

Firwood School

“ALARP” is short for “as low as reasonably practicable”... concept of “reasonably practicable”; this involves weighing a risk against the trouble, time and money needed to control it. Thus, ALARP describes the level to which we expect to see workplace risks controlled.”
(<https://www.hse.gov.uk/risk/theory/alarplance.html>)

Implemented 4.8.2020

Reviewed: 8.9.20

Reviewed 16.10.20

Reviewed 9.11.20

Reviewed 4.1.21 & 6.1.21

Reviewed 22.2.21,

Reviewed May 2021

Reviewed September 2021

Reviewed November 2021

Reviewed December 2021

Reviewed January 2022

Reviewed February 2022

Task/Activity:

September Opening of Firwood School.

Development of bubbles with school building

January 2021

The guidance includes new information with regard to school closures until February half term for all but the children of critical workers/ vulnerable Children

December 2021

A new variant of COVID-19 has been identified. Firwood High school will follow all the guidance as advised by the Government and will implement all necessary changes.

January 2022

Due to increased COVID-19 cases across the U.K. LFT testing and PCR amendments and guidance have been introduced.

February 2022

Living with Covid-Plan. Removal of all Covid Restrictions in response to National Government guidance. Local Responses still in place.

SLT: D Evans

Signature: *D Evans*

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment, stairs, doors, lifts etc	Who might be harmed and how? e.g. staff, service users, visitors etc.. and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
Cross contamination from one person to another	Pupils Staff	<p>All Staff working within Firwood School have been offered the vaccination.</p> <p>All staff, and anyone working within the wider Firwood community including cleaners, kitchen staff and supply staff, have been offered the opportunity to be involved in weekly Lateral Flow Testing</p> <p>Advice from Public Health to reduce number of visitors to school following an increase in positive covid cases Staff that are vaccinated and all pupils should take a lateral daily for 7 days, if they are viewed to be a close contact. Unvaccinated staff to isolate as advised by NHS test and trace. Staff rooms to be zoned and maximum occupancy adhered to.</p> <p>Access via the outside of the building as much as possible</p> <p>Students who are able are encouraged to carry out daily lateral Flow testing when a positive case is linked to their class or for families/carers to be encouraged to twice weekly lateral flow testing</p> <p>If single positive case within class setting all close contacts</p>	<p>See Infection Control Poster</p> <p>See zone plan of school – Entry/exit points Class/Staff rooms Toilet facilities Isolation room Outdoor provision</p> <p>All staff made aware of where these areas are located across each keystage.</p> <p>Relocate Business Admin Officer. Remaining 2 officers have sufficient space between desks. Office door locked during the day to limit other staff entering. All staff / students advised to use the window when requiring info. Also facilitate business admin working from home to limit contact with staff</p> <p>Attention given to track and trace guidance – 2m for more than 15min.</p> <p>Continuous close monitoring of environment. Seek further guidance from LA H&S (Marilyn Lewis) if required.</p>	C	SLT All staff		

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		<p>encouraged to get PCR and sent a warn and inform letter</p> <p>Regular hand washing</p> <p>Hand sanitiser freely available for all staff</p> <p>Masks to be worn by staff in corridors (communal areas)</p> <p>Increased cleaning rota throughout the day – specified staff to clean areas of school between 8.15am - 9.15am.</p> <p>Enhanced support from external cleaning services from 11.15am to 11.45 pm.</p> <p>Staff and students of secondary age and above in SEND settings, alternative provision settings, and SEND units within mainstream settings or equivalent in further education colleges are advised to continue twice-weekly testing.</p>	<p>Posters requesting all visitors including parents to wear face masks.</p> <p>Walkie Talkies ordered to ensure communication can take place between classes</p>				
<p>In the event of Bubbles being reintroduced (N/A)</p>	<p>Pupils Parents Staff</p>	<p>Minimal movement through internal corridors</p> <p>Staggered playtime and lunchtime rotas.</p> <p>Supervision of pupils in double bubble rather than across school.</p>	<p>See Infection Control Poster</p>	<p>C</p>			

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		Bubbles crossed as an absolute necessity and staff to wear face coverings (visors or masks)					
Cross contamination from one location to another in the building	Pupils Staff	Masks to be worn in corridors and unloading buses. 2 new medical rooms set up to aid administering of medication. All visitors (contractors/parents) to wear face coverings in the building and on school site. They will be directed to handwashing and hand sanitisers. Wall mounted hand sanitisers at entry/exit points, classrooms and bathrooms.	See zone plan of school – Entry/exit points Class rooms Staff rooms – create a second area on green floor Toilet facilities Isolation room Outdoor provision See infection control poster Track and Trace protocols in place. Cabinets / key stores ordered to ensure storage of medication is correct	C			
Cross contamination from one resource/equipment to another.	Pupils Staff	Process at the end of the day to clean small equipment using spray Antibacterial wipes available in classroom. Daily cleaning schedule in place	See infection control poster. See zone plan. Cleaning schedule for within building and external areas.	C	Class staff Site staff Cleaning staff		
Cross contamination from an external setting to Firwood school.	Pupils Parents Staff	Parents to inform Firwood of other settings being accessed. SLT to contact parents to discuss cross contamination. Social distance requirements at Firwood to be considered as a	See zone plan See infection control poster Transport department and other professionals to share any	C	SLT		

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		priority alongside preventative measures in the other setting. Track and Trace responsible for advising and liaising with Covid+ contacts	parental requests to drop off/pick up children apart from Firwood.				
National/Local lockdown restrictions /increase in "R" rate	Pupils Staff Parents	Close liaison with Public Health Bolton and local authority. Regular review of procedures in place. CV/CEV members of Firwood School, including pregnant women, should attend work/School as normal following Government guidance and Risk Assessment	Communication with parents regarding any changes Following policy from performance department of Bolton Council	C	SLT		
Bio hazards (toileting/intimate care/sensory behaviour ie. Spitting) Vomit	Pupils Staff	Aprons/gloves/masks to be worn for toileting Staff involved with intimate care and changing should wear apron/gloves/mask and visor PPE equipment (as above including visor) to be worn. Intimate care schedule in place to allow sufficient time for cleaning between use.	See infection control poster Intimate care protocol Alternative to face visors – safety glasses.	C	Class staff Site staff		

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Disruptive behaviour Not being able to maintain social distance when providing support Spitting Biting	Pupils Staff	Reward and encourage. Use visuals to clarify expectations. Clear boundaries and expectations. Variety of PPE available depending on pupil needs (visor/glasses). Social story to prepare children for the use of PPE in school. All pupils vetted for COVID symptoms at school and home. Expectations communicated for parents to be vigilant regarding symptoms. Adults to be team-teach trained Avoid physical intervention – report to SLT and parents Walkie Talkie and support protocol in place. Communication sytem available for staff to support from within the bubble system. Class bubbles will only be breached in emergency situations. Access via the outside of the building. Posters reminding of social distance, frequent hand washing and cleaning facilities in place. All classrooms have sinks for frequent hand washing.	Individual risk assessments and behaviour plans completed for children with frequent behaviours that challenge. Dynamic risk assessments Alternative to face visors – safety glasses. “Safe working in education, child care and children’s social care settings” Gov UK 21.7.20 Refers to non symptomatic children receiving usual care and support.	C	Class staff LB		

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		Specific children to have individual risk assessments. To facilitate de escalation and physical movement breaks (As necessary) staff to wear face coverings to escort children around school.					
Known medical needs	Pupils Staff	Prescribed medication readily available as identified in specific care plans	Staff trained to administer medication.	E	Class staff School nurse		
COVID symptoms	Pupils Parents Other professionals Staff	<p>PPE equipment available for accompanying staff who are supporting individuals with any symptoms.</p> <p>Government guidance followed for track and trace and quarantine periods.</p> <p>Staff to isolate following a positive LFT if they have symptoms obtain a PCR</p> <p>Staff who test positive with a LFT and have no symptoms do not get a PCR and isolate as stipulated by guidance.</p>	<p>See infection control poster</p> <p>Staff Briefing information</p> <p>Follow guidance from Bolton Council – Policy and Performance Dept.</p> <p>Day 5,6,7 and 10 day Self isolation guidance provided.</p>	C	SLT All staff		
First aid	Pupils Staff	<p>First aid boxes in various rooms across keystages</p> <p>First aiders in school building School nurses on site</p> <p>First aiders on call in school building to wear full PPE.</p>	<p>See infection control poster.</p> <p>Staff briefing information</p> <p>Staff rota identifies first aiders on site.</p>	E	Certified first aiders		

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Vehicles on school site Movement of people and vehicles simultaneously.	Pupil Parents Staff Other professionals	External entry/exit points identified. Minibus movement timed onto and off site. Maximum speed limit for vehicles on site "5 miles per hour" Specific parking bays identified for minibuses. Share risk assessment with transport. Safe working practice on home/School transport received. All Transport staff to wear masks – Driver and Passenger Assistant	Warning signs Continuous close monitoring of volume of traffic. Seek further guidance from LA H&S (Marilyn Lewis) if required. Communication with parents to avoid coming onto site unless absolutely necessary.	C	SLT Site staff		
Cleaning fluids - Enhanced daily cleaning needed for equipment and surfaces	Pupils Staff Poisoning	School compliant with COSHH regulations Cleaning products in school and classrooms kept high out of pupils reach Chemical containers to be less than 5 litre capacity.	Only cleaning products purchased by school to be school premises in clearly marked containers	C	All class staff Site staff Cleaning staff		
Hand sanitiser Drinking Skin irritation	Pupils Staff	Hand sanitiser at key points in school. Kept out of reach Close supervision of pupils – encouraged to wash hands rather than use hand sanitiser.	Site staff to refill bottles when needed. Large and small bottles to have clear labels.	E	All staff Site staff		

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		Pupils with skin conditions known to school nurse and class teams.					
Visiting professionals and services Risk from virus Pupils anxious about appearance of adults in PPE	Pupils Staff	Regular hand washing External access to classroom locations. Social stories reflecting adults wearing PPE Firwood to request guidance documents from other services. Track/Trace protocol and recording system in place Social distancing measures and guidance posters in place.	Knowledge of expectations of other services ie. Services directing staff to wear PPE File containing relevant information for pupil/staff contact in office at Firwood	D	Office staff/SLT		
Contractors/Visitors	Pupils Staff Contractors/Visitors	No unauthorised visitors allowed into building, appointment only entrance. Planned visits to be recorded in the diary at Firwood and Reception at BSCA informed Essential contractors only During National Lockdown no visitors to be within school during pupil attendance hours. Any Essential contractors brought in out of school hours and all staff informed Track/Trace protocol and visitor management policy in place.	Site manager to inform SLT of expected contractors. Essential contractors to wear face masks available at main reception desk.	D	AH		

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		Masks to be worn in meetings with NHS staff and multiple organisations.					
Availability and use of PPE: Gloves, aprons, masks, visors and safety goggles/glasses Pupil anxiety	Pupils Staff	Covered bins Wall mounted hand sanitisers Guidance poster for putting on and removing PPE displayed in classrooms and close to bathroom facilities. Social stories for pupils to explain visually that adults in school may appear differently.	Consider use of safety goggles as an alternative to visors Arrange with site staff to replace and refill as necessary.	E	All staff		
Snack and Feeding	Pupils Staff	Serving snack – regular handwashing and cleaning of surfaces before and after. Feeding which requires very close proximity and hand to mouth contact – staff to wear full PPE Tube feeding procedures – trained staff wearing full PPE.		E	All staff / Nurses		
Building compliance	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions	Site Manager to confirm that compliance and building checks are up to date and recorded and any issues acted upon. Site Team have been completing the weekly compliance checks on both sites Site Manager liaising daily with Site Team and SLT Where possible, all existing servicing and maintenance	Add compliance checks and contractor visits to school calendar and office diary.	E	BM / Site / SLT		

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	Possible/increased risk of infection/legal, financial and reputational risk – not ensuring the building is safe for use	schedules have been maintained with the approved contractors. Contractors have been instructed to contact Site Manager / School Business Manager to co-ordinate access Site staff/SLT to decide if any area/s of the school need a more intensive clean prior to opening or seek advice from DoE or other authoritative body if needed. Updated fire and invacuation procedures in place. Updated PEEPS					
BAME, pregnant, vulnerable staff/visitors.	Greater risk of getting the infection, experiencing more severe symptoms and higher rates of death. (.gov.uk)	Enhanced cleaning procedures in school. Hand sanitiser readily available. Staff and visitors to wear face masks in public areas of school. Minimising contact between groups – bubbles, entry/exit points. PPE available and actively encouraged.	Opportunity to discuss avoiding high risk tasks eg. intimate care Individual risk assessments completed as required.	E	SLT		

CATEGORIES OF LIKELIHOOD	
Highly Likely	Expected to happen/reoccur, possibly frequently.
Possible	Might happen/reoccur at some time depends on circumstances.
Unlikely	Not expected to happen/reoccur but possible in certain circumstances.
Very Unlikely	Would only occur in very exceptional circumstances.

CATEGORIES OF CONSEQUENCE SEVERITY	
Catastrophic	Incident could result in <u>one or more fatalities</u> .
Major	Major injury resulting in incapacity, hospitalisation >24 hours.
Significant	Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours.
Minor	Small cut, bruise, abrasion, basic first aid treatment provided.
Negligible	Some discomfort, self help. No treatment required.

RISK RATING				
	Highly Likely	Possible	Unlikely	Very Unlikely
Catastrophic	A	A	B	E
Major	A	B	C	E
Significant	B	C	D	E
Minor	C	D	E	E
Negligible	E	E	E	E

RISK CLASSIFICATIONS	
A	Unacceptable risk , requires immediate attention. Work <u>should not be started or continued</u> until the level of risk has been reduced.
B	High risk , requires immediate attention. Control measures must be identified and put into place as soon as possible.
C	Medium risk , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short.
D	Low risks , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.
E	Trivial risk , no further action required but review at regular intervals to ensure controls remain effective.