

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: March 2021

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)	High	All employees must wear a face covering and sanitise their hands on entering the school premises and follow the one way system the school has in place. Face coverings must be worn when moving around the building. 2 metre social distancing must be followed at all times. 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.	Medium/Low	
		Children and young people		High	School is open to all students. All students attending school must wear a face covering and sanitise their hands on entering the school premises and follow the one way system the school has in place. Face coverings should be worn at all times when social distancing is not possible, this includes within the classroom. Face covering exemptions are available for students who cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties and/or students who speak to or provide help to someone who replies on lip reading, clear sound facial expression to to communicate. 2 metre social distancing must be followed. The schools Risk Assessment must be followed.	Medium/Low	
		Visitors e.g. school governors, suppliers		High	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. Limiting the number of visitors at any one time. Limiting visitor times to a specific time window and restricting access to required visitors only.	Medium/Low	
		Contractors		High	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 and follow social distancing.	Medium/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 TWO entrances to the school premises, via the entrance and exit on our access road. Access through the primary school will cease. 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 must sanitise their hands on entry to the building.	Medium/Low	
Staff and pupils in classrooms				High	All staff and students must use the hand sanitiser on entry/exit to the classroom. Face coverings should be worn at all times when social distancing is not possible, this includes within the classroom. Face covering exemptions are available for students who cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties and/or students who speak to or provide help to someone who replies on lip reading, clear sound facial expression to to communicate. All cloth furniture will be cleaned with anti-bacterial spray. Students will enter classrooms straight away and NOT queue outside. Windows and doors should be opened to ensure adequate air flow. All desks will be positioned facing forwards (where possible) and teachers desks will have sneeze guards fitted. All workstations will be cleaned regularly with a surface sanitiser/detergent throughout the day. Each teacher will be provided with a 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.	Medium/Low	
				High	Students and staff must wear a face covering and 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).	Medium/Low	
Moving about the school			High	Students must wear a face covering and remain within their year groups at all times and follow a one way system in place with clear floor markings and signage when on corridors and stairwells.	Medium/Low		

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Lunch and Breaktimes				High	At breaktimes, students must remain in their year groups and be directed to cordoned off areas of our playground/tennis courts. At lunchtime, students must remain in their year groups, either in a teaching area or cordoned off outside area and pre-ordered packed lunches will be delivered to them.	Medium/Low	
Staff Room				High	Maximum capacity for the staff room is 3 people at any one time. All cloth furniture will be cleaned with anti-bacterial spray. All worktops and sinks to be cleaned regularly with a surface sanitiser/detergent.	Medium/Low	
Office and Meeting Rooms				High	All cloth furniture will be cleaned with anti-bacterial spray. All worktops and sinks to be cleaned regularly with a surface sanitiser/detergent.	Medium/Low	
School Assembly				High	These will be delivered virtually.	Medium/Low	No Double Assemblies to happen.
Outdoor Lessons PE/Forest School				High	Students must remain in their groups and use separate areas of our play area or fields.	Medium/Low	
Use of Sports and Play Equipment				High	All sports equipment will be cleaned with surface sanitiser/detergent after every lesson.	Medium/Low	
Cleaning				High	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	Medium/Low	
First Aid Provision				High	First Aiders must wear full PPE when attending to staff, students and visitors. This will include full visor mask, disposable apron and gloves. These are to be put in a bin bag after each incident, double bagged and tied.	Medium/Low	
Catering				High	All serving areas to be covered with solid plastic sheeting to save the spread of the virus. All catering staff to wear face shields and gloves. Pre-ordered lunches will be provided to students and staff and distributed within year groups/cordoned areas.	Medium/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.	Medium/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		High	Please see separate NHS risk assessment, available on website		

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