



St Gerard's Catholic Primary and Nursery School

Location / Task: School Premises

Assessor: J Gilbert (Health and Safety Lead) K Landrum (Headteacher)

Assessment Date: September 2021

Review Date: In accordance with Government guidelines and changes.

Hazard	At Risk	Existing Controls	Risk Evaluation L x S = R			Action Required	Due Date & Person Responsible
			L	S	R		
Safeguarding	Staff, pupils, visitors	All visitors in school required to have a DBS when working with children.	2	1	3	Visitors asked to provide school with their DBS upon arrival.	Safeguarding
Outside providers (P.E. specialist, Science specialist etc.)	Staff, pupils, visitors	Outside Providers are now allowed in school at the discretion of the Headteacher	2	2	4	<ul style="list-style-type: none"> Contractors, visitors to refer to school signage Complete track and trace form on the Entry Sign Screen Utilise handwashing and hand sanitiser 	Ongoing Office Staff / Headteacher
Parents/carers	Staff, pupils, visitors	Signage, hand sanitiser, handwashing facilities, safe signing in system, social distancing, well ventilated rooms, Restriction of numbers	2	1	3	<ul style="list-style-type: none"> Parents/Carers are permitted to enter the school building Parents/Carers to follow all the signage guidance Utilise handsantiser A sign has been displayed in the reception foyer that only one parent/carer at a time is allowed in 	Ongoing Office Staff / Headteacher
Meetings	Staff, pupils, visitors	Signage, hand sanitiser, handwashing facilities, safe signing in system, social distancing, well ventilated rooms, Restriction of numbers	2	1	3	<ul style="list-style-type: none"> Meeting location to be well ventilated Attendees to social distance where practicable Masks may be worn if attendees wish to do so – school can provide one 	Ongoing Office Staff / Headteacher

Face Coverings	Staff, pupils, visitors	Face Coverings are available if required	2	1	3	<ul style="list-style-type: none"> Although it is not a legal requirement anyone entering the school can wear a face covering if they wish to do so 	Ongoing Office Staff / Headteacher
Testing	Staff, pupils, visitors	Visitors will be asked if they can provide evidence of having had a LFT before coming to school or will be offered a LFT. (Regular outside providers / supply agencies will be expected to take part in LFT – Shared with the agencies / visitors prior to visiting)	2	1	3	<ul style="list-style-type: none"> Visitors asked upon arrival if they have had a recent LFT tests – school can offer LFT should they require to have one on the day. Supply agencies / regular outside agencies will be informed prior to visit about evidence of LFT. Those who refuse to be tested will be asked to wear a face covering in school. 	Ongoing Office Staff / Headteacher

Risk Assessment Key

Likelihood

Probable = 3

Possible = 2

Unlikely = 1

Severity

Fatality 3

Serious Injury/Time lost 2

Minor Injury 1

Likelihood x Severity = Risk Ranking

		Consequence		
		Minor (1)	Serious Injury (2)	Fatality (3)
Likelihood	Unlikely (1)	1	2	3
	Possible (2)	2	4	6
	Probable (3)	3	6	9

	Low
	Medium
	High

Actions Required based on Risk Ranking

Score	Rating	Actions Required
1	Insignificant	No action required and no records needed
2 – 3	Low	No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained.
4	Medium	Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible.
6	Medium	Work should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken.
6 – If Fatality	High	Work should not be started or continued.
9	High	Work should not be started or continued.