**ASSESSMENT FORM – INCREASING PUPIL NUMBERS IN WARRINGTON SCHOOLS**

## Taken from the government guidance – As updated from the DFE daily guidance

To prevent the spread of coronavirus, schools and other settings should use a range of protective measures to create safer environments in which the risk of spreading the virus is substantially reduced.

Approaches we are asking schools and other settings to take include:

* Ensuring staff and parents are kept up to date with all measures that the school are taking to protect against the risks from the coronavirus.
* Carrying out a risk assessment before opening to more children and young people - the assessment should directly address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for children, young people and staff
* Ensure during the planning stages and before school opens that the controls identified within the risk assessment are implemented.
* Promoting regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach
* Cleaning more frequently to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops, play equipment and toys

Notes

1. This risk assessment has been produced by Edward McGlinchey (Head Teacher) and the Senior Leadership Team at St Gregory’s Catholic High School. Operationally it has been reviewed by Ivan Baracskai (Site Manager) It has further reviewed by:

* Warrington Borough Council Community Safety and Resilience Team
* Compliance Health and Safety

1. Additional ‘Operational procedures’ safe system of work, ‘Cleaning’ Safe system of work and ‘First Aid’ safe system of work, should be viewed in conjunction with this risk assessment.
2. This risk assessment will be viewed as a working document and reviewed in line with changes in procedures or control measures.

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| --- | --- |
| TRUST: |  |
| SCHOOL: | St Gregory’s Catholic High School |
| HEADTEACHER: | Edward McGlinchey |
| NAME OF ASSESSOR/S: | Edward McGlinchey (headteacher), SLT team including E.Lavin & C.McKenna (Deputy headteachers)Reviewed by: Compliance Health and Safety and Warrington Borough Council Risk and Resilience Team. |
| CONTACT DETAILS: | TEL: 01925 574888EMAIL: [Ibaracskai@stgregoryshigh.com](mailto:Ibaracskai@stgregoryshigh.com) or [emcglinchey@stgregoryshigh.com](mailto:emcglinchey@stgregoryshigh.com) |

| REF NO | TASK / WORK / OPERATION | DO HAZARDS EXIST? | WHAT ARE THE HAZARDS? |
| --- | --- | --- | --- |
| 01 | Routine and statutory testing, inspections, flushing and servicing of equipment and systems. | Y | Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system. |
| 02 | Communication and consultation | Y | Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus. |
| 03 | Staffing Level | Y | Lack of staff available to teach or carry out required tasks in school. |
| 04 | Fire Wardens and First Aiders | Y | Lack of fire wardens or first aiders available to deal with emergency or accident. |
| 05 | Delivery of Inbound Goods and Services | Y | Visitors accessing site and contamination of goods/services. |
| 06 | Cleaning –Ineffective infection control | Y | Lack of cleaning in line with Government/DFE guidance leading to increased risk of infection. |
| 07 | RIDDOR | Y | COVID 19 reportable under RIDDOR based on severity of infection and outcome |
| 08 | Staff/Pupils showing signs of COVID | Y | Failure to recognise/treat symptomatic staff/pupils risking the increase in infections |
| 09 | Staff/pupils confirmed as having COVID 19 | Y | Failure to follow guidance from PHE following a confirmed case of COVID 19 |
| 10 | Sharing best practice across school network | Y | Lack of understanding position of other schools and not sharing best practice |
| 11 | Ensuring robust hygiene procedures stay in place | Y | Ineffective hygiene practices and increased risk of infection |

**RISK SCORING**

Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures** and then this should be revised following the application of the Mitigation Action Taken.

The risk rating score is based on the **Severity of the Risk x** the **Likelihood.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEVERITY OF RISK (S)** | | **LIKELIHOOD (L)** | | | | | **Lx S = RISK RATING SCORE (RR)** | |
| **1.**  **RARE** | **2.**  **UNLIKELY** | **3.**  **POSSIBLE** | **4.**  **VERY**  **LIKELY** | **5.**  **ALMOST CERTAIN** |
| **LOW (L)**  **1-8** | **NO FURTHER ACTION REQUIRED** |
| **1** | **Insignificant** | **1** | **2** | **3** | **4** | **5** |
| **2** | **Low** | **2** | **4** | **6** | **8** | **10** | **MEDIUM (M)**  **9-15** | **FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.** |
| **3** | **Tolerable** | **3** | **6** | **9** | **12** | **15** |
| **4** | **Major** | **4** | **8** | **12** | **16** | **20** | **HIGH (H)**  **16-25** | **DO NOT PROCEED** |
| **5** | **Intolerable** | **5** | **10** | **15** | **20** | **25** |

| **HAZARDS** | **POTENTIAL HARM** | **PERSONS AT RISK**  (tick as appropriate) | | | **EXISTING CONTROL MEASURES** | **RISK RATING** | **L/M/H** | **MITIGATING ACTION INTRODUCED** | **NEW RISK RATING** | **RESIDUAL RISK** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STAFF** | **PUPILS** | **VISITORS** | **L x S = RR** | **L x S = RR** | **L/M/H** |
| **Building and Systems not maintained prior to opening** | * **Lack of statutory inspection, testing, servicing** could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management. | **Yes** | **Yes** | **Yes** | -Full Planned Preventative Maintenance Programme in Place for area of high risk and other associated areas.  -Legionella – robust water management programme  -Fire Safety – servicing and inspection of all fire safety equipment has continued at 3 monthly intervals. . Daily inspection of fire panel and weekly check of fire alarm.  -Gas Safety –Gas installations serviced and inspected in line with statutory requirements. Including gas soundness testing, boiler servicing pressurisation units.  -Technical and equipment servicing in kitchen and workshops – all servicing completed and in date.  PAT testing and Electrical Installation testing – 5 year electrical inspection conducted August 2017. PAT testing completed August 2021.  -Statutory Compliance – all statutory servicing and maintenance in line with testing periods and all up to date.  -Daily inspection checklist in place.  -All rooms have undergone a deep clean.  -Kitchen has been deep cleaned (August 2021) including extract ducts.  -Air conditioning serviced March 2021  -Air handling set to direct intake and extract in each room.  -Air Handling units serviced December 2021 in line with best practice | **2 x 4=8** | **L** | -.All planned preventative maintenance in line with statutory and or best practice.  -Monthly visits by Compliance Health and Safety including full Health and Safety Audit February 2021 (100% compliance)  -Filters replaced in sportshall air handling unit January 2022  . | **2 x 4 = 8** | **L** |
| **Lack of communication with parents/carers and staff members** | * **Parents/carers may feel anxious about the change to national guidelines for School operation** due to lack of information on the controls in place to manage the risk of Covid-19. * **Staff may feel anxious about the change to national guidelines for school operation**due to lack of information provided or the expectation placed on staff on returning back into the workplace. | **Yes** | **Yes** | **Yes** | -Parents regularly informed about updates in covid guidance through letters on parent section of school website and school comms  -Staff regularly update on covid issues via HT briefing notes and through updates from site manager where relevant  -Issues can be raised through health & safety committee  -Extensive information provided to staff in July 21 regarding operational guidance changes from the DfE outlining updates and good practice to be maintained following previous guidance  -Further guidance provided to staff January 2022 on testing requirements and changes to operational practices on return on 10th January 2022. | **2x3=6** | **L** | -Parents/Carers encouraged to continue with the Lateral Flow Testing (LFT) regime by ensuring/encouraging pupils to LFT twice weekly.  -Provision of LFT’s for pupils and staff to test over Christmas holidays and on return from 10th January 2022. |  | **L** |
| **Staffing levels** | * Lack of staff available to teach or carry out required tasks in school | **Yes** | **Yes** | **Yes** | -Based on numbers of pupils attending systems in place to ensure staffing level capacity at all times including duty points for before and after school day.  -Liaison with public health and local authority regarding local outbreaks  -Core Health and Safety functions in place:  Fire Warden refresher training June 2021.  -Access to emergency cover via agency if required.  -Staff flexibility to cover key roles if required.  -Staff to follow Government and HR guidance regarding attendance in the workplace.  -Staff have taken part in the vaccination programme and had 2 vaccine doses.  -Maintenance of social distancing measure (where possible) reduce risk of passing on virus to colleagues | **3 x 3=9** | **M** | Staff to be encouraged to  Continue to Lateral Flow  Test twice weekly. Tests  To be provided by school  -Staff advised/encouraged to have taken 3rd booster jab when available.  -From January 2022  -All staff briefings are to be held virtually.  -All collective worships in Theatre suspended and delivered in form  -Staff advised to wear masks at all times unless in 2m demarcated zones in classrooms.  -Staff advised on ventilation protocols following comprehensive evaluation of C02 levels. Physical guidance placed in all teaching rooms. |  | **L** |
| **Provision of remote education in the event of school closure / partial closure** | * Loss of education and teaching, including pastoral care | **Yes** | **Yes** | **Yes** | -All staff provided with a laptop and equipped to work in school or from home where required  -School working from home policy will in effect and SLT will support all staff with remote teaching  -Pupils who are key worker children will be able to work in school during any closure  -Children without required equipment will be provided with remote learning equipment where stocks and provision is available, the school will always seek to attain the required level of equipment needed from the appropriate sources | **1 x5 =5** | **L** |  |  |  |
| **Lack of Fire Wardens & First Aid Provision** | * **Unable to provide adequate first aid or able to supervise fire evacuation procedure.** | **Yes** | **Yes** | **Yes** | -8 Fire Wardens needed to ‘zone’ school in event of a fire alarm activation.  -Posters displayed with Fire Warden/First Aiders and procedures for contact.  -Training of Fire Wardens June 2021 (12 wardens in place).  -CPR and defibrillator training July 2021. (including CPR and COVID)  -Emergency evacuation plan updated June 2021  -Full school evacuation training October 2021. | **1 x 5=5** | **L** | Additional staff first aid trained October 2021. Further staff to be trained January 2022. |  | **L** |
| **Delivery of inbound good - ineffective infection control and increased risk of infection** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) * **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces | **Yes** |  | **Yes** | -Access to school site via electric gate (controlled via reception)  -Hands washed thoroughly after accepting any delivery.  -Handwashing and sanitising facilities available for site staff.  -PPE available for site staff handling deliveries where appropriate.  -Site staff collect and distribute all deliveries (system in place) | **2 x 4=8** | **L** | . |  | **L** |
| **Cleaning - ineffective infection control and increased risk of infection** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) * **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces | **Yes** | **Yes** | **Yes** | -On site cleaning staff employed directly by the school.  -Cleaning rota already in place.  -Cleaning schedules already in place.  -PPE provided for cleaning staff.  -COSHH assessments completed for all cleaning products used.  -Cleaning staff have adopted the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)  -Half of all internal doors are ‘held open’ type fire doors reducing need to touch to open. All other fire doors will operate as normal.  --Spaces are ventilated using natural ventilation (opening windows).  -Hand sanitiser stations in place around school  -Site staff supervise cleaning staff.  -SSOW written covering all cleaning requirements to comply with latest guidance.  -Cleaning staff familiar with protocols for cleaning/sanitsing following training session with Site Manager.  -Frequently touched surfaces cleaned more often as part of cleaning rota throughout the day..  - Checks to be made throughout the day to ensure adequate supply of soap and water available in all toilets in use, and sanitiser in strategic points around school and in every classroom.  -Cleaning ‘box’ provided in all classrooms as support.  -PPE available for all cleaning staff.  -rolling programme in place to ensure additional support staff available subject to budget constraints and approval of governing board where identified | **2 x4 =8** | **L** | School deep cleaned over Christmas holidays 2021  Where a potential case has been identified the area will be thoroughly cleaned/fogged.  Additional cleaning will be maintained where toilets, outdoor/indoor equipment is being shared by different year groups. Staff member employed specifically for this role  Any potential contaminated waste to be disposed of in clinical waste (Cat B infectious waste) container after having been double bagged. |  | **L** |
| **Reporting of injuries, Diseases and Dangerous Occurrences to the HSE** | **Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19** | **Yes** | **Yes** |  | -System in place for RIDDOR reporting via Compliance Health and Safety  - Test Track and Trace hub implemented in school to liaise with PHE and respond to Track and Trace requests.  -School will engage with NHS Test and Trace process fully and follow local health protection team advice fully. | **2 x 3=6** | **L** |  |  |  |
| **Staff/Pupils showing signs of COVID 19** | **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)  **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces | **Yes** | **Yes** | **Yes** | -Staff continuously advised to take LFT tests to manage all symptoms of Covid-19 or in asymptomatic cases  -School will follow all PHE guidelines and the person who is unwell will be sent home and advised to follow the guidance and follow the testing process.  -Any member of staff or a pupil displaying symptoms should seek an immediate test and advise the school of the outcome as soon as possible.  -Staff, Visitors and Contractors are instructed not to attend school if they are displaying Coronavirus symptoms but advised to get an immediate PCR test.  -Parents/Carers to monitor child’s health and not send them to school if they or are displaying symptoms but advised to get an immediate PCR test.  -Staff and Parents to follow medical advice and Track and Trace advice. | **2 x 4=8** | **L** | -All pupils tested on return from 10th January 2022. Mass testing procedure in place for pupils.  -Staff advised to test prior to return on 10th January but additionally earlier in the week to pick up potential asymptomatic cases.  -Additional test kits provided for staff where required. |  |  |
| **Staff/Pupil confirmed as having COVID 19** |  | **Yes** | **Yes** |  | -School to be informed immediately.  -Staff / pupils conformed as positive required to self-isolate in line with government advice  -School to follow PHE guidance.  -Close contacts not required to self-isolate unless an advised test shows a positive result  -school will work with NHS test and trace on the occasions we are contacted to identify close contacts  -pupil awaiting collection from school will be taken to COVID first aid area and be escorted externally when leaving the building.  -school will continue its role and effective partnership with our local health protection teams | **2 x 4=8** | **L** | From Wednesday 22 December, the 10-day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.  Staff and students may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. If both these test results are negative, and the person does not have a high temperature, they may end their self-isolation after the second negative test result and return to school from day 8 |  |  |
| **Sharing best practice across all schools and working closely with school partners** | **Not learning from shared experiences and offering support and guidance collectively.** | **Yes** | **Yes** | **Yes** | -The Head Teacher has developed a strong working relationship with the Local Authority and Public Health England to keep abreast of any changes to practices and to request advice/guidance as and when necessary.  -The Head Teacher is part of a network of Head Teachers across Warrington who share best practice and the enhancement of strategies for managing COVID 19 in school.  -regular liaison with Public Health Warrington and local authority advisors | **2 x 4 =8** | **L** | -Continuous sharing of information and experiences as a collective. |  |  |
| **Ensuring robust hygiene procedures remain in place to reduce the risk of transmission** | **Risk of poor hygiene leading to spread of COVID 19** | **Yes** | **Yes** | **Yes** | -Hand washing and or sanitising still encouraged.  -Introduction of face masks for all staff/pupils/visitors in communal areas (clearly detailed by Head Teacher) from November 2nd 2021.  -Sanitising spray used for cleaning that conforms to BS1276.  -Catch it, kill it, bin it advice for all pupils/staff. | **2 x 4 =8** | **L** | Face coverings are now required to be worn in classrooms and teaching spaces for students in year 7 or above as a temporary measure. |  | **L** |
| **Educational Visits** |  |  |  |  | -The school will ensure appropriate financial protection is in place ahead of international visits  -all visits, domestic and international will be subject to the policy covering visits as well as using the EVOLVE system |  |  |  |  |  |
| **Involvement in the vaccination programme for pupils aged 12 and above** | **Not following NHS/PH England and scientific advice.** | **Yes** | **Yes** | **Yes** | -Vaccination programme rolled out across school for all 12-15 year olds.  -Parents consulted as part of vaccination programme.  -Parents/pupils offered NHS England guidance on vaccination programme | **2x4=8** | **L** | -School to follow Government/DfE guidance on further vaccination programme as and when informed. |  |  |
| **Air circulation and quality** | **Increasing the environmental potential for air borne viruses to spread more easily** | **Yes** | **Yes** | **Yes** | -Monitoring of rooms (classrooms, offices, communal areas) with CO2 monitors to assess levels of CO2 and therefore air quality.  -Monitoring recorded at intervals throughout the day systematically to ensure an overall assessment of air quality and a full picture.  -Assessment of air quality and remedial actions that can be taken to improve it. | **3 x 4 =12** | **M** | -Thorough assessment to be followed by remedial actions where required.  -Realistic/achievable approach to air quality management using existing control measures.  -Advice on ventilation rooms and work spaces distributed to staff and guidance notices placed in every room.  -Purchase of 2 air cleaning units for rooms identified as having limited ventilation opportunities | **3 x 4 =12** | **M** |