

## Risk Assessment

<b>A</b>	<b>Date:</b> 10.08.20	<b>School:</b> FHS	<b>Team:</b> SLT	<b>Location:</b> Whole School
	<b>Review Date:</b>	<b>Ref:</b>	<b>Assessor:</b> WTY	<b>Manager:</b> Heather Duggan

<b>B</b>	<b>Assessment of Risk for:</b> GCSE Results Day August 2020
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<b>C</b>	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
Ser N°	Covid-19 measures  2 metre social distancing  Hand washing / sanitiser  Availability of open communal areas  Access / Egress	Year 11 students	<p>Students to receive clear guidance in the form of a letter outlining what time they are expected to arrive on the school site to ensure student numbers can be managed at a safe level.</p> <p>Sufficient staffing levels available to provide support and guidance and ensure students only have access to designated areas within the main school building.</p> <p>Parents advised that they <b>will not be permitted</b> to enter the school site with the student.</p> <p>Clear signage identifying where students should enter and leave the building.</p> <p>Students reminded where possible the importance of social distancing, where this cannot be adhered to a maximum time of 15 minutes is permitted with less than a 2 metre gap.</p> <p>The following areas have been identified and one way system in place:</p> <p>School hall – access via the double doors directly into the school hall. The exit will be the rear of the school hall directly out onto school grounds.</p> <p>Cyber Café – Access via the 1<sup>st</sup> set of dining room doors directly into the dining room. The exit will be the double doors leading out onto the year 7 playground and students will leave the school grounds through the pedestrian gates.</p> <p>PPL offices will be available for students to have 1-2-1 support and guidance where necessary. The exit route for 1-2-1 meetings will be the double doors leading directly off the school corridor onto the school grounds.</p> <p>Mobile hand sanitising stations available in all designated areas.</p>	Low

	<p>Covid-19 measures</p> <p>2 metre social distancing</p> <p>Hand washing / sanitiser</p> <p>Availability of open communal areas</p> <p>Access / Egress</p>	Staff	<p>Staffed briefed on what is required and where they should be to ensure a smooth and orderly distribution of results.</p> <p>Staff reminded of the importance of 2 metre safer distancing where possible.</p> <p>Ensure all staff area fully aware of one-way systems to protect themselves and others.</p> <p>Staff reminded of the importance of regular hand hygiene and remind students where necessary.</p>	Low
	<p>Covid-19 measures</p> <p>2 metre social distancing</p> <p>Hand washing / sanitiser</p> <p>Availability of open communal areas</p> <p>Access / Egress</p>	Visitors	<p>Arriving visitors required to sign in at the main reception and complete a trace and track form.</p> <p>Ensure visitors follow the 2 metre safer distancing rules.</p> <p>Fully briefed as to where they can set up their stalls to provide information and guidance to students.</p> <p>Utilise outdoor areas weather permitting.</p>	Low

**Risk Level: High:**

**Medium:**

Accident likely with possibility of serious injury or loss

Possibility of accident occurring causing minor injury or loss

Low: Accident unlikely with control measures in place

<b>D</b>	<b>Controls</b> (Ser N° to correspond with Hazard Ser N°)	<b>E To be completed by the Manager</b>			
Ser N°	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>
1	Liaise with Site Manager to ensure SPIE staff are aware of which areas of the school building will be required on results day.	Meeting with SPIE outlining requirements.	WTY	14.08.20	
2	F10 site to be removed from the main reception	Meeting with SPIE outlining requirements.	WTY	14.08.20	
3	Cleaning regimes in place to ensure all areas area covid clean.	Meeting with SPIE outlining requirements.	WTY	14.08.20	
4	Sufficient welfare facilities available for students, visitors and staff.	Meeting with SPIE outlining requirements.	WTY	14.08.20	

<b>F</b>	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> <span>High</span>      <span>Medium</span>      <span style="background-color: yellow;">Low</span> </p>	<p><b>Risk assessment signed off by: W Torley</b></p> <p><b>Signature: W Torley</b></p> <p><b>Date: 10.08.20</b></p> <p><i>Please note an electronic signature will suffice.</i></p>
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