

# General Risk Assessment Form

<b>Area of school:</b>	Greenvale Primary School – COVID 19	<b>Date:</b>	5/10/21	<b>Venue:</b>	Greenvale Primary School
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All decisions / updates to this policy will be made in consultation with Public Health / Croydon LEA.

<b>(1) Area of Concern</b>  i.e.: what is taking place as part of the event?	<b>(2) Hazards Identified</b>  i.e.: what can cause harm?	<b>(3) Persons at Risk</b>  i.e.: who could be harmed by the hazard?	<b>(4) Current Risk Factor</b> (high, medium or low) i.e.: determine the level of risk	<b>(5) Actions to be Taken to Minimize each Risk</b>  i.e.: what action can you take to lower the level of risk	<b>(6) New Risk Factor</b> (high, medium or low) i.e.: risk factor after action taken to minimize the risk
<b>Transmission of COVID-19</b>					
Individuals contracting COVID-19	Increased risk of contracting COVID-19 due to numbers of individuals within each class.	Staff and pupils	Medium	Staff to ensure that windows are open and that there is good ventilation in all areas.  School to be provided with CO2 monitors by the DfE during the autumn term to monitor air levels.  School to maintain additional cleaning hours during the school day for the autumn term to ensure that high contact surfaces / communal areas are disinfected and cleaned.  Hand sanitiser to continue to be available and staff and children encouraged to use as before guidance changed August 2021.	Medium / Low

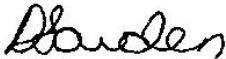
Individuals contracting COVID -19	Where there are positive cases of COVID within a class, the virus spreads to other year groups	Staff Pupils	Medium	<p>Children to have assemblies within their classroom as opposed to mixing with other year groups.</p> <p>Children to have their lunch within their classroom as opposed to in the hall amongst other year groups until +ive cases level off or fall.</p>	Medium / low
Inviting visitors into the school	Visitors who are not within the staffing group increase the number of individuals within shared areas, increasing the risk of transmitting COVID-19.	Staff Pupils	Medium	<p>Visitors to have refreshments in the classroom in which they are working.</p> <p>Visitors to refrain from entering the staff room during breaktimes.</p> <p>Visitors to have the option of carrying out a lateral flow test prior to their visit and given the option of wearing PPE.</p> <p>Visitors entering school are asked to use hand sanitiser to minimise germs entering the building.</p>	Low
Managing those with symptoms of COVID-19	Individuals with symptoms of COVID transmit the virus to others.	Staff Pupils	High	<p><b>Any staff member</b> showing symptoms is asked to leave the site and carry out a lateral flow test. If negative and staff well enough, staff member to remain at work. If positive, staff to be sent home and asked to carry out a PCR test. Public Health guidance regarding outcome of tests to be followed.</p> <p><b>Any pupil member</b> showing symptoms is to be escorted out to the gazebo on the playground by a member of staff. The office to be notified and a call to be made to parents so that the child can be collected. Parents asked to complete a lateral flow test. If negative, child is free to</p>	Medium

				return to school. If positive, child to complete a PCR test and to follow Public Health guidance.	
School visits – Use of public transport	Staff and pupils are using public transport with large members of the public. This will increase the risk of contracting COVID-19.	Staff Pupils	Medium	For the autumn term, the school is to make use of coaches for all visits.  This decision is to be reviewed and reconsidered for the Spring term.  <b>Contingency:</b> Classes to use local visits / visitors to attend the school site should numbers increase considerably.	Low
<b>Staffing</b>					
Staffing capacity	Staff are absent due to positive cases of COVID-19	Staff	Medium	Cover to be provided by any staff capacity from the staffing team / agency to cover any staff absence.  Providing staff are well, staff to provide lesson input / teaching via Google Meet  Encourage all staff to have vaccinations and boosters when/if available.	Low
<b>Lost learning</b>					
Supporting children whilst absent from school with COVID / Awaiting results	Individuals who are having to isolate (awaiting PCR result or COVID +ive) fall behind with academic work.	Pupils	Medium	Individuals for <b>short-term absence</b> to be provided with:  White Rose video / Activity SPAG task Comprehension task Reading / tables  Class teacher to liaise with parents of any children having to <b>isolate for 10 days.</b>	Low

				Children to be provided with:  White Rose videos / Activities Live English lessons Project based work for their current IPC topic Reading / tables	
<b>Managing parents</b>					
Inviting parents into the school building	Increased number of individuals in the building raises the risk of transmitting COVID-19	Staff	Low	Parents able to visit the office area / classrooms at the end of the school day.  Parents reminded of the expectations for school visits in newsletter prior to school return.	Low
Holding events which include parents	Large gatherings increase the risk of adults transmitting the virus between one another	Parents Pupils	Medium	Where possible, events to be held outdoors or in well-ventilated areas.  School to monitor local rates of transmission and make decisions on individual events based on rates within the local area.  <b>Contingency:</b> If possible, online option to be offered. ,	Low
<b>Prospective parent meetings</b>					
Inviting members of the public into school	Increased numbers lead to an increase of cases within the school.			Communication includes a message asking those with any symptoms not to attend and re-book their tour.  Groups limited to 6 families at a time.  Parents to view each class from the door to limit the amount of contact with pupils.	

				<b>Contingency:</b> Online video to remain on the website so that parents are able to access the virtual tour.	
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Name of person completing Risk Assessment (printed): Dan Bowden / Tracey Whiting / Bryony Morris Bullock



Signature:

Date: 31/08/21

# Guidance for Event Risk Assessments

## 1.1 Risk Assessment

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending, carrying out a detailed risk assessment should ensure this. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple guidance note and an example form are provided with this pack. Completed forms should be retained for future reference.

Where the event consists of more than one attraction e.g. a summer fete a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications at HSE information Centre, Broad Lane, Sheffield, S3 7HQ. Tel: 01787 881165.

In addition the Regulatory Reform (Fire Safety) Order 2005 (FSO) will apply to such events and will require the Responsible Person to carry out a risk assessment concerning fire safety, which can be carried out along side the health and safety risk assessment.

Full details are available on;

<http://www.fire.gov.uk/Workplace+safety/>

## 1.2 Guidance Notes

As the organiser of an event you have legal responsibilities to ensure the health, safety and welfare of any employees, volunteers, and contractors involved in arranging the event; and of the public and participants attending. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

The event organiser's best tool for determining potential hazards connected to their event is a risk assessment. A full risk assessment must be carried out for all events. A risk assessment needs to identify the activities, which make up an event and the hazards that are associated with each activity, together with a risk rating.

Any contractors involved in your event must also carry out risk assessments. Accordingly, if you are employing contractors/other organisations it is your duty to ensure that you obtain copies of the risk assessments.

The following guidance should aid you in carrying out your risk assessments. Please also see the example form, which provides detailed examples of some event components. The paragraph numbers below relate to the headings on the Event Risk Assessment Form for ease of reference.

### **1.3 Identifying the Activity / Area of Concern**

An activity is anything which is taking place as part of your event, i.e.: stalls, face painting, fairground rides, car boot sale, staged events, music, dancing, sports activities, fireworks, laser show, parade, marquee/tent, food, alcoholic refreshment, etc. In addition, within the activities column you must also include the provisions you must make to enable the activities to take place safely, i.e.: first aid, stewarding/security, crowd management, car parking, site fencing/barriers, fire precautions and equipment, potential major incidents, evacuation procedure (due to emergency or inclement weather), stages/marquees/temporary structures, waste collection/handling/disposal, cash collection and signage. Please note that these lists are not exhaustive.

All activities must be clearly identified on the event/site layout plan you submit.

### **1.4 Identifying the hazards**

All hazards must be identified for each activity. A hazard is something with the potential to cause harm, i.e.: slipping/tripping/falling hazards, hazards relating to fire risks or fire evacuation procedures, any chemicals/fumes/substances hazardous to health, moving parts of machinery, vehicle movement, electrical safety including use of portable electrical appliances, lifting/carrying/moving, high noise levels, poor lighting/heating/ventilation, any possible hazard from specific demonstrations/activities, crowd intensity and pinch points – i.e.: areas where there is restricted access/exit for the amount of people.

This list is not exhaustive and care should be taken to identify any other hazards associated with the specific activities within the event.

### **1.5 Identifying the persons at risk**

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people, i.e.: stewards, employees, volunteers, contractors, vendors/exhibitors/performers, members of the public, people with disabilities, children/elderly people, expectant mothers and local residents. This list is not exhaustive.

### **1.6 Identifying the current risk factor**

Risk is the chance that someone will be harmed by the hazard. The extent of the risk arising from the hazards identified must be

evaluated, i.e.: high, medium or low, and actions then taken to minimize the risk. You should be taking into account any information, instruction and training regarding the event and the activities involved; and compliance with legislative standards, codes of good practice and British Standards. Examples of risks and their categories are as follows:

**High** An inflatable bouncy castle which is not tied down being used in adverse weather conditions by young children; or a fairground chair ride without sufficient safe space around it.

**Medium** Face painting being undertaken without the knowledge of children's allergies.

**Low** A mime artist performing amongst the crowd.

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to as low a risk as far as is reasonably practicable an.

### **1.7 Identifying the actions to be taken to minimize each risk**

All identified risks can be minimized by taking appropriate action. i.e.: preventing access to the hazard by enclosure/segregation, safe-working procedures, adequate

Signage/training/instruction, find a substitute for that activity/machine etc, provide welfare facilities for removal of contamination/first aid, removal of the hazard, etc. Personal Protective equipment should be considered as a last resort. This list is not exhaustive.

For the examples listed in 4 above, action taken to minimize the risk could be to secure the inflatable with guy ropes; supply sufficient barrier-ed space around the fair ride; ask parents/guardians regarding allergies; supervise the mime artist.

### **1.8 Identifying the New Risk Factor**

Once you have identified the action to be taken as per 5, insert the appropriate new High, Medium or Low risk rating.

### **1.9 Review and Revise**

Please remember that if the nature of the activities or hazards change during the planning of the event, the risk assessment will need to be reviewed and updated.

Finally, please print your name, sign and date the form.

### **1.10 Further information**



- 5 Steps to Risk Assessment: Case Studies (HSE 1998) ISBN 07176 15804