

Risk Assessment for COVID-Secure Schools, Education and Childcare Settings

Establishment: ELLESMERE PORT CATHOLIC HIGH SCHOOL

Risk Assessment carried out by: Mr Carl Jones

Date: May 2022

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented) High, Medium, Low	Risk Action Update / Comments
Transmission of Coronavirus whilst staff and pupils are in school.	COVID-19	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	Medium	All employees should sanitise their hands on entering the school premises and follow the one way system the school has in place. The schools Risk Assessment must be followed. All staff must sign the COVID-19 Code of Conduct, which confirms they have read and understood the risk assessments and will adhere to control measures contained within it.	Low	
		Children and young people		Medium	School is open to all students. All students attending school should sanitise their hands on entering the school premises and follow the one way system the school has in place. The schools Risk Assessment must be followed.	Low	
		Visitors e.g. school governors, suppliers		Medium	Encourage visits via remote connection/working where this is an option. Where site visits are required, site guidance on hygiene should be explained to visitors on or before arrival. Limiting the number of visitors at any one time. Limiting visitor times to a specific time window and restricting access to required visitors only.	Low	
		Contractors		Medium	All none emergency works will be completed during holidays and after hours when the students and staff have left the building. If an emergency call out needs attending the contractor would have to follow the schools Risk Assessment.	Low	
Drop off and collection of pupils				Medium	There are TWO entrances to the school premises, via the entrance and exit on our access road. There will be THREE entrances for the students to use, reception for 6th form and rear side gate entrance for year 7 & 8, and student services entrance for year 9, 10 and 11, these will be all manned by senior staff. Each student should sanitise their hands on entry to the building.	Low	
Staff and pupils in classrooms				Medium	All staff and students should use the hand sanitiser on entry/exit to the classroom. Students will enter classrooms straight away and NOT queue outside. Sufficient windows and doors should be opened to ensure adequate air flow. CO2 monitors are used to assess how well ventilated spaces are and to balance good ventilation with thermal comfort. All desks will be positioned facing forwards (where possible). All workstations will be cleaned regularly with a surface sanitiser/detergent throughout the day. Each teacher will be provided with PPE, tissues and surface wipes should these be required at any other point. 'Catch it, bin it, kill it' and hand hygiene posters to be clearly displayed around school.	Low	
				Medium	Students and staff should use the one-way system throughout the school following clear signage. Teachers must complete the 'My Classroom' seating plan and give clear guidance before the class begins with regard to flow around the classroom, students should remain at their desk throughout the lesson (where possible).	Low	
Moving about the school				Medium	Students should follow a one way system in place with clear floor markings and signage when on corridors and stairwells.	Low	
Lunch and Breaktimes				Medium	At breaktimes, students should remain in their year groups and within their designated areas of our playground/tennis courts. At lunchtime, students should remain in their year groups, within their designated outside area.	Low	
Staff Room				Medium	All worktops and sinks to be cleaned regularly with a surface sanitiser/detergent.	Low	
Office and Meeting Rooms				Medium	All worktops and sinks to be cleaned regularly with a surface sanitiser/detergent.	Low	
School Assembly				Medium	These will resume.	Low	No Double Assemblies to happen.
Outdoor Lessons PE/Forest School				Medium	Students should remain in their groups and use separate areas of our play area or fields.	Low	
Use of Sports and Play Equipment			Medium	All sports equipment will be cleaned with surface sanitiser/detergent throughout the day.	Low		
Cleaning			Medium	Renewed cleaning schedule with additional Housekeepers during school core hours. All cleaning staff to wear disposable gloves when cleaning. All tables, chairs, work surfaces, door handles and glass to be sanitised with strong detergent and bins emptied on a regular cycle. Recycling bins and additional waste bins	Low		
First Aid Provision			Medium	First Aiders must wear PPE when attending to staff, students and visitors who have suspected/confirmed symptoms. This will include disposable apron and gloves. These are to be put in a bin bag after each incident, double bagged and tied.	Low		

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Catering				Medium	All servery areas to be covered with solid plastic sheeting to save the spread of the virus. All catering staff to wear gloves.	Low	
Deliveries and Waste Collection				Medium	<p>Waste Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <p>Should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied.</p> <p>It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>if the individual tests negative, this can be put in with the normal waste if the individual tests positive, then store it for at least 72 hours and put in with the normal waste.</p>	Low	
On-site COVID-19 testing of students and staff via Lateral Flow Testing (LFT) assays		Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers		Medium	Please see separate NHS risk assessment, available on website	Low	

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