



Significant Findings of Risk Assessment

School: Drayton Manor High School	Assessment Carried Out By Name: Guy Heyhoe Signature:	Assessment Serial Number: 009		
Department: All Areas		Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities commencing September 2021 <ul style="list-style-type: none"> • During this evolving situation please monitor and follow government guidance given in the web links provided • The guidance will be regularly reviewed and will be updated as required. 	Responsible Manager / Team Leader etc			
	Name: Chris Killen	15/07/20		Guy Heyhoe & James Whelan
	Signature:	13/08/20		Guy Heyhoe, James Whelan & Chris Killen
		28/08/20		James Whelan
		10/09/20		James Whelan
		26/11/20		James Whelan
		07/12/20		James Whelan
The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. Schools will continue to also focus on measures to reduce the disruption to children and young people's education.		12/01/21		James Whelan
		04/02/21		Guy Heyhoe & James Whelan
		26/08/21		Guy Heyhoe & James Whelan

Risk Rating.
 The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

What are the Hazards? (What can go wrong)	Who might be Harmed & How ?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with existing controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Risk Rating with additional controls in place		
			Likelihood	Impact / Severity	Risk Rating Score		Likelihood	Impact / Severity	Risk Rating Score
<p>Catching / Spreading</p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> Welfare facilities are provided which contain suitable levels of soap and increased hand sanitiser. Hand cleaning facilities or hand sanitiser will be available at the entrance/exit and should be used by all persons when entering and leaving the area. “Redzone” welfare isolation area has been established for those who develop symptoms onsite – Redzone allocated to A136 and general medical room to be A135. Ensure regular sanitising of area and PPE provided with training and signage of appropriate use. Contact with personnel suspected of having caught COVID-19 will be avoided. All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. Follow good hygiene measures at all times. Persons will be told to self-isolate for 10 days following a positive PCR test. 	4	4	16-H	<p>2 on-site lateral flow device tests will be taken 3 to 5 days apart, on return in the autumn term.</p> <p>Students should then continue to test twice weekly at home until the end of September, when this will be reviewed.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>A small asymptomatic testing site (ATS) should be retained until further notice so tests can be offered to students who are unable to test themselves at home.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with Covid-19, or are a close contact of someone with Covid-19.</p> <p>Ensure that windows are opened throughout the day to provide adequate ventilation</p> <p>Symptomatic Persons to be withdrawn immediately from general circulation and taken to “Redzone”</p> <p>A PPE grab bag is located in the red zone.</p> <p>Any persons displaying symptoms will be advised to book a PCR test and share their results with the school.</p> <p>Persons developing symptoms are to arrange and obtain testing and share results with the school</p> <p>Use of Parent pay as a preference to be used for any payments required on site.</p>	3	4	12-M

Direct or close contact	Staff, Pupils.	<ul style="list-style-type: none"> Close contacts will now be identified via NHS test and Trace and education settings will no longer be expected to undertake contact tracing. 	3	4	12-M	NHS Test and Trace will work with positive case and/or their parent to identify close contacts.	2	4	8-L
Suspected case whilst working on site	Staff, Pupils, Visitors	<p>If a person has a positive lateral flow or displays symptoms - A high temperature or a persistent cough or loss of taste and smell, they should:</p> <ul style="list-style-type: none"> Be withdrawn to Welfare “Redzone” Notify the Headteacher immediately. Avoid touching anything. Go home immediately (Children accompanied by their parent, etc). All other persons are to maintain a safe distance from affected individual. Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. They must then follow the guidance on self-isolation and arrange to have a test to see if they have coronavirus (COVID-19). Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a PCR test). 	3	4	12-M	<p>“Redzone” isolation and control exit from site to be carried out and those in “Redzone” to wear appropriate PPE where a safe distance cannot be maintained.</p> <p>Cleaning Guidance</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	2	4	8-L

Confirmed case following a positive test result.	Staff, Pupils, Visitors	Parents are advised to inform the school following a positive test result. Positive case will be required to self-isolate for 10 days following a positive test result from a PCR test.	3	4	12-M	The school will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases or if central government offers the area an enhanced response package, a director of public health might advise the school to temporarily reintroduce some control measure (stepping measures up and down). Refer to 'Outbreak Management Plan' in the event of an outbreak.	2	4	8-L
Travel off site	Staff, Pupils	<ul style="list-style-type: none"> All persons to limit their use of public transport. Where it is necessary to use public transport follow guidance issued by travel company. 	3	4	12-M	If travelling off site for an education visit a separate risk assessment will be undertaken.	2	4	8-L
Access to & egress from site	Staff, Pupils, Visitors	<ul style="list-style-type: none"> All persons will be encouraged to wash or clean their hands before entering or leaving the site. Regularly clean and disinfect common contact surfaces. On arrival all staff are required to wash hands or use the sanitiser provided in reception. 	3	4	12-M	Provide sanitiser and hand washing facilities at all entrances to buildings.	2	4	8-L
Cleaning	Staff, Pupils, Visitors	A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. cleaning chemicals used are to be used in accordance with the COSHH Assessment.	3	3	9-M	Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.	2	3	6-L

<p>Poor hygiene</p>	<p>Staff, Pupils, Visitors</p>	<ul style="list-style-type: none"> • Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by Public Health England guidance. • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • Regularly clean the hand washing facilities and check soap and sanitiser levels. • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Wash hands before and after using the facilities. 	<p>3</p>	<p>4</p>	<p>12-M</p>	<p>Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site.</p> <p>Hand sanitiser to be located at the entrance to all buildings.</p>	<p>2</p>	<p>4</p>	<p>8-L</p>
<p>Emergency procedures (Fire alarm activations etc)</p>	<p>Staff, Pupils, Visitors, Contractors</p>	<ul style="list-style-type: none"> • Where possible Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). • Two stage evacuation policy in place – Only evacuate when an actual fire is confirmed. 	<p>3</p>	<p>4</p>	<p>12-M</p>	<p>Before re-entry all staff, students and visitors are to hand wash /sanitise</p>	<p>2</p>	<p>4</p>	<p>8-L</p>

Attending to the needs of SEND students	Staff, pupils	<ul style="list-style-type: none"> Where a young person or learner already has routine intimate care needs that involve the use of PPE, that PPE should continue to be used. If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE. The issues will be specific to each child or young person and individual responses will be required. When attending to the needs of students with sensory impairment (touch a lot) or who spit staff will wear additional PPE as a precaution. 	3	4	12-M	SEND students with parental consent will be lateral flow tested.	2	4	8-L
--	---------------	---	---	---	------	--	---	---	-----

Government & PHE Guidance

- Schools COVID-19 operational guidance updated 17 August 2021
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
- Coronavirus: how to stay safe and help prevent the spread Updated 20 August 2021
- <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
Impact (B)						

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.	

		Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
		Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.