

Risk assessment form School Library and ICT Rooms and Music depts

Risk assessments should be reviewed at least annually, or after accidents, near misses and when significant changes in personnel or work practices occur.

To assist managers when completing their risk assessments, guidance, information and a number of generic risk assessments and/or checklists are available on the HSE website under **Health and Safety**.

Advice on hazards, risks and risk assessment is available from the HSE website. Health & Safety act 1974

NAME OF ASSESSOR

Mathew Board

DATE & REVIEW DATE

19/08/20

LOCATION

St John's RC School

| Number | Hazard Something with the potential to harm: hazards listed should be all those present before controls are in place. | Possible effects/harm Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating. | Risk rating L X C = R Indicate the rating prior to controls being in place. (See page 7 for guidance on rating the risk.) | Detail existing controls Provide details of control measures already in place. If measures are detailed in other documents, state where. | Detail further action required to reduce risk Note the action required, responsible person and target date. | Revised risk rating L X C = R Indicate the rating following implementation of controls. |
|--------|--|--|--|--|--|--|
| 1 | Environmental | COVID-19 spread | 5 x 5=25 | Rooms are adequately ventilated Move furniture to observe social distancing Signage in place to observe social distancing | On going changes to classrooms and timetables with SLT | 4 x 5 = 20 |
| 2 | Equipment | COVID-19 spread | 5 x 5 =25 | PC monitors and keyboards to be cleaned with provided safe zone and tissue or wipes every day and between child and class use Library books wiped down after use with wipes | Ongoing monitoring of cleaning stock Minster cleaning to carry out thorough clean at the end of the day | 4 x 5 = 20 |

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|--|---|---|-----------------|------------|--|---|------------|--|
| | | | | | <p>Musical instruments cleaned after every use</p> <p>Mouth instruments not to be used</p> <p>Excess furniture to be temporarily removed reduce seating capacity</p> <p>Reduce soft seating as difficult to clean</p> <p>Beanbags removed as difficult to clean</p> <p>Thorough cleaning everyday of all surfaces including desks, seating, and tables</p> <p>No personal belongings or coats to be brought into ICT rooms, library and music rooms to limit contamination</p> | | | |
| | 3 | <p>Equipment; PPE</p> <p>Gloves</p> <p>Masks</p> <p>Safe zone spray</p> <p>Keyboard wipes</p> | COVID-19 spread | 5 x 5 = 25 | <p>School to be provide PPE</p> <p>Signage in place reminding staff of the wearing of PPE</p> | <p>School to monitor PPE stocks</p> <p>COSHH registered</p> | 4 x 5 = 20 | |

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|--|---|------------------------|--|------------|--|--|------------|--|
| | 4 | Handwashing | COVID-19 spread | 5 x 5 = 25 | <p>Children to wash hands before and after visiting library, ICT rooms and music depts</p> <p>Hand sanitisers positioned outside ICT suites, library and music room</p> <p>Safe zone spray also provided</p> <p>Signage reminding staff and children to clean hands regularly</p> <p>Toilets in use with soap and tissues/hand dryers</p> <p>Signage showing how to correctly Hand wash for 20 seconds</p> | Hand sanitisers filled and checked on a daily schedule | 4 x 5 = 20 | |
| | 5 | Slips, trips and falls | <p>Musculoskeletal damage</p> <p>Cuts, strains and abrasions</p> | 3 x 5 = 25 | <p>Floors to be kept clean and clear as possible to eliminate possibility of falls/accidental contact</p> <p>Remove all trailing cables and books off floors</p> <p>Social distancing in place to avoid Pupil collision</p> | Maintenance/IT and teachers visual check electrical cables | 1 x 5 = 5 | |

| | | | | | | | | |
|--|---|--|-----------------|------------|---|--|------------|--|
| | 6 | Class activities in Library, ICT rooms and music rooms | COVID-19 spread | 5 x 5 = 25 | <p>To be limited to the appropriate number of children and one group at a time</p> <p>Children should be accompanied to class and after to ensure social distancing and handwashing/hand sanitising routines</p> <p>Breaks in between lessons for adequate cleaning</p> | | 4 x 5 = 20 | |
| | 7 | <p>Special events</p> <p>Concerts</p> <p>World book days</p> <p>Assemblies</p> <p>Mass</p> | COVID-19 spread | 5 x 5 = 25 | <p>No external visitors allowed currently</p> <p>No more than single groups to be allowed into space at one time</p> | | 5 x 5 + 25 | |

Declaration

Managers should monitor and review the application of the specified controls.

Prepared by

Date

Signatures

Date

I certify that all controls are in place which reduce risk to as low as is reasonably practicable, all staff have been informed and safe systems of work have been applied.

Risk rating

This is **your** evaluation of the potential impact and likelihood of harm occurring. Likelihood x Consequence = Risk

| Risk rating | Action required |
|---|---|
| High 20-25 For example, <ul style="list-style-type: none">fatality possible to one or more individuals however infrequentmajor injury to few individuals occurring frequentlylikelihood of long term muscular-skeletal problems affecting significant numbers of staff. | Immediate action required and stop activate |
| Medium 10-20 For example, <ul style="list-style-type: none">major injury to one/few individuals occurring infrequentlylikelihood of long term muscular-skeletal problems affecting some staff. | Requires attention as soon as possible. Improve with specified timescale and maintain existing controls rigorously. |

Low 1-2

For example, minor injury occurring infrequently to few staff.

Not a priority, may need attention if not as low as reasonably practicable, but ensure controls are maintained and reviewed