



RISK ASSESSMENT

SEPTEMBER 20TH 2021



School COVID Risk Assessment Template

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Directorate	EDUCATION AND YOUTH	Activity (Brief Description)	SCHOOLS COVID RISK ASSESSMENT (ALERT LEVEL 0)		
Service	SCHOOLS	People at Risk	STAFF, PUPILS, VISITORS		
Location	St Richard Gwyn CHS	Date	20 September 2021	Review Date	[INSERT REVIEW DATE]
Assessor	Catherine McCormack	Issue Number	1		

Item No	Hazard and Effects (NOT AN EXHAUSTIVE LIST)	Control Measures (ALERT LEVEL 0) (‘Low Risk’)	RISK RATING (With controls) Low	Additional Control Measures [Dependant on Alert Level applicable at time]			RISK RATING (With additional Control measures) Low/Med/High
				(ALERT LEVEL 2) (‘Moderate Risk’)	(ALERT LEVEL 3) (‘High Risk’)	(ALERT LEVEL 4) (‘Very High Risk’)	
1.	Accommodation Function	<ul style="list-style-type: none"> Regular external check for Legionella completed during the summer holidays Each Classroom has been assessed for its suitability for general teaching using a 2 metre social distancing rule between the student desk and the teacher desk All desks are forward facing. Each classroom has been checked to ensure that there is adequate ventilation 	Low				



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2.	<p>Transmission of Covid 19 due to close contact <i>(Transport, Access to Site and Car Park)</i></p>	<ul style="list-style-type: none"> • Face coverings continue to be mandatory on school transport unless exempt. • Face coverings should be worn on school corridors and busy spaces 	Low				
3.	<p>Transmission of Covid 19 due to close contact <i>(Arrival at school)</i></p>	<ul style="list-style-type: none"> • Staff and learners instructed not to attend school if self-isolating or experiencing symptoms of COVID. • Staff and older learners advised to undertake twice weekly LFD testing • "Catch it, bin it, kill it" continues and all classrooms have tissues, sanitiser and bins with lids. 	Low				
4.	<p>Transmission of Covid 19 due to close contact <i>(During the school day i.e. travel around school, arrival at class, arrangements for breaks, departure, etc.)</i></p>	<ul style="list-style-type: none"> • All windows to be left open. All rooms have been checked to ensure ventilation is adequate. • Each year group remain separate at break and lunch times 	Low				



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		<p>Respiratory and Hand Hygiene</p> <ul style="list-style-type: none"> Students and staff continue to sanitise hands at the start of each lesson. Students are encouraged to wash hands regularly. 					
		<ul style="list-style-type: none"> Staff and learners instructed in the safe use of face coverings (donning, doffing, maintenance and disposal) 					
		<ul style="list-style-type: none"> Close interactions between staff and learners reduced /minimised at all times where possible. Staff remain at 2m from students during lessons .and are usually based in one classroom 	Low	<p>Close interactions between staff and learners reduced /minimised at all times where possible.</p> <p>No large group gatherings such as assemblies held.</p> <p>Use of one way systems</p> <p>Consistent seating plans adopted (where possible)</p> <p>Outdoor spaces used when possible.</p>	<p>Close interactions between staff and learners reduced /minimised at all times where possible.</p> <p>No large group gatherings such as assemblies held.</p> <p>Use of one way systems</p> <p>Consistent seating plans adopted (where possible)</p> <p>Outdoor spaces used when possible.</p> <p>Floor signage displayed.</p>	<p>Close interactions between learners reduced to the lowest practical level. i.e.</p> <p>No large group gatherings such as assemblies held.</p> <p>Use of one way systems</p> <p>Consistent seating plans adopted (where possible)</p> <p>Outdoor spaces used when possible.</p> <p>Floor signage displayed.</p> <p>Learners grouped together into contact groups.</p> <p>After school / breakfast provision put on temporary hold.</p> <p>Team sports put on</p>	



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						temporary hold.	
		<ul style="list-style-type: none"> Physical distancing in indoor communal areas outside of the classroom (e.g. corridors) encouraged at all times where possible. 		<p>Physical distancing in indoor communal areas outside of the classroom (e.g. corridors) encouraged at all times where possible.</p> <p>Physical distancing in place in classrooms (depending on room capacity and risk assessment),</p>	<p>Physical distancing in indoor communal areas outside of the classroom (e.g. corridors) encouraged at all times where possible.</p> <p>Physical distancing and seating plans in place in classrooms.</p> <p><i>(This may include forward facing desks depending on room capacity and risk assessment).</i></p>	<p>Physical distancing in indoor communal areas outside of the classroom (e.g. corridors) encouraged at all times where possible.</p> <p>Physical distancing and seating plans in place in classrooms.</p> <p><i>(This may include forward facing desks depending on room capacity and risk assessment).</i></p>	
		<ul style="list-style-type: none"> Little or no LFD testing for staff and secondary aged learners. Testing available for contacts of confirmed positive cases. Testing continues to be encouraged to minimise the risk of a school outbreak. 		<p>Targeted/ focused testing used where there are local risks identified by IMT. Testing available for contacts of confirmed positive cases.</p>	<p>Twice weekly LFD testing available for staff and secondary learners to help identify and isolate Asymptomatic cases as soon as possible.</p>	<p>Twice weekly LFD testing available and strongly encouraged for staff and secondary learners to help identify and isolate asymptomatic cases as soon as possible.</p>	
		<ul style="list-style-type: none"> Students requested to wear face coverings on the corridors. Face coverings are not routinely recommended, but may be worn by Secondary aged 		<p>Face coverings are not routinely recommended, but may be worn by secondary aged learners anywhere on the school site and in particular when moving around indoor communal areas outside of the classroom, such as corridors.</p>	<p>Face coverings should be worn by secondary aged learners when moving around indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained.</p>	<p>Face coverings should be worn by secondary aged learners in all indoor areas, including classrooms, where physical distance cannot be maintained.</p>	



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		learners anywhere on the school site should they wish to do so.					
5.	<p>Risk assessing vulnerable staff and learners at increased risk</p> <p><i>(Vulnerable to catching Covid-19 (ECV) BAME/Expectant Mothers and/or due to lack of school contact)</i></p>	<ul style="list-style-type: none"> • Individual risk assessments will be undertaken for all vulnerable staff and learners. • Staff have identified themselves or have been identified for individual risk assessment. Vulnerable staff have been risk assessed and appropriate mitigations are in place e.g. home working from 28 weeks. 	Low				
6.	<p>Display of symptoms in school</p> <p><i>(Employees, Learners, Parents / Carers)</i></p>	<ul style="list-style-type: none"> • "Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend or visit school. • If anyone becomes unwell 	Low				



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		<p>when in school they must leave school as soon as practicable and follow self-isolation guidelines. A designated room is available and will be deep cleaned following use.</p> <ul style="list-style-type: none"> All learners have been advised that those who are returning from holidays abroad in places identified by the UK Government for quarantine must abide by the advice and should not return until the quarantine period is over." 					
7.	<p>Personal Protective Equipment (PPE) <i>(Access, availability, selection and use etc.)</i></p>	<ul style="list-style-type: none"> Follow guidance re PPE, including face masks, visors, aprons and gloves for First Aiders. 	Low				
8.	<p>Cleaning arrangements <i>(Inadequate cleaning, no formal cleaning regimes, etc.)</i></p>	<ul style="list-style-type: none"> All classrooms have a bin with a lid, tissues, wipes and disinfectant, sanitizers. Staff and pupils 	Low				



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		<p>will be strongly encouraged to wear a face covering especially in transport and if they are on corridors</p> <ul style="list-style-type: none"> Gloves and aprons are provided to the Cleaners / Caretakers for the safe removal of materials used in first aid. Double bagging for waste. Ensure that waste bins are emptied daily by caretaking team. Increase cleaning hours to ensure that the room is deep cleaned after every use for First Aid 					
9.	Group Activities/ Physical Education	<ul style="list-style-type: none"> PE lessons will resume as usual with increased ventilation in the changing rooms Increased ventilation in place in the gym and more outdoor activities 	Low				



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10.	Visitors/ contractors on site	<ul style="list-style-type: none"> • Only essential visitors present at main reception and wait for staff to meet them. • No visitors allowed in school unless pre-arranged and essential Non essential visits should take place virtually. Wherever possible, visits should occur at the end of the day. • Any visitor (including parent) or contractor entering the school building e.g. to visit the office/reception or attend a meeting, should wear a face covering. • Parents and carers have also been reminded of the benefits of wearing face coverings when they are at the school gate. 	Low				
11.	Educational Visits (including Transport)	<ul style="list-style-type: none"> • Before a trip is approved, a 					



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		<p>separate risk assessment will be completed by the EVC for each visit depending on the nature of the visit and the number of students and staff involved.</p>					
12.	<p>Communication (With staff, learners, parents, carers, etc.)</p>	<ul style="list-style-type: none"> • Wherever possible, communication with parents will take place electronically and via all means (email, social media etc) • Communication with students will take place through form tutors, assembly, Heads of Year and Google classroom. 					



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FURTHER ACTION REQUIRED TO REDUCE RISKS TO ACCEPTABLE LEVEL

Item No	Further action necessary to control risk	Action By	Date Completed	RESIDUAL RISK (with further controls) High/Medium/Low
Ultimate Residual Risk				LOW
Assessor(s) Signature(s): Catherine McCormack		Managers Name:		Managers Signature:
Other relevant Risk Assessments:				



RISK RANKING MATRIX
(RISK RANKING = SEVERITY X LIKELIHOOD)

<p>High (3) Death, Major injury or work related illness, permanent harm or disability</p>	<p>Severity</p>	<p>3</p>	<p>6</p>	<p>9</p>
<p>Medium (2) Injuries or work related illness where people are unable to undertake their normal work for more than 3 days; semi-permanent harm or injury</p>		<p>2</p>	<p>4</p>	<p>6</p>
<p>Low(1) All other minor injuries – first aid treatment with no permanent harm – minor cuts and bruises</p>		<p>1</p>	<p>2</p>	<p>3</p>
		<p>Likelihood</p>		
		<p>Low (1) Where harm is unlikely to occur under normal circumstances. Low expectation of occurrence - And – there is full compliance with relevant Health and Safety legislation</p>	<p>Medium (2) Where harm is likely to occur in time. - Or - Exposure to the hazard exists intermittently or hazardous event occurs occasionally - And / Or – not fully compliant with relevant Health and Safety legislation</p>	<p>High (3) Where the hazard is likely to occur imminently or in the very short term. - Or - Exposure is permanent or occurs frequently. - Or - Much evidence of previous harm - And / Or – Major non-compliances with relevant Health and Safety legislation</p>
<p>OUTCOME / REQUIRED ACTION (Severity x Likelihood “score”)</p>				
		<p>HIGH (6-9)</p>	<p>MEDIUM (3-4)</p>	<p>LOW (1-2)</p>



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		<p>Immediate action is required to control the risk before any further activity.</p>	<p>Work may proceed if additional control measures are implemented within strict timescales. These measures must be proportionate to the potential consequences.</p>	<p>Work can proceed – no significant action is required other than monitoring that things do not change and that existing measures are being monitored and maintained.</p>
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