

WALTON HIGH SCHOOL COVID-19 RISK ASSESSMENT

Description of Task/Activity/Area/Premises etc. Delivering Education during the COVID-19 Pandemic from 1 September 2020

What are the hazards?	Who might be harmed and how?	Specific	Likelihood of occurring	Impact if occurs	Risk Rating	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Risk Rating following actions	What is the risk rating now – H, M, L? See Section 5
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces</p>	<ul style="list-style-type: none"> Person feeling unwell or has someone in their household who is unwell but still attends school. 	3	5	15	<ul style="list-style-type: none"> stringent advice out that you do not attend school, including letters to staff and parents and on website 	1 x 5 = 5	Low
		<ul style="list-style-type: none"> Social distancing not maintained between all adults on site and between student bubbles. 	3	5	15	<ul style="list-style-type: none"> Classroom setup to ensure that students are not facing each other, unless 2 metre gap. Member of staff always able to maintain 2 metre gap from students 	1 x 5 = 5	Low
						<ul style="list-style-type: none"> Staff on duty to enforce social distancing. Signs in place to remind everyone about social distancing where possible Student bubbles consist of entire year group (Y7-Y11) and 6th Form as a separate bubble 	2 x 4 = 8	Low
	1 x 5 = 5	Low						

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		<ul style="list-style-type: none"> Hand hygiene not followed / hand sanitizer not available in classrooms, shared spaces, entrance and exit points. 	5	5	25	<ul style="list-style-type: none"> Regular reminders by staff to ensure hand hygiene rules are followed. Hand sanitizer stations purchased for all classrooms. Regular monitoring of classroom hand sanitizer. 	1 x 5 = 5	Low
		<ul style="list-style-type: none"> Surfaces not cleaned regularly 	5	5	25	<ul style="list-style-type: none"> Review cleaning schedules. Cleaners available throughout the day and rooms sanitized at least 3 times per day. Anti-bacterial wipes available in all classrooms 	1 x 5 = 5	Low
		<ul style="list-style-type: none"> No disposable tissues available in classrooms. 	5	5	25	<ul style="list-style-type: none"> Regularly review stocks of soap, hand sanitizer, tissues. Students advised to bring own tissues 	1 x 4 = 4	Low
		<ul style="list-style-type: none"> No bins available for tissues and not emptied regularly. 	5	4	20	<ul style="list-style-type: none"> Foot operated lidded pedal bins in all classrooms 	1 x 3 = 3	Low
		<ul style="list-style-type: none"> Visitors allowed on site without control 	3	3	9	<ul style="list-style-type: none"> Staff to hold meetings online whenever possible. During the school day visitors only allowed onsite in exceptional circumstances 	1 x 5 = 5	Low

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		<ul style="list-style-type: none"> Failure to follow Test & Trace advice 	5	5	25	<ul style="list-style-type: none"> Immediately inform LA response team (as per Local Outbreak Control Plan advice) Remind stakeholders of Government guidelines. 	<p>1 x 5 = 5</p> <p>1 x 5 = 5</p>	<p>Low</p> <p>Low</p>

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		<ul style="list-style-type: none"> Inadequate planning use of classrooms 	5	4	20	<ul style="list-style-type: none"> Each classroom assessed for capacity. Students seated at least 2 metres from teacher and not facing each other, unless gap is at least 2 metres. 	1 x 4 = 4	Low
		<ul style="list-style-type: none"> Cluttered classrooms 	4	3	12	<ul style="list-style-type: none"> Remove unnecessary items from rooms 	1 x 3 = 3	Low
		<ul style="list-style-type: none"> Inadequate planning for evacuation in time of emergency 	5	5	25	<ul style="list-style-type: none"> Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply. 	2 x 5 = 10	Low

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		<ul style="list-style-type: none"> <li data-bbox="616 352 1025 379">● Poor ventilation in the building <li data-bbox="616 568 1099 627">● Poorly organised and communicated travel arrangements 	5	3	15	<ul style="list-style-type: none"> <li data-bbox="1429 352 1765 536">● Ensure increased ventilation measures do not compromise pupil or staff safety. Doors & windows to remain open where appropriate. 	3 x 3 = 9	Low
		<ul style="list-style-type: none"> <li data-bbox="616 568 1099 627">● Poorly organised and communicated travel arrangements 	5	4	20	<ul style="list-style-type: none"> <li data-bbox="1429 568 1787 783">● Students encouraged not to use public transport and encouraged to walk or cycle to school. Students to follow Government guidelines if having to use public transport 	1 x 4 = 4	Low

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		<ul style="list-style-type: none"> SEND - colleagues not wearing PPE whilst engaged in activities that don't allow social distancing 	5	5	25	<p>Appropriate PPE provided and staff instructed to wear visors (and gloves if appropriate)</p>	2 x 5 = 10	Medium
		<ul style="list-style-type: none"> Failure to consider outside space used for education where possible. 	5	5	25	<p>Use outdoor space whenever appropriate and available</p>	1 x 5 = 5	Low

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		<ul style="list-style-type: none"> <li data-bbox="618 384 1032 443">● Sharing of stationery and other equipment. <li data-bbox="618 632 1115 691">● Failure to clean equipment in practical lessons <li data-bbox="618 943 1084 1034">● Failure to follow school's Behaviour Management Policy in respect of physical contact with students 	5	5	25	<p data-bbox="1429 384 1787 568">Have pack of pens, pencils and other items of stationery etc. Students strongly encouraged to bring own equipment to school. (Staff to have own packs)</p> <p data-bbox="1429 632 1787 874">Use live screen for demonstration purposes (e.g. Technology). Practical lessons are limited to those that are absolutely necessary. Any equipment used to be cleaned immediately after lesson</p> <p data-bbox="1429 938 1771 1062">Continuation of school's 'hands off' approach in line with Behaviour Management Policy</p>	1 x 5 = 5	Low
			5	5	25		1 x 5 = 5	Low
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		<ul style="list-style-type: none"> Hand dryer use can lead to transfer of virus 	5	5	25	<ul style="list-style-type: none"> Hand dryers deactivated. Provide disposable paper towels in toilets to replace use of hand driers. Provide foot operated lidded pedal bins 	1 x 5 = 5	Low
		<ul style="list-style-type: none"> Failure to stagger use of staff rooms and offices to reduce contact with colleagues. 	3	3	9	<ul style="list-style-type: none"> Restricted use of staff room & offices. Encourage staff to bring own refreshments as staff room not to be available for refreshments. 	1 x 5 = 5	Low
		<ul style="list-style-type: none"> Poor liaison with contractors delivering services using school facilities, such as catering and cleaning. 	3	5	15	<ul style="list-style-type: none"> Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. Ask for copies of risk assessments 	1 x 3 = 3	Low

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			5	5	25	<p>Facilities and soap / hand sanitizer available to all</p>	1 x 5 = 5	Low
			5	5	25	<p>Utilise downstairs meeting room for anyone with Covid-19 symptoms prior to being taken off site</p>	1 x 5 = 5	Low

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	Staff and casualty. Transmission may occur when providing First Aid	<ul style="list-style-type: none"> Limited first aid training given 	5	5	25	<ul style="list-style-type: none"> Review Assessment of First Aid Needs. Review first aid needs of all students First aiders instructed on the safe “donning and doffing” of PPE. Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA. Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. 	2 x 5 = 10	Medium

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	<p>Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.</p> <p>Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>	<ul style="list-style-type: none"> ● Poor ventilation in the room ● Poor PPE provided for supervising adult ● No fluid resistant surgical mask available if 2-metre distance cannot be maintained. ● Supervising staff unable to maintain 2m social distance. 	5	5	25	<ul style="list-style-type: none"> ● Increase ventilation in room wherever possible e.g. by opening windows ● Maintain stocks of PPE. ● Supervising adult instructed on the safe “donning and doffing” of PPE. ● Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron. ● Review medication plans to assess PPE requirements (if any) for staff administering medication. 	<p>3 x 5 = 15</p> <p>3 x 5 = 15</p> <p>3 x 5 = 15</p> <p>2 x 5 = 10</p>	<p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p>

4. Tick (√) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example, a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High (16+)	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium (10-15)	Where harm is possible to occur	Medium priority - requires action or regular review
Low (9 -)	Where harm is unlikely to occur	No action or low priority action

6. Assessment

Signature of Assessor(s):

Signature of Line Manager:

Print Name: Michael Phillips

Print Name: Neil Finlay

Date Assessed: 29th July 2020

Review Date: 29th July 2020

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.