lettings resume as normal with hirers implementing measures in accordance with government / governing body guidelines.
	Safe delivery of goods to school.	<ul style="list-style-type: none"> • Where possible, all delivery drivers to contact school (Finance Department or Site Team) by telephone in advance of delivery to arrange safe drop off of goods. • Social distancing to be maintained at all times. • Catering contractor to ensure Covid-secure procedures for deliveries to school kitchens. • No delivery vehicles on site during morning break (11.15-11.30) and lunch break (12.30-2.00).
	Enhanced cleaning regime is in place to	<ul style="list-style-type: none"> • Zoono 30-day site wide protection. • Agreement with cleaning contractor for routine daily cleaning of all areas occupied by students and staff.

Area	Objective	Measures
Cleaning, sanitisation and waste disposal	reduce the risk of infection spread.	<ul style="list-style-type: none"> • Dining areas to be cleaned in between sittings. • Regular checking of toilets / washbasins to ensure sufficient liquid soap and paper towels (if required). • A higher-level cleaning regime to be implemented in the first aid room.
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<ul style="list-style-type: none"> • Finance & Resources Manager to liaise with cleaning contractor to ensure adequately sized team of cleaners is on site each day. • Cleaning schedule to be agreed with cleaning contractor to ensure sufficient time available to clean each day during the full reopening phase. • Regular checks carried out by Finance & Resources Manager with the cleaning team supervisor to ensure high standards of cleanliness across all accessible areas.
	Adequate cleaning supplies and facilities around the school are in place with arrangements for longer-term continuation of supplies in place.	<ul style="list-style-type: none"> • Sufficient supplies of hand sanitiser, tissues and blue roll are maintained with supplies distributed to all rooms that will be used around school. • Stock levels to be regularly reviewed by the Finance & Resources Manager / Caretakers with orders placed as required. • Wall-mounted sanitiser gel dispensers to be located in all buildings. • Hand sanitiser and signage to be located at reception. • Students and staff maintain hand and respiratory hygiene. • Hand sanitiser and signage to be located next to all MFDs.
	Waste disposal process in place for potentially contaminated waste.	<ul style="list-style-type: none"> • All cleaning waste products to be disposed of in swing bins located in all rooms. • All bins to have lids. • Bins to be emptied daily. • Ensure regular bin collection from Sefton Council. • Arrangements for collection of medical waste from FHS Test Centre outlined in Test Centre risk assessment.
Management of students and staff on site to minimise risk and spread of infection	The risk of spread through asymptomatic Covid-19 cases is minimised.	<ul style="list-style-type: none"> • Twice-weekly asymptomatic testing is no longer required for students and staff (with effect from 21 February 2022). However, school may be advised to re-introduce asymptomatic testing for targeted groups of students/staff in the event of an outbreak or if advised by a Director of Public Health or the local Health Protection Team. • Staff, students or visitors with Covid-19 symptoms should take a PCR test, stay at home and follow government guidance if positive. People who have tested positive will continue to be advised to stay at home for five full days and then receive two negative test results on consecutive days before returning to school. • Students or staff that have travelled abroad must not come into school until they have fully complied with the current government guidance on quarantine and/or return testing. Any plans for overseas travel must consider the quarantine arrangements and must not impact on working patterns.

Area	Objective	Measures
		<ul style="list-style-type: none"> • Clinically extremely vulnerable teachers will have an individual risk assessment to determine any required control measures.
	Students' circulation and contact with others will be limited throughout their time on the school site.	<ul style="list-style-type: none"> • Students to have staggered lunch breaks (30 minutes during Period 4) with only two year groups on lunch at the same time. • Students have designated year group zones for morning break. • Extra-curricular activities to be delivered in accordance with government / governing body guidance.
	Classrooms will be managed and organised to reduce the likelihood of infection spreading.	<ul style="list-style-type: none"> • Classrooms must remain well ventilated using open windows and doors when occupied. This is a key control measure and will be regularly reinforced. • If possible, students should be socially distanced when seated in class. • Students will be expected to arrive / depart lessons in an orderly manner, adhering to designated entry and exit routes and guidance re: movement around the buildings. • Students will be expected to have their own equipment (to avoid sharing). • Practical subjects have been directed to follow the safe working practices guidance set out by their respective subject associations. • Class Charts seating plans should be maintained and adhered to for all teaching groups. • CO₂ monitors will be located in classrooms to determine if additional ventilation of a space is required.
	Information shared with parents and staff regarding students and staff travelling to school, encouraging walking / cycling and avoiding public transport as much as possible.	<ul style="list-style-type: none"> • Students are advised, where possible, to walk or cycle to school. • Where it is necessary for students to travel by public transport, they will be guided to adhere to Merseytravel / Arriva buses regulations regarding wearing a face mask. <p>safer travel guidance for passengers</p>
	A plan is in place to manage assemblies.	<ul style="list-style-type: none"> • Year group assemblies will take place as normal in the School Hall for Y7-11 and in the Drama Studio for Y12-13 (from 22 February 2022). • Tutor groups designated entry / exit door and seating area within the assembly hall.
	First aid provision is planned and delivered to minimise risk to students and staff.	<ul style="list-style-type: none"> • First Aid room to return to original A Building location. • Windows to remain open to improve ventilation. • Relevant PPE to be provided for staff working in first aid in accordance with government guidance. • Every care should be taken not to come into contact with bodily fluids.

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		<ul style="list-style-type: none"> • Strict programme of cleaning to be implemented, including regular wipe downs of all equipment and furniture throughout the school day and a deeper clean at the end of each day. • If CPR is required, the emergency services should be called as the UK Resuscitation Council advise against mouth to mouth contact with adults and advise chest compression only. Mouth to mouth resuscitation should be given to students following a dynamic risk assessment. • Suspected Covid-19 cases to wait in a designated outdoor area prior to collection from school. • Clear guidance provided to parents on how the school will manage any students with Covid-19 or displaying symptoms. • Parents of students sent home with symptoms will receive a telephone call advising parents of required action / testing prior to student returning to school.
Issues Related to Staffing	Approach to staff absence reporting and recording in place.	<ul style="list-style-type: none"> • DMA, KBL and LKE to be informed of any staff absence or inability to attend work due to Covid-19 symptoms, self-isolation or other illness by email by 7:30am on the day of work at the latest. In addition, a message to be left by the employee on the staff absence line. • KBL to circulate daily staff absence list to relevant personnel (including the absent employee's line manager) and absence records maintained by the HR department.
	Vulnerable employees are supported in the workplace to enable them to safely perform their role.	<ul style="list-style-type: none"> • Risk assessment undertaken and intermittently reviewed for all clinically vulnerable (CV) and clinically extremely vulnerable (CEV) employees to determine control measures. • The school will follow government guidance around pregnant employees and risk assessments will be carried out to ensure that identified risks are fully managed. • Government guidance regarding protecting vulnerable employees will be adhered to when managing individual's circumstances. <p>shielding and protecting extremely vulnerable persons</p>
	Plans to respond to increased sickness levels are in place.	<ul style="list-style-type: none"> • The school has a team of Cover Supervisors to cover for absent teachers and to enable access to face to face contact with subject specialists, the school retains a bank of experienced teachers who will provide cover at short notice if required. • Contingency has been built into the 2021-22 budget to enable the replacement of long-term absentees. • If necessary, planned absence will be reduced by limiting trips / educational visits during school hours and tightly controlling staff requests for leave of absence.
	Consideration has been given to the use of the staffroom.	<ul style="list-style-type: none"> • The staffroom returned to normal use from September 2021. • The school has installed a Sentinel air sterilisation unit in the staff room. • Staff should try to maintain good social distancing (for example, not sitting on chairs next to one another if possible), wipe down their work area after use and sanitise their hands whilst using the staff room. • Wherever possible, the windows should remain open in order to maintain good ventilation.

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		<ul style="list-style-type: none"> • Work surfaces should be cleared to enable daily cleaning to be carried out.
	Approaches for meetings and staff training in place.	<ul style="list-style-type: none"> • Staff Briefing will take place using Microsoft Teams until further notice. • Any face-to-face meetings should be held in an appropriately sized venue to allow comfortable distancing to be maintained. The meeting room must be well-ventilated.
	Approach to support staff well-being, mental health and resilience in place, including bereavement support.	<ul style="list-style-type: none"> • Vulnerable members of staff identified; more frequent contact made by SLT and HR department with those identified as most 'vulnerable'. • Provision of school counsellor for staff identified as anxious or suffering Covid-19 related bereavement. • Support for well-being to be given through the school's well-being systems and procedures.
	Arrangements for accessing testing are in place.	<ul style="list-style-type: none"> • Twice-weekly asymptomatic testing is no longer required (with effect from 21 February 2022). However, school may be advised to re-introduce asymptomatic testing for targeted groups of staff in the event of an outbreak or if advised by a Director of Public Health or the local Health Protection Team. • Staff with Covid-19 symptoms should take a PCR test, stay at home and follow government guidance if positive. People who have tested positive will continue to be advised to stay at home for five full days and then receive two negative test results on consecutive days before returning to their workplace or setting.
Visitors to School Site	Arrangements in place for any visitors / contractors on site, protocols and expectations shared.	<ul style="list-style-type: none"> • Where possible, communication with parents to take place via telephone or MS Teams if necessary. • All visitors / contractors to sanitise and sign in at reception. • Summary of FHS safety measures, expectations and procedures contained on InVentry sign in screen. • Health & safety measures to be adhered to at all times by visitors on site. • The above arrangements apply to externally contracted adults delivering learning in school (eg, sports coaches, music tutors).

Area	Objective	Measures
Catering provision and management of break and lunchtime	Measures are in place to limit opportunities for students to come into close contact with one another during lunch break, thus increasing the likelihood of the virus spreading.	<ul style="list-style-type: none"> • Year groups to maintain reduced lunch break of 30 minutes, staggered with only two year groups on lunch at any one time (Y9 and Y10, Y7 and Y8, Y11 and Y12/13). • Extensive clean by FHS staff between services. • Students to access dining room from external entrances adjacent to MUGA. • Use of sanitiser on arrival to dining room. • Sneeze screens located at all till points. • Student has option to provide name to prevent need to use thumb print recognition / key pad. • All waste to be disposed of in tied bin liners and tables / chairs to be cleaned thoroughly after use. • Morning break food provision for designated year groups only. • Students with packed lunch to consume food in designated dining room / outdoor eating area. • Common room coffee shop to be made available to Y12/13 students. • The catering provider (CH&Co) will adhere to its own risk assessment arrangements to ensure the safety of its employees in the kitchen / servery areas.
Personal protective equipment (PPE) and hygiene	PPE (including face coverings) requirements understood and appropriate supplies in place.	<ul style="list-style-type: none"> • Face coverings are no longer required on the school campus. • It will be compulsory for staff providing first aid care to wear PPE.
	Good hand and respiratory hygiene are promoted and enabled.	<ul style="list-style-type: none"> • Students will clean (either wash or sanitise) at the beginning of the lunch break. • 'Sanistations' will be located in all buildings and sanitiser bottles will be located in all teaching spaces for use during lessons. • Sanitiser levels will be monitored by the Site team and replenished as required. • Tissues will be located in all work spaces (classrooms and offices), monitored daily by the Site team and replenished as required. • Site team to ensure provision of soap and paper towels (if required) in all student and staff toilets, monitor daily and replenished as required. • Stock levels will be monitored closely by the Finance & Resources Manager / Caretakers with orders being placed as required. • Good hand and respiratory hygiene to be promoted in signage located throughout the school site.
Response to suspected / confirmed case of	Measures are in place to manage cases of Covid-19 or suspected cases of Covid-19 amongst members of	<ul style="list-style-type: none"> • This guidance is in line with the UKHSA COVID-19; people with COVID-19 and their contacts guidance which came into effect on 24 February 2022. • Children and young people with COVID-19 should not attend their education setting while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are

Area	Objective	Measures
Covid-19 in school	staff and students, and to manage the spread of infection in the event of a positive case.	<p>negative, they should return to their educational setting, as long as they feel well enough to do so and do not have a temperature. They should follow the guidance for their educational setting.</p> <ul style="list-style-type: none"> • Any member of staff with Covid-19 symptoms will be sent home from work and advised to book a Covid-19 PCR test. He/She should not return to work until the results of the test are known. If negative, the employee may return to work once well enough to do so. • Any student with suspected Covid-19 symptoms will be sent home from school and parents will be advised to book a Covid-19 test. He/She should not return to school until the results of the test are known. If negative, the student may return to school. • Where a student develops Covid-19 outside school, the parents will be asked to inform school. • A dedicated email address has been established for reporting positive cases (covid19@formbyhighschool.com). • In the event of a local spike in cases, the school will follow the guidance from government and the Local Health Protection team. • In the event of the government requiring the school to implement contingency measures, the FHS Contingency Framework will be implemented.
School trips	School trips will be delivered in a Covid-19 secure manner.	<ul style="list-style-type: none"> • In line with changes to Government guidance, school trips will recommence from September 2021. The school will remain cognisant of changes to the guidance re: school trips and educational visits and will adapt its approach accordingly. • No overseas trips will take place in 2021/22. • Where trips take place, the risk assessment will include necessary Covid-19 control measures.
	Insurance claims can be made, including for educational visits / trips booked previously.	<ul style="list-style-type: none"> • No new trips are booked unless in line with current government guidelines. • Proposed trip payments for 2021/22 excursions booked pre-Covid-19 reviewed to ensure risk minimised. • Trips Administrator to work with travel companies and trip venues to seek a direct refund in the first instance if a 2021/22 trip needs to be cancelled. • If a direct refund is not possible then a claim against any trip specific insurance to be pursued. • If the full balance for the trip / visit has not been recovered by the above steps then a claim against the school's RPA is to be made, detailing all the relevant steps taken to minimise the claim value to maximise likelihood of success.

Area	Objective	Measures
Parents' meetings / information evenings	Measures are in place for the safe delivery of parents' meetings on site	<ul style="list-style-type: none"> • Parents' meetings / information evenings will be permitted if government guidance at the time permits. • Parents will be advised not to attend if experiencing Covid-19 symptoms. • Parents / members of staff attending the meeting will be required to sanitise their hands on arrival and may choose to wear a face covering. • Windows / doors will remain open in the venue to ensure good ventilation. • If possible, parents will be asked to socially distance within the venue. • The venue will be cleaned adequate prior to and after the event. • Subject Consultation Evenings will be held remotely online for all year groups.

The school has written a separate risk assessment for the FHS Testing Centre that can be located on the Testing Centre area of the school website.