



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

# Risk Assessment Form

Risk Assessment for (Activity/Process/Operation)	<b>Open Evening 15<sup>th</sup> September 2021</b>
--	--

School	St. Benedict's Catholic High School	Department			
Assessment Date	11/09/2021	Review Date	Ongoing	Reference Number	

**1.Section: Contamination and infection from Coronavirus.**

Measures in line with government guidance as applicable to our environment: Ensuring appropriate safety measures implemented for visiting families, staff, and students with regard to arrival, movement through school, receipt of marketing material, interaction with members of the school. This Risk Assessment works in conjunction with the School's Covid19 Risk Assessment.

What are the hazards	Who might be harmed and how?	What existing control measures are in place to reduce / prevent the risk?	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
<p>1. Contracting COVID-19 from being in the school environment by contact with an infected person</p>	<p>Pupils and staff, visiting families</p>	<p><b>1. Pupils and staff, visiting families exhibiting classing signs of COVID-19</b> as detailed</p> <ul style="list-style-type: none"> <li>- high temperature</li> <li>- a new continuous cough</li> <li>- a loss of, or change to, sense of smell or taste</li> </ul> <p><b>They are not allowed into the school premises on the day .</b></p> <p>They should self-isolate straight away and get a PCR test. Testing for coronavirus (COVID-19) - NHS (<a href="http://www.nhs.uk">www.nhs.uk</a>)</p> <p><b>2. Pupils and staff, visiting families who have COVID19 or were told to self isolate by NHS test and trace are not allowed into the school premises on the day.</b></p> <p><b>3. Advise COVID Lateral Flow testing before coming to the setting.</b></p> <p><b>4. Any person arriving at school and exhibiting symptoms will be required to return home. Areas ( hard surfaces, touch points), where the symptomatic person was in the school, need to be disinfected straight away as per the guidance.</b></p> <p><a href="https://www.gov.uk/government/pu">https://www.gov.uk/government/pu</a></p>	<p>Medium</p>	<p>Visitors to be given covid related health and safety guidance / advice via appropriate communication channel i.e. School's website, social media, leaflets and physical signage on the school premises prior to visit School's setting.</p>	<p>SLT</p>	

What are the hazards	Who might be harmed and how?	What existing control measures are in place to reduce / prevent the risk?	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
		<p><a href="#">blications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>5. Impact of the travel abroad during coronavirus pandemic and Self isolation, testing rules upon return will be followed on government website:</p> <p>Links:  <a href="#">Travel abroad from England during coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a></p> <p><a href="#">COVID-19: guidance for households with possible coronavirus infection - GOV.UK (www.gov.uk)</a></p>				
<p>2. <b>Congestion when Accessing, moving around or leaving school grounds and building. Minimising mixing.</b></p>	<p><b>Pupils and staff, visiting families</b></p>	<ol style="list-style-type: none"> <li>1. Visiting families will be informed there are 3 or more talks with timings to enable natural staggering.</li> <li>2. Visiting families will arrive via main student entrance by the reception. They will be reminded of COVID Control measures and encourage to keep social distancing.</li> </ol>	<p>Medium</p>	<p>The timing of the talks would be displayed via appropriate communication channel to allow a natural stagger.</p> <p>Create a tour plan around the school. Clearly defined route with 3 different starting points. One way</p>	<p>SLT</p> <p>SLT</p>	

What are the hazards	Who might be harmed and how?	What existing control measures are in place to reduce / prevent the risk?	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
		<p>3. Visiting families asked to sign in on the arrival. There will be a few different sign-in stations at the entrance and families will be given ticket with the talk number. This will minimise having too many people at one talk .</p> <p>4. Depending on numbers visiting families will be allocated to a single guide and will remain separate from other families social distancing. The Guides are advised to keep social distancing.</p> <p>5. Numbers in each classroom limited to two members of staff and very limited numbers of pupils to maintain social distancing.</p> <p><b>6. Face masks are recommended to be worn by visitors at all times in enclosed indoor space, where social-distancing cannot be maintained especially during the talks in the Hall. During the tour, where rooms are large, well ventilated and social-distancing can be maintained masks are not required.</b></p>		<p>system implemented as much as practicable.</p> <p>Create and place appropriate signage.</p>	Admin and site team	

What are the hazards	Who might be harmed and how?	What existing control measures are in place to reduce / prevent the risk?	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
		<p>7. There will be 3 starting points of the tour around the school premises, which the guides will be familiar with</p> <p>8. One way system will be implemented as much as practicable.</p> <p>9. Minimising physical contact. (No shaking hands, ...)</p>				
<p>3. Ineffective personal hygiene measures</p>	<p>Pupils and staff, visiting families</p>	<p>1. Visiting families should use provided hand sanitiser – on arrival at school</p> <ul style="list-style-type: none"> <li>- following use of toilet facilities</li> <li>- before eating ( use hand wash or a minimum of 20 seconds with liquid soap and warm water )</li> <li>- after a bout of coughing/sneezing</li> </ul> <p>2. Pupils and staff, visiting families encouraged to follow the Catch it, Kill it, Bin it protocol</p> <p>3. NHS Posters are displayed by sinks to show how to effectively wash hands.</p> <p>4. Catch it, Kill it, Bin it posters displayed around the school</p>	<p>Low</p>	<p>Include the Hygiene measures in the Covid Control guidance to visitors.</p> <p>Hygiene stations containing Hand sanitisers, disposable tissues, lidded bins and signage will be placed on the routes and in each classroom where there are practical activities taking place.</p>	<p>SLT</p> <p>DG</p>	
<p>4. Congregation of visitors in the 6<sup>th</sup> form centre social</p>	<p>Pupils and staff, visiting</p>	<p>1. All doors and windows will be open to ensure as good ventilation as possible in the social area.</p>	<p>Low</p>			

What are the hazards	Who might be harmed and how?	What existing control measures are in place to reduce / prevent the risk?	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
area and other venues leading to social contact between visitors and staff	families	<ol style="list-style-type: none"> <li>2. Only up 100 visitors at one time will be scheduled a for a talk in the Hall. There are 3 talks scheduled.</li> <li>3. Wearing face covering will be required when assembled in the hall during talk.</li> <li>4. In between the talks all the seats will be disinfected by a dedicated member of staff.</li> <li>5. Persons giving talks will be socially distant from the visitors and are not required face masks.</li> </ol>		Appropriate signage encouraging the visitors wearing masks in the area of the talk .	Admin/ Site team	
5. Not adequate ventilation causing potential COVID transmission.	Pupils and staff, visiting families	Throughout all the areas which the tour takes place, natural ventilation will be maximised by opening windows and doors.	Medium	All staff to make sure that windows and doors will be opened in their designated area. At the end of the open evening close all windows and doors.	All Staff, Site team will make sure it is done.	
6. Social contact between families/pupils/staff at refreshment venues	Pupils and staff, visiting families	<ol style="list-style-type: none"> <li>1. Signage requiring families, pupils and staff queuing for refreshments to socially distance.</li> <li>2. Single use paper cups to be used.</li> <li>3. When food served hand hygiene before eating must be promoted by the signage. Provided hand wash facilities available when queuing.</li> </ol>	Low			

What are the hazards	Who might be harmed and how?	What existing control measures are in place to reduce / prevent the risk?	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
<p>7. Use of toilets by staff, pupils and visitors leading to social contact and/or contaminated surfaces.</p>	<p>Pupils and staff, visiting families</p>	<ol style="list-style-type: none"> <li>1. Staff to use staff toilets following normal Covid regulations in place as part of the general Covid risk assessment.</li> <li>2. Pupils to use their designated toilets as normal, following normal Covid regulations in place as part of the general Covid risk assessment.</li> <li>3. Visitors to be discouraged from using school facilities. If needed, guides will direct visitors to the staff toilets in the 6th form building on the ground floor.</li> <li>4. These will be equipped with soap, hand towels, lidded bins</li> <li>5. The surface will be cleaned with Virakil antiviral disinfectant which is effective against Coronavirus upto 8 days.</li> <li>6. Signage will remind visitors of the appropriate hygiene precautions</li> <li>7. Toilets needs to be cleaned after the open evening being ready for the next school day.</li> </ol>	<p>Low</p>	<p>There needs to be organised cleaning of the visitors toilets after the event.</p>	<p>DG</p>	

What are the hazards	Who might be harmed and how?	What existing control measures are in place to reduce / prevent the risk?	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
<p>8. Cleaning regime and frequently touched points.</p> <p>Not enough cleaners.</p>	<p>Pupils and staff, visiting families</p>	<ol style="list-style-type: none"> <li>1. After the school day and before the Open evening - Cleaning regimes must be adapted and updated to ensure all areas being used are cleaned after the school day and before the Open evening. All hard surfaces and contact points disinfected with suitable disinfectant cleaning products. Use products Virakill, Screen, Zoflora, Milton (where appropriate, disposable cloths/tissue to be used for hard surfaces)</li> <li>2. In the event of suspected case the government cleaning in guidelines will be followed. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>3. All internal bins will be emptied to external bins after the event.</li> </ol>	<p>Medium</p>	<p>Extra cleaning needs to take place even during last period of the school day. All the hand railings and frequently touched points need to be cleaned with Virakil.</p> <p>To be organised sufficient amount of cleaners to clean the premises. Agency cleaners to be called if necessary .</p> <p>A member of cleaning or caretaking staff to be present at all times to clean frequently touched points ( hand rails , and before and after seating</p>	<p>RT and DG</p>	
<p>9. Activities</p>	<p>Pupils and staff,</p>	<ol style="list-style-type: none"> <li>1. Interaction between visiting families and staff/students limited. Visiting children may engage in simple</li> </ol>	<p>Medium</p>	<p>All staff in rooms where activities take place to be reminded to wipe touched equipment in between use.</p>	<p>Staff in rooms</p>	



What are the hazards	Who might be harmed and how?	What existing control measures are in place to reduce / prevent the risk?	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
	visiting families	<p>activities, but equipment and surfaces must be cleaned with anti-viral wipes/spray between families, or material must be disposed of.</p> <p>2. When using climbing wall, pupils of visiting families will be asked to use hand sanitiser before and after the activity.</p>				
10. Insufficient or inappropriate PPE available or misuse of PPE	Pupils and staff, visiting families	<p>1. Disposable gloves and aprons and masks, and aprons available for use as identified required. PPE equipment is to be <b>stored in Front reception office room.</b></p> <p>2. Where PPE is identified as required for a task it must be worn. –</p> <ul style="list-style-type: none"> <li>- <b>When cleaning follow the <a href="#">guidance</a></b></li> <li>- <b>When administering first aid to staff, pupils or visiting families</b> (Where it is considered necessary due to the close proximity of care required, disposable fluid resistant surgical face masks and disposable aprons are available and should be worn by staff delivering first aid or providing care.)</li> <li>- <b>When waiting with a symptomatic pupil</b></li> </ul>				

What are the hazards	Who might be harmed and how?	What existing control measures are in place to reduce / prevent the risk?	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
		<p>3. Staff and students were shown how to put on a face mask. Link <a href="https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2">https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2</a></p> <p>4. Staff will be shown how to safely remove apron and gloves. <a href="https://www.nursingtimes.net/clinical-archive/infection-control/infection-control-3-use-of-disposable-gloves-and-aprons-24-06-2019/">https://www.nursingtimes.net/clinical-archive/infection-control/infection-control-3-use-of-disposable-gloves-and-aprons-24-06-2019/</a></p> <p>All PPE should be single use and disposed of appropriately.</p>				
11. Covid19 - effect on clinically extremely and expecting mothers	Pupils and staff, visiting families	<p>1. Advice for Clinically extremely vulnerable (CEV) the links are below <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus-clinically-extremely-vulnerable/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus-clinically-extremely-vulnerable/</a> and <a href="#">Advice for people at high risk from coronavirus (clinically extremely vulnerable) - NHS (www.nhs.uk)</a></p>	Medium	Include relevant links for Critically extremely vulnerable people and pregnant women in the communication .		

What are the hazards	Who might be harmed and how?	What existing control measures are in place to reduce / prevent the risk?	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
		2. Advice for expectant mothers the link is <a href="https://www.gov.uk/government/consultations/coronavirus-covid-19-advice-for-pregnant-employees">Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</a>				

## Section 2: Non COVID related – Open evening event Risk Assessment

What are the hazards	Who might be harmed and how?	What existing control measures are in place to reduce / prevent the risk?	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
<p>1. Cars entering the site. Non safe parking</p>	<p>Pupils and staff, visiting families</p>	<ol style="list-style-type: none"> <li>1. Parking plan in place for the event .</li> <li>2. Staff members will be advised to move their cars from the school car park and park on the Schools field after school day and before 4:30pm on the day. The site will have the regular parking available for the parents.</li> <li>3. The parking of the visiting families will be managed by a few 6<sup>th</sup> form students. They will be given training what is expected and adhering to safe practices. They will be wearing High Vis Vests and will communicate via Walkie talkie. Not allowing School car park to be overcrowded with not appropriate parking.</li> <li>4. The students will navigate the parents where to enter the building.</li> </ol>	<p>Low</p>	<p>Giving training/Instructions to the 6<sup>th</sup> form students.</p>	<p>DM</p>	

<p><b>2.</b> <b>Spillages and risk of scolding</b></p>	<p>Pupils and staff, visiting families</p>	<ol style="list-style-type: none"> <li>1. Any spillages must be immediately dealt with and put appropriate warning signage on it. Duty caretaker or cleaning staff member should be called to clear it.</li> <li>2. To avoid spillages and scolding only drinks with lid can be served.</li> <li>3. Control of distribution points, avoiding crushes</li> </ol>	<p><b>Low</b></p>	<p><b>Make sure we have a cleaning or caretaking staff on duty and telephone contact is shared.</b></p>	<p><b>RT</b></p>	
<p><b>3.</b> <b>Trip hazards</b></p>	<p>Pupils and staff, visiting families</p>	<p>Check for trailing cables, uneven flooring and other hazards once set up and before event starts.</p>	<p><b>Low</b></p>	<p><b>Remind the staff not to create trip hazards</b></p>	<p><b>RT</b></p>	
<p><b>4.</b> <b>Visitor, staff or pupil is unwell.</b></p>	<p>Pupils and staff, visiting families</p>	<ol style="list-style-type: none"> <li>1. Staff trained in first aid available across the site.</li> <li>2. Check the defibrillator on site is in working condition</li> </ol>	<p><b>Low</b></p>			

5. Fire	Pupils and staff, visiting families	<ol style="list-style-type: none"> <li>1. Building emergency evacuation plan in place.</li> <li>2. Fire Notices across the School buildings.</li> <li>3. Fire alarm system in a good condition regularly checked by a professional contractor.</li> <li>4. Call points checked weekly.</li> <li>5. In event of Fire, Lifts not be used.</li> <li>6. Staff members and guides will navigate the school visitors to evacuate to assembly point on Sports Field.</li> <li>7. Staff members who are evacuation chair trained available across the site.</li> </ol>				
6. Intruders/unauthorised persons entering school premises	Pupils and staff, visiting families	<ol style="list-style-type: none"> <li>1. Ask attendees to sign in/register.</li> <li>2. Make sure school is as secure as practicable for open Evening.</li> <li>3. All staff to be vigilant for unusual /suspicious behaviour.</li> <li>4. All familiar with Stay Safe – Run / Hide / Tell protocol</li> <li>5. Implement Lockdown or Evacuation in case of an emergency.</li> </ol>	<b>Low</b>			

<b>Name of Assessor</b>	<b>Robert Terefenko</b>	<b>Signature</b>	
-------------------------	-------------------------	------------------	--

<b>Name of Manager responsible for activity / process</b>	<b>Jon Shires</b>	<b>Signature</b>	<b>J P Shires</b>
---	-------------------	------------------	-------------------

