



RISK ASSESSMENT FORM

Assessors name: Mr C Vaughan/ Mr K Williams/ Mr C Connor/ Mr R Train (one Source H & S Officer)	Date of Assessment: 1 st June 2020	Activity/Task: Using School post COVID-19 pandemic lock-down
Directorate: Education	Service: Secondary Schools Group:	Headteacher: Keith Williams

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 https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools new LA guidance published 1 st June	Likelihood: 4 Consequence:4 Risk Level: 16	Guidance to be sent to parents, students and staff. Briefing to all students in separate year groups on first day of arrival back into school about risks. Provide opportunity for staff to come to see how school layout is so they are familiar with new systems	Likelihood: 3 Consequence:4 Risk Level: 12	SLT 1/6/20 and daily after that	Y

Shortage of staff	Students & Staff	<p>Space allocated where two class groups can be accommodated separately in the same area with teacher teachers on rota</p> <p>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.</p> <p>cleaning and site staff to be on rota so effective cover can be provided</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>	<p>SLT to review staffing on a daily basis. if groups cannot be covered, students to be sent home once parents notified.</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	<p>15/6/ CC/ PTI</p>	Y
Staff providing support to teaching	Staff, students, contractors and visitors	<p>Staff to maintain social distance. Staffing levels on site to be kept to a minimum with other staff working from home.</p> <p>Rota system developed as currently in place to cater for vulnerable/ key worker children</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>	<p>Rota established already and will be developed further to reduce numbers in school. Essential staff eg first aiders to be checked for availability/cover</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	<p>PTI/CC/ CN as from 1/6/20</p>	Y
Virus entering premises	Staff, Students & Contractors and their families.	<p>Parents & Staff issued with guidance on daily checks to undertake before bringing/sending their child to school. Parents to check temperatures/ possible symptoms each morning.</p>	<p>Likelihood: 4 Consequence:4 Risk Level: 16</p>	<p>Parents to be asked NOT to send children in if symptoms are present or others in the household have symptoms Visitors to be screened</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	<p>KW 8/6/20</p>	Y

		Contractors asked health check questions on arrival. new guidance issued on reporting possible Covid case from Havering 1 st June		at reception. Temperatures taken using non invasive thermometers numbers entering kept to a minimum and where possible after 2.40pm		office staff/ site team/ medical	
Clothing	Staff, Students & Contractors and their families.	Uniform policy (staff and students) to be amended so that all clothing can be washed after each day (e.g. no blazers, ties etc.)	Likelihood: 4 Consequence:4 Risk Level: 16	School uniform, clean shirt each day, clean trousers (where possible) each day, no tie. No blazer. Staff to wear smart clothes but not formal. Parents/ Staff written to by Head	Likelihood: 2 Consequence:4 Risk Level: 8	KW 8/6/20	Y
Arrival & Departure	Staff/Students	Health check questions to be asked by parents before coming on to school premises (guidance available in oneSource H&S secure website) Class Groups to arrive depart at designated rooms/ doors at staggered set time. vulnerable- 9am-2.40pm Y10 9.30-2pm Y12 10.15- 12.45 2m social distancing to be applied to pupils and staff (posters/tape in	Likelihood: 4 Consequence:4 Risk Level: 16	Social Distancing of 2M must be maintained throughout the school at all times. students to be constantly reminded as they arrive and enter/depart classes also at breaks/ lunch	Likelihood: 3 Consequence:4 Risk Level: 12	SLT and staff on duty 8/6/20 staff on duty	Y

		<p>and around school</p> <p>students/ staff to wash/ sanitise hands as they arrive at new external wash areas or by entrances into school</p> <p>Hand sanitiser to be used at entry and exit points.</p>		<p>New wash areas installed with soap dispensers</p> <p>hand sanitisers at each entrance</p> <p>sanitisers at dining room areas</p>		<p>CC and Site team 8/6/20</p>	
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Teaching	Staff/students	<p>Social distancing is the main method of control available to schools to reduce the spread of the virus.</p> <p>where appropriate, content should be taught remotely using on-line resources such as MS Teams/ Zoom for Education</p> <p>when in school, students to be taught in small groups in rooms which have been prepared for small classes</p> <p>Student numbers allow social distancing to be maintained in individual teaching spaces <u>and</u> overall student numbers allow social distancing around the school.</p> <p>Disinfection regimes are in place between sessions.</p> <p>Timetabling must minimise the movements of staff and students around the school (e.g. consider ½ day sessions on a subject).</p>	<p>Likelihood: 4 Consequence:4 Risk Level: 16</p>	<p>Once in groups, student movements to be kept to a minimum.</p> <p>students allowed to go to the toilets during lessons groups designated teaching spaces for the day</p> <p>each room cleaned at the end of each day</p> <p>staggered starts and finish for each group</p> <p>numbers kept to 25% of each year group</p> <p>guidance below followed by site team https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>	<p>8/6/20 PTI/ KW</p>	<p>Y</p>
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Classrooms/ labs	Staff/students	<p>Classes to be divided into groups which facilitate distancing.</p> <p>Students to be allocated set desks/ workspaces spaced out at 2m</p> <p>Own equipment only. in Art, new packs purchased for students</p> <p>Use ICT equipment for demonstrations so that students can remain at their workspace.</p> <p>Windows to be opened to maximise ventilation. Doors left open</p> <p>Disinfection regimes are in place after groups has used the room/space. (Energy source isolation must take place before disinfection process begins for powered equipment)</p>	<p>Likelihood: 4 Consequence: 4 Risk Level: 16</p>	<p>Each classroom to have bags of;</p> <ul style="list-style-type: none"> • disinfectant wipes • tissues • plastic bags for bagging used tissues <p>windows and doors opened to maintain air flow and ventilate rooms</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	<p>PTI/ CC 8/6/20</p>	Y
Transmission between groups	Everyone	<p>Classes will remain in designated room unless it is their allocated break-time or for toilet use. Supervisors will continue to supervise the same groups throughout the time they are teaching the group. Cover staff will maintain minimum of 2m social distancing.</p>	<p>Likelihood: 4 Consequence: 4 Risk Level: 16</p>	<p>To reduce the risk this should be small classroom groups 8-10 pupils that stick together in their group area” for their time in the school keeping 2m apart</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>	<p>all staff on duty 8/6/20</p>	Y

Staff & Student Competence	Anyone in building	Staff to receive briefing and complete hand washing e-learning; Students to receive briefing and watch handwashing e-learning. LBH training modules to be sent to staff as part of CPD	Likelihood: 4 Consequence: 4 Risk Level: 16	On line training is available for all staff. Once this has been completed and understood the risk level can be reduced	Likelihood: 2 Consequence: 4 Risk Level: 8	8/6/20	Y
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 complete: <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.	Likelihood: 4 Consequence: 4 Risk Level: 16	(Key First Aid and Kitchen staff to be trained in the use of PPE.) following Govt guidance below https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures ROSPA training video on hand washing to be watched by staff and students	Likelihood: 3 Consequence: 4 Risk Level: 12	TKE/ CC and first aiders 8/6/20	Y
Play/Sport/Exercise	Staff/Students	Social distancing must be maintained during all play/sport/exercise sessions. Class Groups will be rostered so access to outside areas is restricted to one group at a time. Any equipment used must be capable of being easily sanitised (e.g. plastic). Disinfection must	Likelihood: 4 Consequence: 4 Risk Level: 16	students to come to school in kit on days they have PE tracksuit to travel home in students to be informed by letter field equipment to be	Likelihood: 3 Consequence: 4 Risk Level: 12	PE staff/ Duty staff	Y

		take place after each session.		cleaned outside on the fields/ hand sanitisers to be out with staff			
Lunch	Staff/students/ Catering staff	Students to wash hands before and after eating. Designated lunch area for each specific group. Students to have packed lunches outside if weather suitable provided social distancing can be maintained. fields for Y10 Dining hall if raining- tables and chairs marked	Likelihood: 4 Consequence: 4 Risk Level: 16	(Initially not a high risk as pupils will bring their own packed lunch) students to be reminded about filling water bottles from taps/ fountains and not from external wash areas own water bottle to be brought in students to wash hands after filling bottles	Likelihood: 2 Consequence:4 Risk Level: 8	CC/ staff on duty 8/6/20	Y
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.	Likelihood: 3 Consequence: 4 Risk Level: 12	students to evacuate to playground where register will be taken. last period of the day, evacuate to all weather pitch	Likelihood: 2 Consequence:4 Risk Level: 8	KW/ CC staff on duty 8/6/20	Y
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	Likelihood: 4 Consequence: 4 Risk Level: 16	All Key First aid staff should wear disposable aprons, gloves, and face masks PPE (FFP2). Where appropriate they should also wear face shields) these are available in first aid room	Likelihood: 3 Consequence:4 Risk Level: 12	TKE and all 1 st aid trained staff 8/6/20	Y

		<p>PPE (FFP2) - (see also PPE competence, hand to mucous membrane transfer,</p> <p>Temperature checks using digital non contact thermometers</p>		<p>new thermometers in medical room. one to be kept at front desk</p>			
Student Behaviour	Anyone in building	<p>Review risk assessments relating to individual behaviour. Any students with known patterns of misbehaviour which involve not following instructions should not be admitted to school during this period of restriction due to risk of infection transfer.</p>	<p>Likelihood: 2 Consequence: 4 Risk Level: 8</p> <p>(Please note that no bad behaviour should be accepted in school – zero tolerance. This is why the risk is low)</p>	<p>Parents and students written to about behaviour and need to be Covid alert</p> <p>Poor behaviour not to be tolerated</p>	<p>Likelihood: 1 Consequence:4 Risk Level: 4</p>	8/6/20 kw	Y
Access/egress in building	Staff/Students/Contractors	<p>Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable.</p> <p>One way systems may be introduced where internal routes have to be used.</p> <p>Class Group members to walk at 2m distancing.</p> <p>Markings at 2m intervals in key areas – wall/ floor where appropriate</p>	<p>Likelihood: 4 Consequence: 4 Risk Level: 16</p>	<p>Site team should use gloves when opening up and closing the school and doors. Door handles wiped, all doors should be left open. Fire doors can be propped open as Covid 19 is a greater risk!</p> <p>warning tape/ posters to be placed in areas around school</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	CC and site team 8/6/20	Y

Toilets	Staff/Students/ Contractors	<p>Where practicable Student Groups to be allocated a set of toilets for their sole use.</p> <p>Liquid anti-bacterial soap and paper towels to be provided.</p> <p>Everyone to wash hands before return to classroom.</p> <p>Where toilet facilities are used by more than 1 group, additional controls to be implemented to ensure social distancing (e.g. taking sinks/w/cs out of use, access control etc.)</p>	<p>Likelihood: 4 Consequence: 4 Risk Level: 16</p>	<p>For this risk to be reduced, social distancing of at least 2 meters needs to be observed at all times</p> <p>regular checks in toilets during the day to restock handwash and towels. to be cleaned twice daily</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>	<p>15/6/20</p> <p>KW</p>	Y
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>	<p>Likelihood: 4 Consequence: 4 Risk Level: 16</p>	<p>students and staff reminded at the start and end of every session/ toilet visit to wash hands</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>	<p>from 15/6</p> <p>all staff</p>	Y
Surface transfer	Staff, Students & Contractors	<p>Regular cleaning schedule in place</p> <p>Regular spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.</p>	<p>Likelihood: 4 Consequence: 4 Risk Level: 16</p>	<p>cleaning schedule planned for and in operation with site team as per Govt guidance</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>	<p>15/6</p> <p>CC and cleaners</p>	Y

		<p>Use of disinfectants approved for use in schools.</p> <p>Rotation of classrooms where space allows to allow time for any virus present on surfaces to die before re-use.</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 wear appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p>	<p>Likelihood: 3 Consequence: 4 Risk Level: 12</p>	<p>signs to limit number of visitors note on school website only visit if you have an agreed time</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	<p>8/6 CC</p>	Y
Transfer of virus onto/off PPE	Staff and potential onwards transfer	<p>Wash hands before handling PPE. Don & remove PPE in specified order. After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal</p>	<p>Likelihood: 3 Consequence: 4 Risk Level: 12</p> <p>(this risk is lower provided relevant</p>	<p>follow PPE training from HSE/ HES</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	<p>8/6/20 TKE/ CC</p>	Y

		<p>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.</p> <p>Wash hands at end of processes.</p>	<p>staff have the training)</p>				
<p>Suspected case of COVID-19 in School</p>	<p>School Staff/Teachers /Parents/Visitors to School</p>	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature) then they should go home and follow the Government guidance on staying at home https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area identified for this use.</p> <p>If a confirmed case of COVID-19 is declared to the School then the School should seek further advice from the Health & safety Team.</p> <p>new guidance issued from LA on 1st June 2020</p>	<p>Likelihood: 4 Consequence: 4 Risk Level: 16</p>	<p>Identify an area 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>this will be first aid tent positioned by the office/ Chapel area</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</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>	<p>04/6/20</p>	<p>Y</p>

				deep cleaning of the area. Use aerosol disinfectant to sanitise the tent			
Those with specified health conditions	Staff/pupils	Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice and self isolate for a period of 12 weeks. Children in this category should also not use the setting.	Likelihood: 4 Consequence: 4 Risk Level: 16	Staff invited to write to Head to outline risks and decisions made on individual basis.	Likelihood: 3 Consequence:4 Risk Level: 12		Y

Review date:	Date communicated to staff:
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	
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