



## **RISK ASSESSMENT FORM – INCREASING STUDENT NUMBERS IN WARRINGTON SCHOOLS**

**Taken from the government guidance - Opening schools and educational settings to more students from 1 June: guidance for parents and carers - Updated 29 May 2020**

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:

- Ensure for schools that have been closed or partially closed that the required statutory testing of equipment and systems have been tested, and that a robust cleaning regime in place before school opens.
- 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
- Making sure that children and young people do not attend if they or a member of their household has symptoms of coronavirus
- 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



- Implement social distancing measures where possible, minimising contact through smaller classes or group sizes and altering the environment as much as possible, such as changing the layout of classrooms
- Reducing mixing between groups through timetable changes, such as staggered break times or by introducing staggered drop-off and collection times.

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Information has also been used in the production of the risk assessment from the [Joint Trade Unions Planning guide for Primary Schools \(NEU/GMB/Unison/Unite\)](#).

This risk assessment below is based on the generic risk assessment for schools covering the risk posed by the Covid-19 Coronavirus produced by the LA. All of the control measures have been considered / implemented to reduce the risk factor to a tolerable level. The generic risk assessment has been reviewed by the Head Teacher, the TCAT Director of Operations and relevant school staff. The tasks and work activities have been reviewed and this risk assessment modified according to individual school situations. This risk assessment will be shared with all staff within the school and will be placed on the school website to ensure parents can also see the control measures being implemented within school to protect their child.

### **TCAT Principles**

In opening TCAT Schools to a greater number of schools, all TCAT schools will follow the principles laid down in the TCAT supplementary guidance:

Principle 1: we will follow all government guidance

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Principle 4: Adopt common risk assessment for health & safety within academy buildings



Principle 5: The total number of students you can safely accommodate will dictate your provision. Headteachers may have to make decision on who to accept based upon priorities. Timetables should be constructed around class sizes of between 10-15 students/students and reorganise classrooms appropriately.

Principle 8: Minimal approach to physical messaging, signage & demarcation. Government guidelines should be reinforced via letters, within briefings, with students, videos and in person etc. Resources should be in place for regular hand washing etc. Physical signage should be used within queuing areas, corridors etc

Principle 9: Ensure rigorous, regular and ongoing cleaning of the school building to maintain government guidelines for safe working. TCAT will explore a strategy to supplement the workforce.

Principle 10: Follow government guidance around PPE but allow staff to make personal decisions. Risk assessment visits will take place to identify any specific staff who need specific PPE ie, first aiders.

Principle 11: Relax uniform to reduce risk of contamination; this may include suspension of blazers and ties.

Principle 12: Review travel arrangements to reduce the need for public transport. TCAT minibuses can be deployed where possible to address this need.

Principle 13: Adopt a flexible approach to the school day including lesson length, staggering start times to minimise any mixing

Principle 14: Reduce/stagger the amount of social/dining time to reduce contact. Ensure provision of FSM is in place.

Principle 15: Move teachers rather than children/young people if at all possible, keep children in set groupings

Principle 16: Cancel all large, non-essential physical gatherings of staff or students

Principle 17: Agree to no external visitors for the foreseeable

Principle 18: School performances, sports practices, or games should be postponed until greater social contact is possible



<b>TRUST:</b>	<b>The Challenge Academy Trust</b>
<b>SCHOOL:</b>	<b>Priestley College</b>
<b>PRINCIPAL:</b>	<a href="#">Matthew Grant</a>
<b>NAME OF ASSESSOR/S:</b>	<b>Teresa Cullen</b>
<b>CONTACT DETAILS:</b>	<b>EMAIL: <a href="mailto:t.cullen@priestley.ac.uk">t.cullen@priestley.ac.uk</a></b>

<b>REF NO</b>	<b>TASK / WORK / OPERATION</b>	<b>DO HAZARDS EXIST?</b>	<b>WHAT ARE THE HAZARDS?</b>
01	Routine and statutory testing, inspections, flushing and servicing of equipment and systems.	Y	Lack of maintenance or statutory testing of equipment within College resulting in poorly maintained systems or contaminated water system.
02	Communication and consultation	Y	Uncertainty from staff, students and parents of the arrangements in place for returning back to College 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 College.
04	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
05	Travelling to and from College	Y	Unable to maintain social distancing measures and mixing of students on home to College transport / public transport
06	Arrival and departure of College staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from College
07	Drop off and collection of students	Y	Mixing of parents and carers / children and young people and



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
			non-adherence of social distancing measures during the drop off and collection times
08	Use of classroom space	Y	Unable to maintain social distancing measures in the classroom
09	Movement around the building	Y	Unable to maintain social distancing measures and mixing of students and staff whilst moving around the building
10	Use of shared equipment and resources	Y	Higher risk of contamination if students and staff use shared equipment and resources
11	Use of shared spaces	Y	Higher risk of contamination if students and staff use shared spaces
12	Use of outdoor spaces and equipment	Y	Higher risk of contamination if students and staff use shared outdoor spaces and equipment
13	Break / lunch times	Y	Mixing of students during break and lunch times and maintenance of social distancing measures
14	Provision of catering	Y	Mixing of staff and students whilst providing catering
15	Access to toilets and hand washing facilities	Y	Mixing of students/staff during visits to toilets and hand washing facilities
16	Physical education lessons and contact sports	Y	Unable to maintain social distancing measures during contact sport and physical education lessons
17	Supporting clinically vulnerable students and staff	Y	Students and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
18	Managing symptomatic students and staff	Y	Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance
19	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place
20	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
21	Cleaning	Y	Ineffective infection control and increased risk of infection
22	Administration of First Aid, Medication and Personal Care	Y	Higher risk of contamination through close contact between staff member and student during administration of first aid, medication and personal care
23	Revised Fire Evacuation plans	Y	Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between student and staff groupings.

**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 x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	STUDENTS	VISITORS					L x S = RR	L/M/H
<b>Building and Systems not maintained prior to opening</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>Ensure inspections, maintenance and servicing is up to date – all regular maintenance checks have continued during the period of partial closure and records available for viewing</li> <li>Ensure water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been closed or partially closed - All legionella routines have been maintained during the period of partial closure.</li> <li>The building has been open throughout the period and cleaning routines have been maintained.</li> <li>Statutory inspections and maintenance continued throughout period and up to date</li> </ul>	4	L	<ul style="list-style-type: none"> <li>Carry out a visual inspection prior to opening building to identify any hazards that could pose a risk to users of the building</li> <li>Ventilation systems which recirculate air throughout the building will be switched off, ventilation systems which draw in fresh air from outside will be left on.</li> </ul>	4	L
<b>Lack of communication with students, parents/carers and staff members</b>	<ul style="list-style-type: none"> <li>Students/Parents/carers may feel anxious about them/their child returning back to College or may not want this to happen due to lack of information on the controls in place to manage</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Ensure students/parents/carers are kept up to date with the measures the College is taking to protect students against the risk of COVID-19 in College. This is required before the College opens or more students attend. Regular updates should also be provided following any changes made to the College</li> </ul>	8	L	<ul style="list-style-type: none"> <li>Where necessary conduct the TCAT Staff Risk Assessment</li> <li>Where necessary conduct the TCAT Student Risk Assessment</li> <li>Full information and revised procedures informed by this risk assessment will be produced and</li> </ul>	8	L



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING  L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	STUDENTS	VISITORS					L x S = RR	L/M/H
	<p>the risk of Covid-19.</p> <ul style="list-style-type: none"> <li>• <b>Staff may feel anxious about returning to College</b> due to lack of information provided or the expectation placed on staff on returning back into the workplace.</li> </ul>				<p>procedures for managing the risks from COVID-19 in College.</p> <ul style="list-style-type: none"> <li>✓ Provide all staff (including catering if necessary) with the measures the College is taking to ensure their health and safety once College opens.</li> <li>✓ Discuss any concerns with staff prior to opening and provide feedback on the controls in place. This should include Health &amp; Safety Committee (meeting scheduled for 11/06).</li> <li>✓ Carry out an induction with staff and demonstrate the control processes to be followed to reduce the risk of covid-19, this include the risks that may have been identified for teaching/supervising individual student, ensure full staff awareness before College opens.</li> <li>✓ Safety briefing material/video to be presented by staff at start of each session</li> <li>✓ Off -site visits are suspended</li> <li>✓ Ensure arrangements for EHCP students are discussed with students (&amp; Parents/Carers where appropriate) and individual consultation undertaken to identify provision required for student before attendance at College expected.</li> <li>✓ Ensure regular sessions and contact are held/maintained with staff to discuss workloads, address any concerns and provide support, also to ensure that the wellbeing of staff members is not being affected.</li> <li>✓ Share regular communication of mental health information and open door policy for those who need additional support.</li> </ul> <p>See <a href="https://www.gov.uk/guidance/for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus">GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</a></p>			<p>published to staff and students and placed on the school website.</p> <p>✓</p> <p>Staff briefings for key groups taking place w/c 08/06 and safety briefing material to be available electronically</p> <p>Where appropriate, individual TCAT Staff Risk Assessments to be completed</p>		
<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>	<b>x</b>	<b>x</b>		<ul style="list-style-type: none"> <li>✓ Staff to be informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and</li> </ul>	<b>8</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓ Conduct TCAT Staff Risk Assessment</li> </ul>	<b>8</b>	<b>L</b>





HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING  L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING  L x S = RR	RESIDUAL RISK  L/M/H
		STAFF	STUDENTS	VISITORS						
					<ul style="list-style-type: none"> <li>have no reason to self-isolate due to others in their household exhibiting symptoms or due to having been contacted by the official Track &amp; Trace system.</li> <li>✓ Ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, Inclusion, first aiders / fire wardens, estates and cleaning staff.</li> <li>✓ Ensure arrangements are in place for any members of staff identified as vulnerable or may be more susceptible to effects from COVID -19 (Pregnant staff or staff with underlying health conditions) consider homeworking options or tasks that restrict interaction with others in College)</li> <li>✓ Consider contingency plans for staffing levels (teaching, cleaning, estates, etc.)</li> </ul>		<ul style="list-style-type: none"> <li>where necessary</li> <li>✓ Ensure rota has been developed to take into account staff who fall into the high and medium risk categories and that staff are aware of the provision made for them in accordance with the Staff Risk Assessment.</li> </ul>			
<b>Unable to maintain social distancing measures and mixing of staff/students on home to College transport / public transport</b>	<ul style="list-style-type: none"> <li>• <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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Ask staff/students to avoid public transport if possible and drive, walk or cycle to College</li> <li>✓ Ensure staff/students (&amp; parents) are aware of the recommendations set out in the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> (including avoiding peak times &amp; wearing of face coverings on public transport) when planning their travel</li> <li>✓ Advise staff/students to remain 2 metres apart on public transport where possible</li> <li>✓ Advise staff/students to wash their hands for 20 seconds prior to getting on the bus/train and after getting off – if they do not have access to washing facilities advise them to use hand sanitizer</li> <li>✓ College opening and closing times adjusted to avoid peak travel times/ allow staff/students having to use public transport to arrive earlier/ later than official College start/ finish times</li> <li>✓ Include details of student travel as part of session booking process so that appropriate advice can be reiterated</li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ Provision of more bike/scooter racks being arranged</li> <li>✓ Dedicated college buses not planned to operate during end of 19/20 academic year.</li> <li>✓ Allocate staff car park as student parking (while charity drop off is in operation on student car park) Staff to park at rear of campus.</li> <li>✓ Consider “in/out” designated gates at main entrance</li> </ul>	6	L
<b>Mixing of staff</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of</b></li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Staff/students to go directly to</li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ Ask staff/students to assess their</li> </ul>	6	L



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING  L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING  L x S = RR	RESIDUAL RISK  L/M/H
		STAFF	STUDENTS	VISITORS						
and non-adherence to social distancing measures during the arrival to and departure from College	<p><b>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)</p> <ul style="list-style-type: none"> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>				<p>room/office where session/work will be taking place.</p> <ul style="list-style-type: none"> <li>✓ Onsite sessions to be pre-booked by tutors and monitored centrally. Staggered session times can be allocated where numbers require. (i.e. same areas of campus to be used by multiple groups)</li> <li>✓ Staff/students to wash their hands on arrival and prior to leaving the College</li> <li>✓ Staff/students to adhere to the social distancing measures and remain 2 metres apart at all times including when entering and exiting the building</li> <li>✓ Safety briefings carried out with staff and students to make them aware of 2 metres distance – example markers at entrances &amp; exits to College and prominent places around campus</li> <li>✓ Hand sanitiser stations provided at entrance and exit points, and multiple prominent positions around campus</li> </ul>			<p>temperature before coming to College and if hot or has a temperature ask them to stay off College and follow current guidance for people with Covid 19 symptoms</p> <ul style="list-style-type: none"> <li>✓ Place social distancing posters in prominent positions at entrance and exit around College</li> </ul>		
Non-adherence of social distancing measures during the arrival and departure times of students	<ul style="list-style-type: none"> <li>• <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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Stagger arrival and departure times for different cohorts of students according to pre-booked sessions and buildings/rooms used</li> <li>✓ Different entrance /exit points for buildings</li> <li>✓ Instruct students to wash their hands on arrival and prior to leaving the College – nominated hand wash points in each building</li> <li>✓ Use floor marking to indicate social distancing requirements</li> <li>✓ Place posters showing students how to wash hands in washroom facilities</li> <li>✓ Non-compliance procedure to be agreed in advance e.g. initial warning and then asked to leave site</li> </ul>	6	L		6	L
Unable to maintain social distancing	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Rearrange classrooms (where possible) to ensure that social distancing measures can be maintained.</li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ Consider which lessons or classroom activities could take place outdoors</li> </ul>	6	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING  L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING  L x S = RR	RESIDUAL RISK  L/M/H
		STAFF	STUDENTS	VISITORS						
measures in the classroom and offices	<p>with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>				<ul style="list-style-type: none"> <li>Designate seating arrangement two metres apart.</li> <li>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>Remove or put out of use soft furnishings and resources that are hard to clean (e.g. class sets of texts/reference books)</li> <li>Students to use the same desk during a session</li> <li>Desks cleaned between sessions</li> <li>Nominated hand wash points for each building marked on map where possible</li> <li>Hand sanitiser stations including hand sanitiser, tissues and bins provided at entrance and exit points and in other prominent positions around the campus</li> <li>Eliminate face to face positioning where possible.</li> <li>Assessment of student numbers has taken into account any EHCP/High funded students who may require additional staff support</li> <li>Ensure good supply of gloves and cleaning products are available for staff use if requested</li> <li>Open windows within rooms to enable ventilation (consider users within the room and only do this if it safe to do so, consider individuals with any medical condition that may be affected, i.e. hay fever, allergies)</li> </ul>			<ul style="list-style-type: none"> <li>Provide additional soap dispensers if needed in wash areas.</li> <li>Where social distancing cannot be implemented appropriate PPE for the task will be provided. If working in close contact with a student and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. Information should be provided on the safe use and fit of PPE to ensure appropriate protection provided. (see PPE section)</li> </ul>		
Unable to maintain social distancing measures and mixing of students and staff whilst moving around the building	<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</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Each student will have a pre-booked session in a nominated area of the campus</li> <li>Large student gatherings will not take place</li> <li>Students will be attending for pre-booked sessions only and the majority are expected to attend for one session each day only. Where both daily sessions are booked to attend, student will be given individual instructions on lunch arrangements</li> </ul>	6	L	<ul style="list-style-type: none"> <li>Put down floor marking or notices in corridors and in internal communal areas to give social distancing guides</li> </ul>	6	L



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING  L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING  L x S = RR	RESIDUAL RISK  L/M/H
		STAFF	STUDENTS	VISITORS						
	and hands contact with contaminated surfaces				<ul style="list-style-type: none"> <li>✓ Nominated routes around College to all areas where appropriate (1-way system in operation) see map</li> <li>✓ Timetable designed to reduce movement around the College (limited sessions per day)</li> <li>✓ Ensure that students and staff remain two metres apart whilst moving around the building</li> <li>✓ Where appropriate, establish one-way circulation, for movement through the College where spaces are accessed by corridors.</li> </ul>					
Higher risk of contamination if students and staff use shared equipment and resources	<ul style="list-style-type: none"> <li>• <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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Students are required to bring own resources to College for their own use only and these should be kept in their own bag when not in use</li> <li>✓ Clean shared materials and surfaces more frequently and between use by different student groupings</li> <li>✓ Limit the amount of shared resources in use</li> <li>✓ Ensure that practical lessons can only go ahead if equipment and classroom can be cleaned thoroughly between cohorts using it. Sanitiser wipes to be supplied and used to wipe equipment between use (e.g DT tools/ IT equipment in addition to clean between groups using the rooms).</li> <li>✓ Students to bring own specialist resources for practical sessions wherever possible</li> <li>✓ All practical subjects to be taught ensuring that students maintain social distancing at all times (e.g. solo performances/ practices for dance and drama)</li> <li>✓ Shared resource areas/ libraries only used on a pre-booked basis by students who are having difficulty working from home. Each to be allocated own workspace for that session and area to be cleaned after each user</li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ Separate risk assessments to be conducted and approved by SMT in advance for practical activities</li> <li>✓</li> </ul>	6	L
Higher risk of	• <b>Direct transmission of</b>	x	x		✓ Stagger breaks between sessions so that	6	L	✓ Use halls, dining areas and external	6	L



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING  L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING  L x S = RR	RESIDUAL RISK  L/M/H
		STAFF	STUDENTS	VISITORS						
contamination if students and staff use shared spaces	<p><b>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)</p> <ul style="list-style-type: none"> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>				<p>these areas can be shared as long as students can keep to social distancing rules.</p> <ul style="list-style-type: none"> <li>✓ Ensure regular adequate cleaning takes place, following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>✓ Occupancy of staff rooms and offices assessed for maximum occupancy and individual workspaces allocated to staff, if necessary on a rota basis – see supporting document</li> <li>✓ Staff all to have nominated workspace/ office space with shared or unnecessary soft furnishings, furniture and equipment removed or put out of use.</li> <li>✓ Staff to have own designated stationery and equipment</li> <li>✓ Layers of clothing to remain on self or in own bag to be kept with personal belongings and taken home at end of each session</li> </ul>			<p>sports facilities for lunch and exercise at maximum half capacity</p> <ul style="list-style-type: none"> <li>✓ Internal sports facilities to be put of use in accordance with national guidance <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation#using-sport-facilities">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation#using-sport-facilities</a></li> </ul>		
Higher risk of contamination if students and staff use shared outdoor spaces and equipment	<ul style="list-style-type: none"> <li>• <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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Stagger the use of outdoor areas for breaks (where appropriate), lunch times and outdoor activities</li> <li>✓ Pre-booked session procedure allows alternative arrangements for outdoor space requirements to be modified in advance</li> </ul>	6	L		6	L
Mixing of students during break and lunch times and maintenance of social distancing measures	<ul style="list-style-type: none"> <li>• <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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Majority of students likely to attend for single session only minimising requirement for break/lunch spaces</li> <li>✓ Students/staff remaining onsite for break/lunch period to remain in office/designated space where possible or, if necessary eat in outdoor seating areas or Crescent Cafe so long as suitable social distancing (based on numbers already there) is able to be maintained.</li> <li>✓ Students to wash their hands before and after break and lunch times.</li> </ul>	6	L	✓	6	L



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING  L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING  L x S = RR	RESIDUAL RISK  L/M/H
		STAFF	STUDENTS	VISITORS						
Mixing of staff and students whilst providing catering	<ul style="list-style-type: none"> <li>• <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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Catering facilities closed</li> <li>✓ Staff/Students instructed to bring own packed lunches if necessary and dispose of all litter in bins provided</li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ Staff room and kitchen/ reduced equipment will be available to use for staff lunch breaks</li> <li>✓ Sanitiser stations will be provided in each communal area and equipment to be cleaned with sanitiser wipes before and after use</li> <li>✓ Staff to bring their own packed lunch and drinks which must be kept with personal belongings.</li> <li>✓ Staff to bring own utensils in and retain with personal belongings.</li> <li>✓ Dirty plates and utensils must not be left in sinks or the kitchen and should be washed straight after use and then retained with personal belongings.</li> <li>✓ Enhanced cleaning regime in place in staff room / kitchen areas used by staff.</li> </ul>	6	L
Mixing of students/staff during visits to toilets and hand washing facilities	<ul style="list-style-type: none"> <li>• <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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Notices placed in toilet areas to instruct maximum users at any one time</li> <li>✓ Advise students and staff to wash their hands for 20 seconds using warm water and soap</li> <li>✓ Advise students and staff to keep two metres apart</li> <li>✓ Where possible each building will have nominated toilet area including single facilities under equal opportunities guidance</li> <li>✓ Place poster within each toilet area with handwashing procedures to be followed</li> <li>✓ Ensure adequate supply of soap and water available, this must be replenished throughout the day to ensure constant supply available.</li> <li>✓ Ensure adequate supply of paper towels for hand-drying</li> <li>✓ Ensure adequate supply of other consumables is maintained</li> </ul>	6	L		6	L
Unable to	<ul style="list-style-type: none"> <li>• <b>Direct transmission of</b></li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Do not play sports or games together in line</li> </ul>	4	L		4	L



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING  L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING  L x S = RR	RESIDUAL RISK  L/M/H
		STAFF	STUDENTS	VISITORS						
maintain social distancing measures during contact sport and physical education lessons	<p><b>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)</p> <ul style="list-style-type: none"> <li><b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>				<p>with the guidance <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>Sporting activities are only allowed in conjunction with the following guidance <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation#using-sport-facilities">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation#using-sport-facilities</a></p> <p>No indoor spaces to be used for sporting activities</p>					
Students and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice	<ul style="list-style-type: none"> <li><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)</li> <li><b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Students who have been <a href="#">classed as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield until the end of June and not attend College.</li> <li>✓ Staff considered to be clinically extremely vulnerable individuals have been advised not to work outside the home until the end of June.</li> <li>✓ Clinically vulnerable students and staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a>) have been advised to take extra care in observing social distancing and should stay / work from home where possible.</li> <li>✓ If a student or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend their education or childcare setting.</li> <li>✓ If a student lives in a household with someone who is extremely clinically</li> </ul>	8	L			

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING  L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING  L x S = RR	RESIDUAL RISK  L/M/H
		STAFF	STUDENTS	VISITORS						
					vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a> , it is advised they only attend College if stringent social distancing can be adhered to					
<b>Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance</b>	<ul style="list-style-type: none"> <li>• <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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	<b>x</b>	<b>x</b>		<ul style="list-style-type: none"> <li>✓ Ensure that staff are aware of the process for sending home students or staff if they become unwell with a new, continuous cough or a high temperature or other official COVID-19 symptom and advise them to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</li> <li>✓ If a student/staff member is awaiting collection:               <ul style="list-style-type: none"> <li>- Move them to a room where they can be isolated behind a closed door</li> <li>- Open a window for ventilation</li> <li>- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. . The room will be put out of use until cleaning can take place.</li> <li>- PPE should be worn by staff if caring for the student while they await collection if a distance of 2 metres cannot be maintained</li> <li>- Call 999 if they are seriously ill or injured or their life is at risk and follow this with a call to parent/carer as per standard First Aid procedure</li> </ul> </li> <li>✓ With the majority of cases where staff/students are displaying COVID-19 symptoms, there would not be a requirement to <i>treat</i> the person and First Aiders should maintain social distancing at all times to ensure that no sustained contact occurs unless deemed necessary</li> <li>✓ If a member of staff has had to come into</li> </ul>	<b>6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Separate room to be nominated as space for symptomatic students</li> <li>✓ Other room to be used (where necessary) for non-Covid related First Aid and medication (see map)</li> <li>✓ Seek advice from the Public Health Team on any further action to take. <a href="mailto:Publichealth@warrington.gov.uk">Publichealth@warrington.gov.uk</a></li> <li>✓ PPE to be provided in accordance with the correct guidance (e.g. IIR2 masks are required for aerosol generating procedures. Application of first aid measures will follow the guidance in the TCAT Emergency Health and Safety policy</li> </ul>	<b>6</b>	<b>L</b>



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING  L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING  L x S = RR	RESIDUAL RISK  L/M/H
		STAFF	STUDENTS	VISITORS						
					<p>direct contact with 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 student subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>✓ Clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p>					
<p>Visitors do not adhere to social distancing measures put in place</p>	<ul style="list-style-type: none"> <li>• <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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x	X	<ul style="list-style-type: none"> <li>✓ Only essential visitors to be permitted to enter the College</li> <li>✓ All other potential visitors to contact the College remotely rather than visiting the College</li> <li>✓ Reception staff to maintain visitor record completing the manual log</li> <li>✓ Limit the number of visitors at any one time - make arrangements at reception to keep staff/students and visitors distanced – perspex screen to be fitted to reception desk and reception desk marked off from visitor waiting area by at least 2 metres.</li> <li>✓ Visitor badges to be given out by reception staff ensuring 2 metre distance is maintained at all times.</li> <li>✓ Provide a specific time window for essential visits to College</li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ Maintain a record of all visitors, including contact details – visitor books and entry logs to be completed by staff, stickers to be used as visitor badges</li> <li>✓ College student car park is to be used as temporary donation drop off point by St Roccas Hospice. This is to be a contactless operation with no requirement for additional visitors to enter the building. Separate risk assessment to be in place.</li> </ul>		
<p>Delivery of inbound good - ineffective infection control and increased risk of infection</p>	<ul style="list-style-type: none"> <li>• <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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand</li> </ul>	x		X	<ul style="list-style-type: none"> <li>✓ Set up a drop off zone for post and deliveries</li> <li>✓ Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.</li> <li>✓ Ban non-business deliveries, for example, personal deliveries to workers</li> </ul>	6	L		6	L



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING  L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING  L x S = RR	RESIDUAL RISK  L/M/H
		STAFF	STUDENTS	VISITORS						
	and hands contact with contaminated surfaces				✓ Ensure that incoming goods are cleaned if appropriate					
<b>Cleaning - ineffective infection control and increased risk of infection</b>	<ul style="list-style-type: none"> <li>• <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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Agreed schedule with the Cleaning team</li> <li>✓ Cleaning team has adopted the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>✓ Additional cleaning requirements and hours agreed</li> <li>✓ Deep cleans of the building are put into place where there is a confirmed case of COVID-19</li> <li>✓ Frequently touched surfaces are cleaned frequently with detergents and bleach</li> <li>✓ Books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal</li> <li>✓ Spaces are well ventilated using natural ventilation (opening windows) or ventilation units (non recycled air types). Ventilation units only to be used if they draw on fresh air – units which recycle fresh air will be switched off.</li> <li>✓ Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>✓ Checks to be made throughout the day to ensure adequate supply of soap and water &amp; consumables available in all areas</li> <li>✓ Sanitiser stations to include hand sanitiser, sanitiser wipes, tissues and bins set up at entrance and exit and strategic points around College.</li> <li>✓ Checks to be made that adequate supply of paper towels</li> <li>✓ Check rubbish bins are emptied throughout the day – use bins with lids with operated foot pedals in areas where medical waste is generated</li> <li>✓ Cleaning products and gloves to be made available for use in specific areas of College.</li> <li>✓ Procedure to be identified in College where urgent assistance is required in a classroom</li> </ul>	<b>6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Consider installing “hold back” devices for fire doors linked to the fire alarm</li> </ul> <p>Fire risk assessment and fire evacuation procedures have been rewritten to provide for the instruction that internal doors left open should be closed as the last person leaves the room or area.</p>	<b>6</b>	<b>L</b>



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING  L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING  L x S = RR	RESIDUAL RISK  L/M/H
		STAFF	STUDENTS	VISITORS						
					with cleaning.					
PPE	<ul style="list-style-type: none"> <li>Lack of PPE when having to undertake a task where social distancing measures cannot be met.</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Where PPE is identified as required; an adequate supply of these must be provided and available for use.</li> <li>Staff must be instructed on how to put on and remove any PPE provided safely and how to dispose of them safely – see TCAT video and posters to use in training staff</li> <li>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</li> <li>If working in close contact with a student or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum.</li> <li>See <a href="#">GOV.UK guidance regarding personal protective equipment</a>.</li> </ul>	6	L	<ul style="list-style-type: none"> <li>Face Coverings can be considered although are not compulsory. (The face covering does not protect the wearer but may protect others if the wearer is infected but is not showing or developed any symptoms).</li> <li>Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. Handwashing should be continued throughout the day.</li> <li>Avoid touching the face covering whilst being worn.</li> <li>Face covering should be changed if it becomes damp or if you have touched it.</li> <li>Change and wash face covering at least daily. (and if appropriate depending on material should be washed after use)</li> <li>Guidance on handling of PPE to be provided through notices and training video.</li> </ul>	6	L
Lack of Fire Wardens & First Aid Provision	<ul style="list-style-type: none"> <li>Unable to provide adequate first aid or able to supervise fire evacuation procedure.</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>Ensure First Aid and Fire Wardens numbers assessed to ensure appropriate cover in place for the needs within College.</li> <li>Ensure posters displayed detailing first aid/fire warden contact information.</li> <li>Identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. See below for further information later in risk assessment.</li> <li>In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the covid-10 procedures). Once at assembly points social distancing must be complied with. See below on fire evacuation.</li> <li>See <a href="#">Guidance on Covid-19 in relation to carrying out CPR and resuscitation</a></li> </ul>	6	L	<ul style="list-style-type: none"> <li>First aid and defibrillator only to be used in accordance with procedures given in the TCAT Emergency Health and Safety policy</li> </ul>	6	L
Higher risk of	<ul style="list-style-type: none"> <li>Direct transmission of</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Designated medical room for treatment of</li> </ul>	6	L	<ul style="list-style-type: none"> <li>Guidance on handling of PPE to be</li> </ul>	6	L



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING  L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING  L x S = RR	RESIDUAL RISK  L/M/H
		STAFF	STUDENTS	VISITORS						
contamination through close contact between staff member and student during administration of first aid, medication and personal care	<p><b>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)</p> <ul style="list-style-type: none"> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>				<p>sick and injured students to be nominated</p> <ul style="list-style-type: none"> <li>✓ Designated space for giving personal care</li> <li>✓ Room to be well-ventilated and with toilet/ handwash facilities in the room or nearby</li> <li>✓ PPE to be used (gloves and apron as minimum).</li> <li>✓ Where the person being treated has symptoms of Covid 19 a mask must also be worn.</li> <li>✓ Staff to be trained in the used of PPE</li> <li>✓ Room to be cleaned after every use in accordance with cleaning guidelines</li> </ul>			provided through notices and training video.		
Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between student and staff groupings.	<ul style="list-style-type: none"> <li>• <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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>✓ Induction for staff and students returning to College to include briefing on new fire evacuation plans including new muster points</li> <li>✓ Evacuation routes for each group to be revised to ensure both fast evacuation and minimise contact between student groupings.</li> <li>✓ Fire Evacuation details to be included in briefing at start of each session and regularly sent to staff</li> </ul>	6	L	✓	6	L
Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	<ul style="list-style-type: none"> <li>• <b>Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19</b></li> </ul>				<ul style="list-style-type: none"> <li>✓ All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Operations Director, TCAT for onward reporting of incidents to RIDDOR.</li> </ul>	8	L	<a href="#">See HSE guidance re RIDDOR and Coronavirus (COVID-19)</a> ✓	8	L