

Risk Assessment

Operation Description: KGGs full operational – Updated guidance in place from the 24th February 2022

Operation Location: Kesteven and Grantham Girls' School

Persons at Risk: KGGs employees, pupils, parents/carers

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **tables below**, consider **Severity (S)** and **Likelihood (L)** **without** Control Measures. **Multiply** (S x L)

If applicable, **add** the **Weighting** figure.

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) and, if applicable, **add** the **Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4				15 - 19	High Risk
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 – 14	Medium Risk
Injury (requiring treatment and/or absence less than 3 days) = 2		Unlikely = 2				4 – 8	Low Risk
Minor Injury = 1		Very Unlikely = 1		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		1 - 3	Very Low risk

HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S x L + W = R					S x L + W = R			
A member of staff or student attends school with Covid-19	5	4	5	25	- National guidance is followed and students and staff remain at home if displaying Covid-19 symptoms or tested positive either via a LFD or PCR test. - Guidance communicated to students, parents and staff to ensure this is adhered to. - If symptoms develop whilst at school, isolate and send home. - Any student being sent in by parents or carers with either symptoms or has tested positive, not admitted and sent home.	5	1	0	5
Staff or student is deemed a close contact by NHS Test and Trace	5	3	0	15	National guidance is followed	5	1	0	5
School could lapse/fail to follow the newest national and guidelines and advice on COVID-19.	4	3	0	12	- Regular checks will be made 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 Head, Board of Governors etc. for appropriate action. - Staff, Parents and students to be updated in a timely manner, using email, letters etc. as necessary. - Regular reminders	4	1	0	4
COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak.	4	3	0	12	- COVID-19 hygiene advice and posters are displayed in key areas of the school site. - Staff to reiterate to Parents and Students (via letter/email/classroom talks etc.) the importance of :- - Hand washing on a regular basis - Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it) - All welfare facilities to be checked and cleaned regularly, and ensure a supply of hand wash soap is available - Hand sanitiser to be provided to all classrooms, for use at the start of the day, after lunch etc. - Pupils to wash their hands after sporting activities/ PE etc. - Class teachers to be provided with anti-bacterial spray to wipe down classroom surfaces - School cleaning regime is increased to include frequent cleaning of frequently	4	1	0	4

					touched items (Door handles/doors/taps/table tops etc.) Ensure adequate ventilation of classrooms and offices				
Staff/student failing to report feeling unwell and attend school, potentially spreading COVID-19	4	3	0	12	- Staff/students/parents are aware of the importance of following national guidance, and to stay home and self-isolate. - Regular reminders - Staff/students to follow the school guidance on reporting sickness due to suspected/confirmed COVID-19. - Increased awareness and use of the isolation suite if a student shows any Covid-19 symptoms - Regular checks by staff	4	1	0	4
A member of staff starts to show symptoms of COVID-19 (suspected) whilst at school	4	4	0	16	Staff member to be sent home immediately (travel home appropriately) and begin self-isolation, and follow the guidance regarding sickness reporting.	4	2	0	8
A student starts to show symptoms of COVID-19 (suspected) whilst at school	4	4	5	21	- Students to be moved to an 'isolation room', until a Parent/carer can arrange pick-up. Supervision of the student should take place at a minimum of 2 metres away. Isolation room to be clearly signed, to prevent accidental access by others. - Staff supervising the student should wear appropriate PPE - Once student has left the premises, access to the isolation room will be restricted until cleaning has taken place.	4	2	5	13

*each square to be colour coded to suit the risk rating

School:

Kesteven and Grantham Girls' School

**HeadTeacher
Name**

James Fuller

Signature:

Date:

28th Febraury 2022

Additional steps

The procedures that the school is able to put in place to ensure good hygiene practices

- All staff and students encouraged to wash hands with soap and water or hand sanitiser on arrival
- Hand sanitiser will be available in all the classrooms being used along with disinfectant spray for desks
- All students encouraged to bring their own hand sanitiser
- Covid-19 hygiene posters on display
- Students reminded of the need of robust hand and respiratory hygiene and all parents reminded to discuss this with students at home prior to being in school
- All staff will sign in using an ipad, without the need of touching it

The measures that the school is able to take that minimise the risk of contact with anyone with Covid-19 symptoms

- All staff, students, parents and other individuals informed not to attend or be on school site, if they are displaying any symptoms of covid-19
- If a student falls ill with covid-19 symptoms they will be isolated and parents contacted for immediate pick up. Specific room for isolation in place and safety equipment in place for staff dealing with the student

Additional measures in place

- Staff regularly consulted on the measures in place
- Vaccinations completed onsite for those who gave permission
- Parents informed regarding catch up details for vaccinations