



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

Taken from the government guidance – <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance> (27th August 2021)

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 Baracscai (Site Manager) It has further reviewed by:
  - Warrington Borough Council Community Safety and Resilience Team
  - Compliance Health and Safety
2. 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.
3. This risk assessment will be viewed as a working document and reviewed in line with changes in procedures or control measures.

<b>TRUST:</b>	
<b>SCHOOL:</b>	St Gregory’s Catholic High School
<b>HEADTEACHER:</b>	Edward McGlinchey
<b>NAME OF ASSESSOR/S:</b>	Edward McGlinchey (headteacher), SLT team including E.Lavin & C.McKenna (Deputy headteachers) Reviewed by: Mike Long (Compliance Health and Safety) and Warrington Borough Council Risk and Resilience Team.
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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)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	Insignificant	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
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	HIGH (H) 16-25	DO NOT PROCEED
4	Major	4	8	12	16	20		
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
<b>Building and Systems not maintained prior to opening</b>	<ul style="list-style-type: none"> <li><b>Lack of statutory inspection, testing, servicing</b> could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management.</li> </ul>	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.	<b>2 x 4=8</b>	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 2020 (100% compliance)	<b>2 x 4 = 8</b>	<b>L</b>



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					-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 2020 in line with best practice					
<b>Lack of communication with parents/carers and staff members</b>	<ul style="list-style-type: none"> <li>• <b>Parents/carers may feel anxious about the change to national guidelines for School operation</b> due to lack of information on the controls in place to manage the risk of Covid-19.</li> <li>• <b>Staff may feel anxious about the change to national guidelines for school operation</b> due to lack of information provided or the expectation placed on staff on returning back into the workplace.</li> </ul>	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	<b>2x3=6</b>	<b>L</b>	-Parents/Carers encouraged to continue with the Lateral Flow Testing (LFT) regime by ensuring/encouraging pupils to LFT twice weekly.		<b>L</b>
<b>Staffing levels</b>	<ul style="list-style-type: none"> <li>• Lack of staff available to teach or carry out required tasks in school</li> </ul>	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.	<b>3 x 3=9</b>	<b>M</b>	Staff to be encouraged to Continue to Lateral Flow Test twice weekly. Tests To be provided by school		<b>L</b>



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					-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					
<b>Provision of remote education in the event of school closure / partial closure</b>	<ul style="list-style-type: none"> <li>Loss of education and teaching, including pastoral care</li> </ul>				-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					



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<b>Lack of Fire Wardens &amp; First Aid Provision</b>	<ul style="list-style-type: none"> <li>Unable to provide adequate first aid or able to supervise fire evacuation procedure.</li> </ul>	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 26 <sup>th</sup> May 2021.	1 x 5=5	L	Additional staff to be first aid trained.		L
<b>Delivery of inbound good - ineffective infection control and increased risk of infection</b>	<ul style="list-style-type: none"> <li>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)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	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
<b>Cleaning - ineffective infection control and increased risk of infection</b>	<ul style="list-style-type: none"> <li>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)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	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 <u>COVID-19: cleaning of non-healthcare settings guidance</u> -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.	2 x 4 =8	L	School deep cleaned over summer 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.  Any potential contaminated waste to be disposed of in		L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					--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/sanitising 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			clinical waste (Cat B infectious waste) container after having been double bagged.		
<b>Reporting of injuries, Diseases and Dangerous Occurrences to the HSE</b>	<b>Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19</b>	<b>Yes</b>			-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.	<b>2 x 3=6</b>	<b>L</b>			





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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
<b>Staff/Pupils showing signs of COVID 19</b>	<b>Direct transmission of COVID - 19 virus</b> 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) <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces	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			
<b>Staff/Pupil confirmed as having COVID 19</b>		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 PCR 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	2 x 4=8	L			



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					externally when leaving the building. -school will continue its role and effective partnership with our local health protection teams					
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	All staff advised to wear face coverings when in enclosed and crowded spaces such as on duty or navigating corridors / assemblies / collective worship – this will be advised and encouraged but free choice to wear a face covering remains with the staff member -Year group 'bubbles' to remain in aspects of school life although not always possible in all aspects - in the vent of required contingency plans, the school will revert to RA practice of March 21 – July 21 dependent on the level of government advice -school to maintain good practice from previous risk assessments	2 x 4 =8	L			L



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					including circulation around school, seating plans, and zoning where applicable -school is well stocked with PPE equipment and will be provided to those staff where it is a requirement of the role or where staff make bespoke requests / have a preference to use PPE -‘catch it, kill it, bin it remains part of the safety and hygiene culture of the school -Staff encouraged to continue wearing face coverings when and where they wish to irrespective of national guidance -Frequent hand washing/sanitising to be encouraged and remain as a control measure. -Hand soap available in all toilet areas. -Sanitising stations available in all classrooms and key positions around school. -Cleaning kits available in all classrooms as an additional hygiene measure - All rooms have had current ventilation evaluated (ventilation capacity assessment document) School has undertaken comprehensive assessment on the best way for each room to facilitate ventilation School awaits Dfe supplied carbon dioxide monitors – remedial actions to follow - New high level window replacement programme -School is in regular contact with archdiocese about continuing development of ventilation systems					



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					- In terms of stepping measures up and down for contingency planning, the school will revert to RA of March 21 to July 21 unless 'additional and new' measure are introduced by the government, in which case these will be added to the schools practices					
<b>Educational Visits</b>					-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					