

## Risk Assessment

Location / Dept: CHG		Date Assessed: September 2020			Assessed by: Rob Ratcliffe/Linda Johnson		
Risk Assessment for: Coronavirus – COVID-19							
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"> <li>Follow the Public Health England guidance - Social Distancing; Catch-it, Kill it, Bin it</li> <li>Staff rota in place to limit the number of staff in the school</li> <li>Limited numbers of students required to attend on site</li> <li>Where possible, movement around different parts of the buildings has been limited</li> <li>Areas which do not need to be accessed are mothballed to prevent access</li> <li>Doors wherever possible are held open to enable unhindered access.</li> <li>Sanitiser stations positioned internally by main entrances and outside toilets for use where controlled access is in place, and on entering the buildings.</li> <li>Temperature checks on arrival</li> <li>Where practical operate one way systems around the building including stairwells.</li> <li>Advising to wash hands on a regular basis using soap and water for 20 seconds, especially before eating and avoid touching your face</li> <li>Hand washing guidance posters have been put on display in washrooms.</li> <li>Wherever possible / practical keep rooms and transition areas well ventilated</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Look at access and egress routes and introduce nominated entrance and exit points.</li> <li>Staff have been given a briefing to reinforce safety measures</li> <li>Fire doors have closers which automatically engage in the event of a fire alarm being triggered</li> </ul>

			<ul style="list-style-type: none"> <li>Classrooms have windows and doors open by site staff before staff and students arrive</li> <li>Induct staff and students to the measures in place and encourage adherence</li> <li>Signage placed around the buildings encouraging the maintaining of social distancing and hand washing.</li> </ul>				
Interaction with other people	Exposure to virus resulting infection	Staff, students & visitors	<ul style="list-style-type: none"> <li>No one should attend School if symptomatic or family member is symptomatic of COVID 19</li> <li>Students to be kept in groups when at school as far as practical to minimise risk of infection.</li> <li>Staff rota in place to limit the number of staff in the school</li> <li>Social distancing maintained with staff and students as far as possible</li> <li>Face coverings to be worn to reduce the probability of transmission via coughing etc if 2m distancing cannot be maintained.</li> <li>PPE issued to staff and students on reception areas for registration of candidates</li> <li>Temperature checks on arrival</li> <li>Avoid any physical contact with other people wherever possible.</li> <li>Use of dedicated entrances / exits for groups of students / staff using particular areas of the school.</li> <li>Nominated toilet areas for students</li> <li>Introduction of spit guards at reception points</li> <li>Floor markings to encourage keeping distance in receptions when waiting to be seen.</li> <li>Wash hands on a regular basis using soap and water for 20 seconds, especially before eating and avoid touching your face.</li> <li>Hand washing guidance posters have been put on display in washrooms</li> <li>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.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Parents visiting the premises to wait outside</li> <li>Restrict the number of visitors coming to the site</li> <li>Look at access and egress routes use nominated entrance and exit points.</li> <li>Detailed information regarding the exam arrangements has been shared with relevant students and staff.</li> </ul>

Cleaning the site	Exposure to virus resulting infection	Staff	<ul style="list-style-type: none"> <li>• All necessary PPE has been issued to cleaning staff to use</li> <li>• Staff have been trained on the correct use of PPE and its disposal</li> <li>• Appropriate cleaning materials have been provided for use and COSHH assessments have been completed</li> <li>• 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</li> <li>• Wash hands on a regular basis using soap and water for 20 seconds, especially before eating and avoid touching your face</li> <li>• Hand washing guidance posters have been put on display in washrooms</li> <li>• Hygiene - stock items have been purchased and monitored to ensure wherever practical a minimum of three weeks of stock is maintained</li> <li>• Hand sanitizers to be checked twice a day to ensure they are useable</li> <li>• Cleaners will be on site throughout the day</li> <li>• Cleaners will operate in teams (one in each school) and pods of two within a school cleaning specified areas.</li> <li>• 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.</li> <li>• Cleaners will have dedicated signing in points in the school in which they work and somewhere to change / keep personal belongings</li> </ul>	4	3	12	
Recording of staff & student numbers	Inaccurate staff / student numbers	Staff, Students	<ul style="list-style-type: none"> <li>• Students and staff to sign in/out</li> <li>• Appropriate PPE is made available to staff and students on reception duty</li> </ul>	3	1	3	Organised registration in rooms and at entrances

Washing / sanitising Hands	Inadequate hygiene facilities	Staff, students & visitors	<ul style="list-style-type: none"> <li>• Washroom facilities made available to staff, students and visitors.</li> <li>• Cotton Hand towels have been removed from all staff toilet areas and a hand dryer(s) installed</li> <li>• Additional sanitiser stations have been installed at entrances to all buildings complete with signage promoting their use on entering.</li> <li>• Washrooms are checked twice daily to ensure there is an adequate supply of soap available, sanitisers stations are outside the washroom door</li> <li>• Adequate signage for washing hands in washrooms reminding of NHS best practice</li> </ul>	3	2	6	
Building Management	Building not ready for population	Staff, students & visitors	<ul style="list-style-type: none"> <li>• Cleaning and site staff have continued to service the site and its facilities as normal.</li> <li>• Deep cleaning has been undertaken in many areas in readiness for the 11+</li> <li>• All regulatory servicing etc has continued as it would if the school had been fully populated.</li> <li>• Additional signs related to COVID 19, Social distancing is in place in readiness for students and staff</li> <li>• Social distancing measures in classrooms such as spacing of desks removal of excess chairs etc has been undertaken as required</li> <li>• Outdoor spaces have been reorganised to control the flow of visitors</li> <li>• Classrooms re-modelled, with chairs and desks front facing.</li> <li>• Spare furniture removed that will not be used.</li> <li>• Hand washing facilities identified for each exam zone</li> </ul>	4	2	8	

## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible (start now)
6-11	Medium	Within next 2 weeks
1-5	Low	Whenever viable to do so