

Date:	27 August 2021
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Caistor Grammar School
Risk Assessment-COVID-19 reopening of School September 2021

Assessors' Name:	Alistair Hopkins	Review Date		Risk Assessment no:	COVID-19-Sep 21 v3
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Description of activity being assessed	Reopening School on August 31 for staff and students as part of stage 4 of the Covid recovery roadmap
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Location	Caistor Grammar School
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This risk assessment applies only to Staff, Students and visitors who are attending School, who are showing no signs of COVID-19. The risk assessment does not apply to those who have been advised not to attend work due to pre-existing medical condition or for other reasons including self-isolation.

At all times, it is the responsibility of an individual or the Guardian of a child, to follow Government advice and take the appropriate actions

Staff, students and visitors who are vulnerable and/or at a higher risk of serious illness in contracting the Coronavirus must follow the current Government advice/Medical advice. Currently, (1.9.21), there is no requirement for CEV (critically Extremely Vulnerable people – or their households) to self-isolate.

We expect all students and their families to be committed to attending School.

Staff who are concerned or who are vulnerable and/or at a higher risk of serious illness must contact the headteacher or designate to discuss their concerns.

Parents/Guardians who are concerned or whose children who are vulnerable and/or at a higher risk of illness must contact the school office to report concerns and the headteacher or designate to discuss concerns

In reviewing this risk assessment on a weekly basis, the School will check daily with: -

- Government websites (Gov.uk) or [LCC website](#)
- Local/National news providers

Any changes in national/LCC advice and guidance to be shared with the headteacher, Board of Governors etc. for appropriate action.

Staff, Parents/Guardians and students to be updated in a timely manner, using email, letters etc. as necessary.

Travelling to and from Caistor Grammar School is beyond the control of the School. Staff, students and visitors must follow government/ and or transport provider advice

UK based day and overnight Educational visits and meetings after school can resume. Trip organisers should liaise with the finance department to check COVID refund policies in the event of cancellation due to individual cases or a localised outbreak. Extra-curricular activities can commence again.

From August 16, if adults have been double-jabbed they do not need to self-isolate. Students do not need to self-isolate, although if advised to seek a PCR test, this is advisable

Students and staff advised to continue to sanitise/ wash hands frequently.

Advise to put everything as high – at least if anything does happen then covered.

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Existing control measures	Possible additional control measures	Lead for control measures	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak	Staff, Students and visitors	2	4	8	H	<p>Alcohol hand sanitizers to be made available in all teaching areas where washing facilities are not available.</p> <p>Sanitisation stations to be set up, with appropriate signage, at entry points of buildings and other recreation areas.</p> <p>Signage to be displayed around the building advising of hand cleaning procedures and correct hand washing techniques. Robust signage avoids complacency</p>		Headteacher and site manager	1	2	2	L

<p>Staff failing to report feeling unwell and attend school, potentially spreading COVID-19</p>	<p>Staff, Students and visitors</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>H</p>	<p>Staff should be aware of the importance of following national guidance, and to stay home and seek a PCR test.</p> <p>Staff to follow the school guidance on reporting sickness due to suspected/confirmed COVID-19.</p> <p>Once Staff or Student has left the premises, access to the isolation room will be restricted until deep cleaning has taken place along with all other areas that the student has accessed</p> <p>Availability (until end of September) of LFD testing for staff and students</p> <p>Encouragement to continue to participate in posters and assemblies</p>	<p>Staff have access to tests from home if required</p>	<p>SLT on site / first aider</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>L</p>
<p>Staff or student starts to show symptoms of COVID-19 (suspected) whilst at school</p>	<p>Staff, Students and visitors</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>H</p>	<p>Staff member to be sent home immediately (travel home appropriately) and begin self-isolation and follow the guidance regarding sickness reporting.</p> <p>Students to be moved to an 'isolation room', until a Parent/carer can arrange pick-up as soon as possible. Supervision of the student(s) should take place at a minimum of 2 metres away. Isolation room to be clearly signed, to prevent accidental access by others.</p>		<p>SLT on site / first aider</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>L</p>

Arrival of students and staff: Risk of viral cross contamination	Staff, Students	2	4	8	H	Students to follow school procedures	Limited access to site – gates will remain closed.	SLT on site/ supervision staff on rota	1	2	2	L
Infection being brought on site by persons entering the School/Buildings	Staff, Students and visitors	3	3	9	H	No visitors to be admitted beyond the Reception area unless they have been invited into School. Parental collections to remain outside the school perimeter and to await collection Contractors should be on site through prior arrangement, and have Risk Assessed their activities in relation to the Covid -19 virus including the use of PPE where appropriate.	Limited access to the site – gates will remain closed	SLT on site/ supervision staff on rota	1	2	2	L
Risk of viral cross contamination in the toilets	Staff	2	4	8	H	Soap and paper towels to be available next to all sinks. Clear signage is displayed			1	2	2	L
Risk of viral cross contamination in the toilets	Students	2	4	8	H	Paper towels and bins to be provided as an alternative. Soap and paper towels to be available next to all sinks Clear signage for the use of cubicles for each 'bubble' of students.	Staggered times for use; staff to ensure 1 in and 1 out; one-way system in and out of toilets		1	2	2	L

Risk of viral cross contamination in the Buildings		2	4	8	H	<p>Where possible the School has a one-way system in operation. Appropriate signage to be visible to show flow of foot traffic.</p> <p>Frequently touched surfaces to be sanitised periodically with a suitable cleaner (door handles etc.) by Billy O’Leary</p> <p>Separate exit and entrances to buildings</p> <p>Students assemble outside for lessons</p> <p>On site cleaner employed</p>	<p>Doors to be left open</p> <p>Minimum number of doors to be used</p>		1	2	2	L
Risk of viral cross contamination in dining hall	Staff	2	4	8	M	<p>Hand sanitation at entrance and exit</p> <p>Students encouraged to use hand sanitation throughout</p> <p>Face to face dining and ‘social area’</p> <p>Y12/13 coffee club resumes (9am-2.20pm)</p>			1	2	2	L
Risk of viral cross contamination in staff briefings	Staff	2	4	8	H	<p>Staff will meet in the Old Hall, or another suitable larger venue (possibly the gym), for the foreseeable future.</p>			1	2	2	L
First Aid: Risk of viral cross contamination	Staff, students	3	3	9	H	<p>Existing practice follow Government Guidelines. All first aid staff have been briefed by the Lead first Aider</p>			1	2	2	L

Cleaning of the School	All building users	2	3	6	H	<p>Cleaners (school-employed and external) to follow cleaning companies own risk assessment.</p> <p>All areas to be deep cleaned and records kept by the site manager</p> <p>Frequently touched surfaces to be sanitised periodically with a suitable cleaner (Computer keyboards, photocopiers, door handles etc.)</p> <p>Students to continue sanitising keyboards and desks at the start of the lessons</p>	Hand sanitiser by photocopiers			1	1	1	L
Housekeeping (maintaining an appropriate cleaning regime)	All building users/cleaners and caretakers	2	4	8	H	<p>Adequate supplies of cleaning materials are kept on site. Cleaning staff have been instructed to increase the frequency of cleaning wherever possible.</p>	<p>Frequent checks on the cleaning stock should be made to ensure that supplies remain adequate, especially if availability becomes restricted.</p>			1	2	2	L
Localised outbreak	Whole site	2	4	8	H	<p>Return to bubbles</p> <p>Reintroduction of face coverings</p> <p>Restricted and phased attendance by year group</p> <p>Outbreak management plan</p>							

NHS test and trace will undertake contact tracing going forward	Staff, students and governors	2	2	4	H	<p>Positive cases, due to positive LFD test, and/or confirmatory PCR test must remain at home.</p> <p>NHS test and trace will contact close contacts and advise they seek a test.</p>						
Keep occupied spaces well ventilated	Staff, students and governors	2	4	8	H	<p>Windows and doors to be used to ensure good ventilation while ensuring teaching environment is comfortable</p> <p>Fans available via the site team to aid ventilation</p> <p>Opening windows is the primary means of enabling re-circulation of air but air conditioning can be employed if the windows have limited space</p> <p>Students will queue outside for lessons. Use government-approved and donated carbon monoxide monitors to assess higher risk areas (ie KS3 classes, etc.)</p>			1	2	2	L

GUIDANCE NOTES

SEVERITY x PROBABILITY = RISK

S = SEVERITY – How serious would the injury be?

P = PROBABILITY – How likely is the injury to occur based on the situation?

R = RISK

RR = RISK RATING Extreme, High, Medium or Low

PROBABILITY				
SEVERITY	1	2	3	4
1	1	2	3	4
2	2	4	6	8
3	3	6	9	12

SEVERITY	PROBABILITY	RISK
1 = Slight	1 = Low	1-3 = Low
2 = Serious	2 = Medium	4-6 = Medium
3 = Major	3 = High	7-9 = High
	4 = Very High	12 = Extreme

RISK SCORE	RISK RATING	ACTIONS REQUIRED
1-3	LOW	Continue to review working practices on a regular basis and implement any additional control measures required within the time scale given in the Risk Assessment.
4-6	MEDIUM	Implement control measures within time scale shown in risk assessment and review working practices on a regular basis. Review tooling and working practices used to reduce the probability of an accident to the lowest level possible (employee consultation should be included in the review)
7-9	HIGH	Do not allow work to start and review working practices Immediately . Implement all the additional control measures identified in the Risk Assessment within the given times scales. Continue to review and implement additional control measures until the probability of an accident is reduced to the lowest level possible. (employee consultation should be included in the review)
12	Extreme	School is closed immediately until risk rating is lowered

I understand my duties as an employee to follow this Risk Assessment in order to reduce any risks involved whilst completing the task.

Employee Name	Job Description	Date	Signature

NB: The risk assessment is subject to change and will be updated accordingly.

Review 1: 31.8.21 (Feedback from Stewart Davey, H&S governor)

Review 2: 6.9.21 (Feedback from A Holland, NEU rep)