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		<u></u>	RISK Assessment for COVID	-Secure Schools, Education	and Unildcare Settings	
Definitions	Description					
Risk Assessment	A risk assessment is a process which assesses the level of harm in a workplace and identifies control measures to reduce the level of risk.					
Covid 19	What is COVID-19? COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease.					
Hazard	Anything with the potential to cause harm					
Risk	The chance of the hazard causing harm					
Likelihood	The likelihood of an adverse event occuring is affected by two factors: •degree of exposure to the hazard and, once exposed to the hazard, •the likelihood that harm will occur					
Control Measures	Control measures are measures that are put in place to reduce the level of risk in the workplace.					

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: June 20	020						
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		High	All employees would need to sanatise their hands on entering the school premises and follow the one way system the school has in place. 2 metre social distancing needs to be followed. The schools Risk Assesment needs to be followed.	Meduim/Low	
		Children and young people		High	All students would need to sanatise their hands on entering the school premises and follow the one way system the school has in place. 2 metre social distancing needs to be followed. The schools Risk Assesment needs to be followed.	Meduim/Low	
		Visitors e.g. school governors, suppliers		High	Encouraging visits via remote connection/working where this is an option. Where site visits are required, site guidance on social distancing and 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.	Meduim/Low	
		Contractors		High	All none emergency jobs will be completed during hoildays 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 Assesment and follow social distancing.	Meduim/Low	
Drop off and collection of pupils				High	Students to be given certain times to arrive in school and to follow social distancing. There will be THREE entrances for the students to use, reception and rear gate entrance for year 10 & 12, and student services entrance for key worker students, these will be all manded by staff. Each Student will have their temperature taken before entering the school premises and watched by a member of staff when they sanatise their hands.	Meduim/Low	
Cheff and any ile in				High	All Staff and students to use hand sanatiser before each lesson has started. All cloth furniture which cannot be cleaned easily will be removed and replaced with adequate furniture. Students will enter classrooms straight away and NOT queue outside. All windows and doors should be opened to ensure adequate air flow. All workstations to be cleaned regularly with a surface sanitiser/detergent throughout the day.	Medium/Low	
Staff and pupils in classrooms			Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	Students will be in FIVE locations, either Hall/Gym/Sports Hall for Year 10, in the Sixth Form suite for Year 12 and D Block for key worker students. Desks will be set out at least 2 meters apart and students will use the same desk each day. Bags will be put under each chair and stationery should not be shared between students. Teachers should 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).	Medium/Low	
Moving about the school				High	2-metre social distancing and a one way system in place with clear floor markings and signage for ALL to follow on corridors and stairwells.	Meduim/Low	
Lunch and Breaktimes					At breaktimes, students will remain in their groups and be directed to cordened off areas of our playground/tennis courts. At lunchtime, students will remain in their classrooms/teaching area and packed lunches will be delivered to them.		
Staff Room				High	All cloth furniture which cannot be cleaned easily to be removed and replaced with adequate furniture. All worktops and sinks to be cleaned regularly with a surface sanitiser/detergent.	Medium/Low	
Office and Meeting Rooms				High	All cloth furniture which cannot be cleaned easily to be removed and replaced with adaqute furniture. All worktops and sinks to be cleaned regularly with a surface sanitiser/detergent.	Medium/Low	
School Assembly				High	These will be delivered virtually.	Meduim/Low	No Double Assemblies to happen.

Date: June 2	020						
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
Outdoor Lessons PE/Forest School				High	Students will remain in their groups and use separate areas of our play area or fields.		
Use of Sports and Play Equipement				High	All sports equipment will be cleaned with surface sanitiser/detergent after every lesson.		
Cleaning				High	All cleaning staff to wear disposable gloves when cleaning. All tables, chairs, work surfaces, door handles and glass to be sanatised with strong detergent and bins emptied on a regular cycle.	Meduim/ Low	
First Aid Provision				High	All First Aiders to wear Full PPE when attending to staff,students and vistors. This will included full viser mask, disposable apron and gloves. These are be put in a bin bag after each incident, double bagged and tied.	Medium/Low	
Catering				High	All servery areas to be covered with solid plastic sheeting to save the spread of the virus. All catering staff to wear face shields and gloves. All students and staff to use the santising stations before collecting food. Food to be displayed behind the serveries.	Meduim/ Low	
Deliveries and Waste Collection				High	Waste Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): 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. 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. 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.	Meduim/ Low	

Review Date:

			Risk Assessment fo	r COVID-Secure Schools,	Education and Childcare Settings		
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
All Employees	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)	High	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school. Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Ensure a good supply of tissues are available. Clean frequently touched surfaces often using standard products, such as detergents and bleach. Minimise contact and mixing by altering classroom layout and timetables by introducing staggered break times/lunchtimes. Maintain social distancing 2 metres where practical.	Medium/Low	PPE is only needed in a very small number of cases for further information please read the latest government advice on PPE here. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
Clinically extremely vulnerable employees	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)	High	Clinically extremely vulnerable individuals are advised not to work outside the home.	Low	Clinically extremely vulnerable people are those who have received a letter from the NHS informing them that they are clinically extremely vulnerable
Clinically vulnerable	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)	High	If clinically vulnerable (but not clinically extremely vulnerable) individuals who cannot work from home, should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.	Medium/Low	Clinically vulnerable people are those who either pregnant or who have underlying health conditions which would increase their risk from COVID-19. The Management of Health and Safety at Work Regulations 1999 applies to risk assessments in respect of new and expectant mothers (click here for futher information.

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

			R	isk Assessr	ment for COVID-Secure Schools, Education and Childcare Settings		
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
All Non-employees	COVID - 19	Children	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school. Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Ensure a good supply of tissues is available. Clean frequently touched surfaces more often using standard products, such as detergents and bleach. Minimise contact and mixing by altering, as much as possible, the classroom layout and timetables (such as staggered break times). Reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small groups stays away from other people and groups. Maintain social distancing 2 metres where practical. Handling potential cases of the virus as per the advice. Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible. Refresh the timetable: Decide which lessons or activities will be delivered. Consider which lessons or activities will be delivered. Consider which lessons or of activities could take place outdoors Use the timetable and selection of classroom activities could take place outdoors Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building Stagger assembly groups Stagger froat intens (including lunch), so that all children are not moving around the school at the same time Stagger froat fines (including lunch), so that all children are not moving around the school at the same time Stagger froat froat pick-up protocols that minimise adult to adult contact. Keep small groups of children together throughout the day and avoid larger groups of childr		For advice on handling potential cases please click on this link.
Clinically extremely vulnerable children and young people	COVID - 19	Children and young people	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school and they should continue to be supported at home as much as possible.	Low	
Clinically vulnerable children and young people	COVID - 19	Children and young people	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.	Medium /Low	
Visitors Contractors	COVID - 19 COVID - 19	Visitors e.g. school governors, suppliers Contractors	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	Early communication with contractors and suppliers to prepare to support plans in place for opening for cleaning, catering, food supplies, hygiene suppliers. Encourage visits via remote connection/working where this is an option. Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Limit the number of visitors at any one time. Limit visitor times to a specific time window and restricting access to required visitors only. Determine schedules for essential services and contractor visits to reduce interaction and overlap between people, for example, carrying out services at night. Clear guidance on social distancing and hygiene will be visible on arrival. Establish host responsibilities relating to COVID-19 and provide any necessary training for people who act as hosts for visitors.	Medium/Low	

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures Control Measures implemented) High, Medium, Low	Risk Action Update / Comments

			Risk Assessment fo	or COVID-Secure Schools,	Education and Childcare Settings		T
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
Facilities Management	Re-occupying buildings	Building users	Non compliance with statutory requirements	High	Complying with government guidance - please click on this link		
Facilities Management	Fire	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children, Visitors and Contractors	Failure to maintain 2 metre distance resulting in contracting COVID 19. Burning by heat, flames and explosion. Smoke inhalation causing burning to the lungs and triggering conditions such as asthma. Suffocation or respiratory difficulties. Injury from falling or collapsing structure. Poisining by inhalation of toxic gases and other combustion products.	Medium	Review Fire risk assessment and evaculation points. Relocate to fields.	Low	In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.
					As per asbestos management plan		
	Asbestos	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children, Visitors and Contractors	Asbestos related lung disorders	Medium		Low	
		Employees - Teaching Staff, Catering Staff, Caretakers,			As per legionella management plan		
	Legionella	Cleaners, Site Maintenance, Agency Staff, Peripatetic	Legionnaires disease	Medium		Low	

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

children, young people, parents, carers or any visitors, such as school governors, suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infections)

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
Communicating your plans	Failure to communicate the schools plans resulting in tranmission of COVID 19 infection	Parents	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)		Parents to be informed that if their child needs to be accompanied to school, only one parent should attend. Parents and young people to be informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) Parents to be advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safety) staff will be present at the gates and entrances to deter this. Engage parents in education resources such as e-bug and PHE schools resources where possible. Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers.		
Communicating your plans	Failure to communicate the schools plans resulting in tranmission of COVID 19 infection	Children	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)		Engage children in education resources such as e-bug and PHE schools resources. Posters and lesson plans on general hand hygiene can be found on the ebug website and will be clearly displayed throughout school.		e-Bug
Communicating your plans	Failure to	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)		Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful		
Communicating your plans		Contractors and Visitors	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)		Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers Discuss with cleaning staff the additional cleaning requirements and agree additional hours to allow for this. Encouraging visits via remote connection/working where this is an option. Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Limit the number of visitors at any one time. Limit visitor times to a specific time window and restricting access to required visitors only. Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. Ensure social distancing and hygiene at all times. Clear guidance on social distancing and hygiene will be displayed and discussed with people on arrival.		

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

			Risk Assessment for	or COVID-Secure Schools,	Education and Childcare Setting	S	T
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
Hand Sanitiser	Skin irritation	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers	Skin irritation	Low	Don't use if skin problems e.g. dermatitis, pscoriasis, sore broken skin Use in accordance with the manufacturers instuctions	Low	
	Respiratory sensitisation. Ingestion causing irritation and intoxication. Irritation to the eyes	Children	Skin irritation Respiratory sensitisation Ingestion causing irritation and intoxication Irritation to the eyes	Medium	Only use under supervision Assist children in application of hand sanitiser Safe storage and safe location of hand sanitiser	Low	
	Skin irritation Respiratory sensitisation	Visitors	Skin irritation Respiratory sensitisation	Medium	Information and instruction		
	Fire through incorrect storage of flammable substances	Building Users	Fire through incorrect storage of flammable substances	Low	Keep away from ignition sources, naked flames Store away from heat sources Only store minimum quantities	Low	Advice on storage of flammable substances here

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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
	Irritation to the skin and eyes. Inhalation causing irritation to the nose, throat and lungs causing coughing. Ingestion causing severe irritation to the mouth and throat, stomach pains and possible ulceration.	Employees - Caretakers, Cleaners, Site Maintenance, Teaching and Support staff.	Eye Contact: Immediate irritation and severe pain. Skin Contact: Irritation, reddening of the skin. Prolonged contact may result in dermatitis. Sensitisation may also occur. Inhalation: Chlorine vapour irritates nose, throat and lungs causing coughing. Ingestion: Severe irritation to mouth and throat stomach pains and possible ulceration	Medium	Don't use if skin problems e.g. dermatitis, pscoriasis, sore broken skin. Use in accordance with the manufacturers instuctions and application sheet. Follow the correct checmical contact time and dilution ratios. Only use in well ventilated areas. Wear gloves and eye protection in accordance with manufacturers instructions Ensure the cap to products is secure before storing. Store chemicals securely when not in use. Ensure residues are removed to prevent damage to pupil clothing and school furnishings.	Low	COSHH and cleaners - key messages
Bleach	Respiratory sensitisation. Ingestion causing severe irritation to the mouth and throat stomach pains and possible ulceration. Irritation to the eyes and skin	Children and Young People	Irritation to the eyes and skin. Respiratory sensitisation. Ingestion causing severe irritation to the mouth and throat stomach pains and possible ulceration.	Medium	Do not use cleaning chemcials when children are present, remove children from the area before cleaning. Ensure surfaces are dry before allowing pupils to enter rooms where bleach has been used to disinfect surfaces. Do not allow children access to cleaning chemicals and store chemicals securely when not in use.	Low	

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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
					If anyone becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. If a child is awaiting collection, they will be moved to room B1 or B2 where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least		Covid-19-stay-at-home-guidance
If someone becomes unwell at an educational or childcare setting	COVID 19	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children and Young people Visitors e.g. School governors Contractors	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	Medium	2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The disabled toilet opposite C1 will be used only. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive see further questions in comment tab. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.	Low	How to apply for a coronavirus-test

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Staff	COVID - 19	Staff - permanent / temporary / agency / apprentices / work experience	inhalation of contaminated droplets						
			touching contaminated surfaces (then touching mouth / nose etc)						
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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		
Staff	COVID - 19	Staff - permanent / temporary / agency / apprentices / work experience	inhalation of contaminated droplets						
			touching contaminated surfaces (then touching mouth / nose etc)						