



Risk Assessment

Location/Dept CH/CHB		Date Assessed: Dec 2021			Assessed by: Rob Ratcliffe		
Risk Assessment for: Coronavirus – COVID-19		Review Date: July 2022			Reference Number: RA0002		
Activity/Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Movement around the buildings	Exposure to virus resulting increased risk of infection	Staff, students & visitors	<ul style="list-style-type: none"> Follow the Public Health England guidance - Social Distancing; Catch-it, Kill it, Bin it Where possible, movement around different parts of the buildings has been limited Areas which do not need to be accessed are mothballed to prevent access Doors wherever possible are held open to enable unhindered access. Sanitiser stations positioned internally by main entrance for use on entering the buildings. Where practical operate one way systems around the building including stairwells. The staircase nearest the playing fields will be down only. The staircase nearest room 16 will be up only. Advising to wash hands on a regular basis using soap and water for 20 seconds, especially before eating and avoid touching your face Hand washing guidance posters have been put on display in washrooms. Wherever possible / practical keep rooms and transition areas well ventilated Induct staff and students to the measures in place and encourage adherence Signage placed around the buildings encouraging the maintaining of social distancing and hand washing. 	4	3	12	<ul style="list-style-type: none"> Restrict the number of visitors coming into the buildings such as contractors or parents Gather students outside at beginning of day and then enact a controlled entry to the building

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Interaction with other people	Exposure to virus resulting infection	Staff, students & visitors	<ul style="list-style-type: none"> • No one should attend School if symptomatic or family member is symptomatic of COVID 19 Omicron variant • Minimise contact across year groups, for example reduce size of assemblies, or restrict number of year groups in clubs • Face coverings to be worn to reduce the probability of transmission via coughing etc if 2m distancing cannot be maintained. • Staff are not expected to use shared phones, such as the one in the staff room. • Wipes will be provided near the staff room phone and shared phones in pastoral offices; wipes will also be provided near the photocopiers. Staff will be asked to wipe down such shared equipment before and after use. • Face masks will be provided for staff (though not with a requirement to wear them). Staff will be advised to change the mask after a couple of hours. Staff will be requested to take used masks home to prevent accumulation on site. • Avoid any physical contact with other people wherever possible. • Staggered start / finish times and break times may be introduced if there is a local outbreak • Introduction of spit guards at reception points and in some offices. • Floor markings to encourage keeping distance in receptions when waiting to be seen. • Reduction of furniture from receptions to minimise contamination of surfaces. • Increase use of wipeable chairs. If a teacher needs a soft chair for medical reasons, they may ask for their chair to remain in place, but they must leave a note on it so that no-one uses it. • Wash hands on a regular basis using soap and water for 20 seconds, especially before eating and avoid touching your face 				

			<ul style="list-style-type: none"> • Hand washing guidance posters have been put on display in washrooms. • Any student with Coronavirus symptoms will be isolated until collection can be arranged • Any student with Coronavirus symptoms will be isolated until collection can be arranged. Any associated areas to be cleaned in line with the latest government advice. • Boys who display COVID-19 symptoms will be asked to wait for collection by their parents in Meeting Room 1. If there are more than one, they will be reminded about social distancing and will not use a desk or table that has been used by anyone else that day. 				
Cleaning the site	Exposure to virus resulting infection	Staff	<ul style="list-style-type: none"> • Consider reinstating PPE issued to cleaning staff to use • Staff have been trained on the correct use of PPE and its disposal • Appropriate cleaning materials have been provided for use and COSHH assessments have been completed • Cleaning staff have been updated on any operational changes including any specific risk assessments additional controls when dealing with areas where someone has been symptomatic • Wash hands on a regular basis using soap and water for 20 seconds, especially before eating and avoid touching your face • Hand washing guidance posters have been put on display in washrooms • Hygiene - stock items have been purchased and monitored to ensure wherever practical a minimum of three weeks of stock is maintained • Hand sanitizers to be checked twice a day to ensure they are useable • Antibacterial wipes have been purchased for IT and Music with students being encouraged to wipe down keyboards and screens when leaving the room • Cleaners will be on site throughout the day when students start back. 	4	3		

			<ul style="list-style-type: none"> Cleaners will operate in teams (one in each school) and pods of two within a school cleaning specified areas. Wherever possible staggered start / finish times will be adopted to minimise the contact between members of the team. Specific PPE will be used when cleaning down of any wash room used by anyone isolated due to be suspected of having COVID19 in line with Government guidelines. Cleaners will have dedicated signing in points in the school in which they work and somewhere to change / keep personal belongings 				
Recording of staff & student numbers	Inaccurate staff / student numbers	Staff, Students	<ul style="list-style-type: none"> Daily staff absence record to be maintained Staff and visitors are to be discouraged from adhoc visits, visits only by prior appointment Daily student attendance shared with the DfE 	3	1	3	
Washing / sanitising Hands	Inadequate hygiene facilities	Staff, students & visitors	<ul style="list-style-type: none"> Washroom facilities made available to staff, students and visitors. Cotton Hand towels have been removed from all staff toilet areas and a hand drier(s) installed Additional sanitiser stations have been installed at entrance to buildings complete with signage promoting their use on entering. Washrooms are checked twice daily to ensure there is an adequate supply of soap available Adequate signage for washing hands in washrooms reminding of NHS best practice 	3	2	6	
Self-isolation, working from home, home study	Detrimental impact on well-being	Staff, students	<ul style="list-style-type: none"> Online platforms have been set up for staff to communicate, share ideas, keep in touch, etc. Students are issued with online study material and support provided by teachers. SLT available to provide support to teachers and staff if required. Staff and students have been provided details of support services available. 	3	2	6	
Building Management	Building not ready for population	Staff, students & visitors	<ul style="list-style-type: none"> Cleaning and site staff have day to day continued to service the site and its facilities as normal. All regulatory servicing etc has continued. Additional signs related to COVID 19, Social distancing in place 	4	2	8	

			<ul style="list-style-type: none"> Additional staff recreational areas have been assigned to minimise the number of staff gathering for breaks etc. Outdoor spaces have been reorganised to encourage students to use the outside spaces for breaks and lunch wherever possible. The admin toilet and the toilet near the English classrooms may be locked if required (because they cannot be well-ventilated.) 				

Risk/Priority Indicator Key

Severity (Consequences)		RISK/PRIORITY INDICATOR MATRIX					
1. Negligible (delay only)	Likelihood	5	5	10	15	20	25
2. Slight (minor injury / damage / interruption)		4	4	8	12	16	20
3. Moderate (lost time injury, illness, damage, lost business)		3	3	6	9	12	15
4. High (major injury / damage, lost time business interruption, disablement)		2	2	4	6	8	10
5. Very High (fatality / business closure)		1	1	2	3	4	5
			1	2	3	4	5
		SEVERITY (CONSEQUENCE)					
Likelihood		Suummary		Suggested Timeline			
1. Improbable/very unlikely		12-25	High	As soon as possible (start now)			
2. Unlikely		6-11	Medium	Within 2 weeks			
3. Even chance/map happen		1-5	Low	Whenever viable to do so			
4. Likely							
5. Almost certain/imminent							