



RISK ASSESSMENT FORM

This risk assessment identifies minimum controls measures.
Please complete the blank areas, add any additional control measures for your setting and risk rate this to make specific. **Secondary**

Version 1c 23rd February 2021 to be read in conjunction with previous RA

Assessors name: Toni Cox/Denise Broom	Date of Assessment: February 2021	Activity/Task: Using School post COVID-19 pandemic lock-down from 8 th March 2021
Directorate: Education	Service: Secondary Schools Group:	Headteacher:

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	SLT to check latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings National vaccine programme being rolled out.					
Shortage of staff	Students & Staff	Staff to be able to park on site (using non designated parking areas if necessary [e.g. grass/ part of playground etc.]) Traffic Management risk assessment will need amending. Review absence reporting procedures to ensure sufficient time to implement cover arrangements.					
Virus entering premises	Staff, Students & Contractors and their families.	Parents & Staff issued with guidance on daily checks to undertake before bringing their child to school and home to					

		<p>School agreement.</p> <p>Contractors asked health check questions on arrival.</p> <p>Lateral flow testing programmes in place for staff and students.</p> <p>W/c 8th March 3 lateral flow tests to be undertaken</p>					
Reception	Staff, students, parents, contractors & visitors	<p>Communicate electronically rather than face to face.</p> <p>Use cashless payments where possible.</p> <p>If cash handling or handling of deliveries takes place staff must wash their hands after handling. If handwashing facilities are not available in the immediate vicinity then gloves to be worn and disposed of correctly.</p> <p>Covid-secure reception (e.g. screened-off)</p> <p>Mark out 2m distancing;</p> <p>Restrict numbers in reception to enable social distancing</p> <p>Identify a space in the public part of reception where deliveries and “forgotten” items (e.g.. packed lunch or PE kit) brought in by parents can be left for student to collect.</p> <p>Introduce a non-contact signing in system for visitors and pupils who are late or leaving site.</p>					

		<p>Introduce single use visitor id badges or introduce a policy whereby external ID badges are acceptable.</p> <p>See also contractors section</p> <p>See also airborne transfer risk section</p> <p>Checks made to ensure essential visitors/contractors have access to face coverings for use where required. See section on Airborne transfer risk.</p>					
Arrival & Departure	Staff/Students/parents/carers	<p>Compliance with health check questions to be included in home to school agreement. If no agreement is in place then compliance with checks should be asked at the gate.</p> <p>Health check signage to be displayed on entry gates.</p> <p>School operates as one bubble students will arrive at the same time.</p> <p>2m social distancing to be advised markings on ground to show students where to stand and wait if applicable.</p> <p>Hand sanitiser to be used at entry and exit points.</p>					

<p>Departmental Offices</p>		<p>Decide the capacity of the office.</p> <p>See section airborne transmission.</p> <p>Maintain 2m social distance – no sharing of offices..</p> <p>Include in cleaning schedule.</p> <p>Where possible equipment should not be shared. If sharing is necessary then it should be cleaned before use.</p>					
<p>Technician Work</p>		<p>Decide the capacity of the office.</p> <p>See section on airborne transmission.</p> <p>Maintain 2m social distance.</p> <p>Include in cleaning schedule.</p> <p>Where possible equipment should not be shared. If sharing is necessary then it should be cleaned before use.</p> <p>Deliver materials before the start of the morning and afternoon sessions</p> <p>Suitable gloves to be worn during preparation.</p> <p>See section on competence of PPE.</p>					

Laboratories/w orkshops/art & music technology rooms	Staff/students	<p>Windows must be opened to ensure ventilation at all times. Where practical all windows should be opened to their maximum.</p> <p>Disinfection regimes are in place between sessions. (Energy source isolation must take place before disinfection process begins for powered equipment)</p>				
Teaching		<p>Small classrooms do not always allow for 2mtr social distancing.</p> <p>Students should be allowed straight into the classrooms.</p> <p>Advice to be given on what protocols are in place. Supervision to be in place in higher risk areas.</p> <p>Face coverings to be worn by teaching staff when they cannot maintain a 2 metre distance. For example, where one to one assistance is required. Where communication relies on being able to read another person lips, clear plastic face coverings can be used. Note that this is not as reliable as a standard face covering.</p> <p>See section on airborne transmission.</p> <p>Food Tech continues to be taught at The Bridge. Students will rinse all equipment, then all equipment will be placed in the dishwasher on high temperature</p>				

		to ensure an effective cleaning process takes place.					
Transmission between groups	Everyone	See section on airborne transmission. See section on surface transfer. School operates as one group.					
Staff & Student Competence	Anyone in building	Staff to receive refresher briefing and complete hand washing e-learning; Students to receive refresher briefing and watch handwashing e-learning. Daily reminders to be communicated to students on handwashing. Student to sanitise their hands before leaving the classroom.					
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	In addition to general items listed in section above. Staff to recomplete: <ul style="list-style-type: none"> • Infection Prevention & Control e-learning; • Putting on and taking off PPE e-learning; • Competence Quiz. Staff to achieve 80% pass rate in the quiz to undertake work using PPE. 1 resit is allowed before all the training must be repeated.					
Play/Sport/Exercise	Staff/Students	Social distancing must be maintained during all					

		<p>play/sport/exercise sessions due to the increased droplets created by physical exertion.</p> <p>Class Groups will be rostered so access to outside areas consider social distancing.</p> <p>Any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session.</p> <p>If team sports are to be played, then a separate risk assessment must be carried out in line the Governing body for the sports guidance.</p> <p>Changing areas to be well ventilated and disinfected regularly.</p>					
Lunch	Staff/students/Catering staff	<p>Students to wash hands before eating.</p> <p>Where possible and facilities allow students to have lunch outside.</p> <p>Good ventilation in place (eg. Opening all windows and doors where possible).</p> <p>Disinfecting between sittings/groups using the tables.</p> <p>Supervising staff must wear face coverings.</p> <p>Students to wear face coverings when not eating.</p>					

Catering		The servery to be made covid secure - Area to be sealed off with just a serving hatch available.					
Emergency evacuation	Staff/students/contractors	Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation. PEEPS should be reviewed and amended accordingly.					
First Aid & administration of medicines	Staff/Students	Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves, face shield and RPE (FFP2) - (see also PPE competence, hand to mucous membrane transfer, and PPE transfer sections of r/a) Temperature checks with disposable forehead thermometers.					
Student Behavior	Anyone in building	Review risk assessments relating to individual behaviour and introduce controls to prevent the spread of virus through various transmissions routes.					
Access/egress in building	Staff/Students/Contractors	Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. One					

		<p>way systems to be introduced where internal routes have to be used.</p> <p>Where two way cannot be avoided or segregated e.g. Upstairs serviced by one staircase then measures must be implemented to control the flow</p>					
Toilets	Staff/Students/Contractors	<p>In shared toilets provide disinfectant wipes for disinfection between users.</p> <p>Look at capacity of the toilet area to identify how many can safely use the area. Control access to ensure distancing between users.</p> <p>Liquid anti-bacterial soap. Air dryers available in all toilets</p> <p>Everyone to wash hands.</p> <p>Use sanitiser before entering classroom or other areas.</p>					
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	<p>Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets.</p> <p>Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.</p>					
Surface	Staff, Students	Cleaning schedule in place which					

transfer	& Contractors	<p>details all items/areas to be cleaned/sanitized/disinfected and the frequency. Method statements to be used for each item of equipment. This includes</p> <ul style="list-style-type: none"> • Product to be used; • Method of application; including dwell time; • Cleaning order; • Disposal of product; • PPE. <p>Hourly spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.</p>					
Contractors working on site	Staff, Students & Contractors	<p>Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.</p> <p>Contractors to work out of school hours where possible.</p> <p>Contractors not to work in classrooms when occupied by class group.</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p>					
Transfer of virus onto/off PPE/face coverings	Staff/student and potential onwards transfer	<p>Wash hands before handling PPE. Don & remove PPE in specified order.</p>					

		<p>After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry. Wash hands at end of processes.</p>					
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	<p>Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation.</p> <p>If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).</p>	<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		
Those with specified health conditions	Staff/pupils	<p>Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice. Individual Risk Assessments will be completed for staff and appropriate controls introduced.</p>	<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		

		Children with underlying conditions should follow any advice issued by their medical practitioner relating to their attendance.					
Communal Areas Eg. Halls, staff areas, reprographics areas	Staff/Students/Visitors	Minimise the use of communal areas. Risk Assessment to be carried out for use of any of these areas. Covering how the transmission risk will be managed and ventilation will be maximised. Due to the nature of the school's cohort, students will have the option to wear face coverings. Students suffer from anxiety and panic attacks, are unlikely to wear face masks.					
Educational Visits	Staff/Students/Volunteers/Members of the Public	Current DfE guidance states that Educational visits currently cannot take place.					
Airborne Transfer Risk	Staff/Students/Visitors	Windows must be opened to ensure ventilation at all times. Where practical all windows should be opened to their maximum. Fire doors will only be held open by automatic release devices. Ceiling fans will not be used. Air conditioning systems set to fresh air input not recirculating. Fire exit doors can only be left open where it does not excessively compromise security. Students who are able to wear face coverings will wear them in communal areas and anywhere					

		that social distancing cannot be maintained. For example, classrooms and offices. Face coverings are not required when physical activity is being undertaken.						
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Review date: 8th March 21

Date communicated to staff: 10th March 21

Is a safe system of work required Yes / No

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
		1	2	3	4	5		
		Very unlikely	Unlikely	Fairly likely	Likely	Very likely		
		LIKELIHOOD						