

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. • Social distancing not maintained between all adults on site and between student bubbles. 	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
			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 Safe distance marked using tape on the floor. 	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 	2 x 4 = 8	Low

		<ul style="list-style-type: none"> • hand hygiene not followed / hand sanitiser 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 sanitizers 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 school aim to have rooms sanitized at least 3 times per day. Anti-bacterial wipes available in all classrooms 	1x 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 sanitiser, tissues. Students instructed to bring own tissues 	1 x 5 = 5	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 ordered and in all classrooms 	1 x 4 = 4	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. All visits 	1 x 3 = 3	Low

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

		<ul style="list-style-type: none"> Poor ventilation in the building 	5	3	15	<ul style="list-style-type: none"> 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"> Poorly organised and communicated travel arrangements 	5	4	20	<ul style="list-style-type: none"> 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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		Mix of student using Changing rooms environment do not allow for social distancing				Educational plan in place for students with particular needs. Staggered changing during double periods Students wear PE kit throughout the day where possible. Activities determined by evolving guidelines by national associations		
		<ul style="list-style-type: none"> SEND - colleagues not wearing PPE whilst engaged in activities that don't allow social distancing 	5	5	25	Appropriate PPE provided and staff instructed to wear visors (and gloves if appropriate)	2 x 5 = 10	Medium
		<ul style="list-style-type: none"> Failure to consider outside space used for education where possible. 	5	5	25	Use outdoor space whenever appropriate and available	1 x 5 = 5	Low
		<ul style="list-style-type: none"> Sharing of stationery and other equipment. 	5	5	25	Have pack of pens, pencils and other items of stationery etc. Students strongly encouraged to bring own	1 x 5 = 5	Low

		<ul style="list-style-type: none"> • Failure to clean equipment in practical lessons 	5	5	25	<p>equipment to school. (Staff to have own packs)</p> <p>Use live screen for demonstration purposes. Practical lessons will only run if deemed safe and in accordance with CLEAPSS guidance. Any equipment used to be cleaned immediately after lesson</p>	1 x 5 = 5	Low
		<ul style="list-style-type: none"> • Failure to follow school's Behaviour Management Policy in respect of physical contact with students 	5	5	25	<p>Continuation of schools' hands off' approach in line with Behaviour Management Policy</p>	1 x 5 = 5	Low

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		facilities, such as catering and cleaning.				reduce exposure to COVID-19. Ask for copies of risk assessments		
Exposure to COVID-19	Staff and pupils. Transmission may occur	<ul style="list-style-type: none"> Lack of PPE provided (such as disposable gloves, disposable apron) to staff and students Poor hand washing after providing care. Failure to separate potential Covid-19 cases from other students with medical issues 	5	5	25	<p>Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE.</p> <p>Review personal care plans to assess PPE requirements based on individual circumstances.</p>	2 x 5 = 10	Medium
			5	5	25	Facilities and soap / hand sanitizer available to all	1 x 5 = 5	Low
			5	5	25	Utilise downstairs meeting room for anyone with Covid-19 symptoms prior to being taken off site	1 x 5 = 5	Low

	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. Look at first aid needs in year 12 and 10 and contact parents 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
	Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and	<ul style="list-style-type: none"> Poor ventilation in the room Poor PPE provided for supervising adult 	5	5	25	<ul style="list-style-type: none"> Increase ventilation in room wherever possible e.g. by opening windows 	3 x 5 = 15	Medium
			5	5	25	<ul style="list-style-type: none"> Maintain stocks of PPE. 	3 x 5 = 15	Medium

	need direct personal care until they return home.	<ul style="list-style-type: none"> No fluid resistant surgical mask available if 2-metre distance cannot be maintained. 	5	5	25	<ul style="list-style-type: none"> 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. 	3 x 5 = 15	Medium
	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.	<ul style="list-style-type: none"> Supervising staff unable to maintain 2m social distance. 	5	5	25	<ul style="list-style-type: none"> Review medication plans to assess PPE requirements (if any) for staff administering medication. 	2 x 5 = 10	Medium

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
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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	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s):
Print Name:

Signature of Line Manager:
Print Name:

Date Assessed:

Review Date:

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.