

Risk Assessment – COVID19 Exam Results Day

(please note this is a live document and regular updates/changes may be needed following government advice, please amend accordingly)

Title of risk assessment	Covid 19 - Results Day	Date of Assessment	22nd July 2020
Name of Assessor	Jane Smith H&S Officer - OAT Lisa Mason - OFA	Location	Ormiston Forge Academy
Who may be affected?	Staff, Sixth Form and Year 11 students		
Description of activities	Sixth Form and Year 11 collecting exam results		

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
Entrance and exit routes Location: Year 11 – Canteen Sixth Form – UCAS – Canteen Non-UCAS – Sports Hall	Staff, pupils and visitors	Social distancing markers in place. One-way system in place led by directional arrows and staff informing students where to go. Students staggered arrival through Main Reception area for Canteen, Assembly Fire Doors for Sports Hall. Students to enter in groups of 10 every 10 minutes. Staff to supervise entry. Students exit through side doors in the canteen, rear doors in the Sports Hall. The same access and exits used for visitors/education providers to avoid use of other routes the providers will drop off prospectus to the academy before event starts in the morning or day before.	5	2	10		Site staff SLT
Communication	Staff, pupils and visitors	Staff informed of the arrangements. Staff who will be attending results days will be further briefed prior to event taking place.	3	3	9		LMN

		<p>Students are informed of process set up for the day via email/letter/text before the day and are provided with specific time slot. When student arrive to school staff member verbally informs the students before entering the how and where to collect results.</p> <p>In the event of a local lockdown, results will be sent electronically via Edulink. Communications will be sent to students, parents and staff if this happens.</p>				Signage in the main reception areas to indicate where results are to be collected	LMN/KGN Admin team
Social distancing	Staff, pupils and visitors	<p>Students reminded about social distancing rules prior to school visit and advised to socially distance at 2m.</p> <p>Social distancing signs on display by entrance to the assembly hall.</p> <p>Students are told once they pick up their result envelope to leave the Canteen/Sports Hall via the designated route, signs are in place advising pupils which way to leave.</p> <p>2m wide corridor is created in assembly hall creating a one-way system used.</p> <p>Signs in place thorough out the hall identifying designated routes.</p> <p>Students told not to gather together in groups within the Canteen/Sports Hall or outside these areas.</p>	5	2	10	Email/websi te/social media communicat ions sent to parents and students	DGS/KGN Site team SLT/Exams team SLT/Exams team Site team SLT/Exams team
Spread of infection	Staff pupils and visitors	<p>Cleaners are in school while event takes place. Frequently touched areas are wiped down with sanitiser on a regular basis.</p> <p>Students clean hands upon entry to school.</p> <p>Toilet areas limited for use for staff only.</p>	5	2	10	Sanitiser stations in these areas	RMH/Site team

Risk Assessor: By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.		Management: By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.	
Risk Assessor Name and Signature Lisa Mason	Date:	Manager Name and Signature:	Date: 22/7/20
Review date: 11/8/20			

Guidance		
<u>Severity</u> of Harm from this Hazard		
<ul style="list-style-type: none"> Total Estimated Risk = Severity x Likelihood Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed 		
Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality
<u>Likelihood</u> of Potential Exposure to this Hazard		
Score	Definition	
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.	
2	Not likely to occur in normal circumstances	
3	Possible when additional factors are present but otherwise unlikely to occur.	
4	Such an event is known to have occurred and is likely to re occur.	
5	Almost inevitable that an incident would result / occurs frequently	

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level