



Covid-19 Whole School Risk Assessment (addendum)



Date Created: 02/03/2021

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CVEA Covid-19 Risk Assessment

Work Activity/ Hazard:	COVID-19 Whole School Risk Assessment (Addendum)	Property	Castle View Enterprise Academy	Section:	Education
Date of Assessment:	March 2021	Date to be Reviewed:	April 2021		

Likelihood 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	Severity 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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LIKELIHOOD

	5	5	10	15	20	25
4	4	8	12	16	20	
3	3	6	9	12	15	
2	2	4	6	8	10	
1	1	2	3	4	5	
	1	2	3	4	5	

SEVERITY

- 1 – 2 No Action
- 3 - 6 Monitor
- 8 - 12 Action
- 15 - 16 Urgent Action
- 20 - 25 Stop

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating	If High or Medium Risk, what addition precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk
Entering and exiting the building	Employees contracting COVID-19	Staff to use main entrance to the building.	1	5	5	Face masks to be worn by staff on arrival to the Academy, at all times in communal areas and in the classroom where social distancing cannot be adhered to (2m rule). PPE and hand sanitiser available at main entrance for staff.	1	5	5

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk
	Students contracting COVID-19	<p>Separate entry and exit doors for each separate year group: Year 7 – Humanities Year 8 – Science Year 9 – Technology Year 10 – Maths Year 11 – English</p> <p>Students to stay within their year group bubble at all times.</p> <p>None fire doors to be kept open where appropriate to minimise volume of touching handles.</p> <p>Signage and floor markings to assist in social distancing.</p>				<p>Face masks are highly recommended (DfE guidance) to be worn by students on arrival to the Academy, at all times in communal areas and in the classroom where social distancing cannot be maintained (2m rule).</p> <p>All to stay within their year group bubble at all times with dedicated entry/exit.</p> <p>Signs and cones to explain line system for each year group.</p> <p>Hand washing facilities and/or sanitising for use on entry and exit as well as before and after lunch.</p>			
Corridors / Movement	<p>Employees contracting COVID-19</p> <p>Students contracting COVID-19</p>	<p>Staff reminded to use access passes for opening door release where possible.</p> <p>Use of photocopiers: Photocopiers to be limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use.</p> <p>One-way systems where possible. Vision screens in door kept clear at all times.</p>	1	5	5	<p>Face mask to be worn by students and staff at all times in communal areas.</p> <p>Cleaning equipment and signs next to printers so they can be cleaned before and after use.</p> <p>All students to stay within their year group base.</p>	1	5	5

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		Floor markings to be used to keep 2m apart.				<p>Floors markers at 2m intervals where relevant.</p> <p>Cleaners on site throughout operational day to ensure surfaces are wiped down more regularly followed by extended crew on evening to deep clean areas.</p>			
Toilets	<p>Employees contracting COVID-19</p> <p>Students contracting COVID-19</p>	<p>Restricted number of people using the toilets at any one time.</p> <p>Maximum occupancies (1 person every 2 metres) identified on the door.</p> <p>Toilets are screened from each other.</p> <p>Additional regular cleaning scheduled.</p> <p>No waiting inside toilet - if queue required staff to line up 2m apart on main street or use disabled toilets.</p>	1	5	5	<p>Signage created and viewable in all areas.</p> <p>Cleaners on site throughout operational day to ensure surfaces are wiped down more regularly followed by extended crew on evening to deep clean areas.</p> <p>Students supervised to ensure staggered usage is achieved.</p> <p>Handwashing guidance displayed.</p> <p>Cleaners on site throughout operational day to ensure surfaces are wiped down more regularly followed by extended crew on evening to deep clean areas.</p> <p>All students to stay within their year group bubble at all times and use dedicated toilets.</p>	1	5	5

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		Students only to use their allocated toilets linked to their year group zone: Year 7 – Student Services Year 8 – Science Year 9 – Technology Year 10 – Maths Year 11 – English				Students to wash hands and place paper towels in pedal bin provided following their use of the toilet. Hand sanitiser also available.			

To be completed by the Individual undertaking the risk assessment:

Name: Gareth Barwell

Job Title: Facilities and Centre Manager

Signature:

Date: 02/03/2021

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Jo Owens

Job Title: Head of School

Signature:

Date: 02/03/2021