

This is a Framework Risk Assessment. It must be amended and adapted to accurately reflect the hazards presented by each individual site and the activities undertaken there-on.

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

SEVERITY - the most likely worst case scenario that could result from the hazard

Catastrophic – 5 (multiple death)
Major – 4 (single death or permanent disability)
Moderate – 3 (broken bones, several days off work)
Minor – 2 (basic first aid treatment required)
Insignificant – 1 (minor scratch or bruise)

LIKELIHOOD of the risk occurring (with any outcome) happen at any time and on any day

Probable – 4 (could happen perhaps once a term)
Likely – 3 (could happen perhaps once a year)
Conceivable – 2 (might happen perhaps once in 5 years)
Improbable – 1 (will probably never happen)

Certainty – 5 (could)

SEVERITY

5

4

3

2

1

LIKELIHOOD

1

2

3

4

5

Activity: Phased return to School Fixtures Summer Term 2021 - Risk Assessment

Date: 27 April 2021

Assessor: E. Blake

Re-assessment date: 7 June 2021

What is the hazard?

Coronavirus / COVID-19

Why is it a risk?

People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of the people they live with, who could become seriously ill

Who is at risk?

All staff, pupils and any contractors or visitors attending school

Key Guidance Documents

Implementing protective measures in education and childcare settings / Social Distancing in Schools

Safe Working in Education, Including the Use of PPE & Action if a Pupil Becomes Unwell Whilst at School

Stay Alert & Safe (Social Distancing) Guidance

https://d2cx286pfwuhvu.cloudfront.net/englandnetball/wp-content/uploads/2020/09/08124933/Guidance-for-Schools-Colleges-and-Academies.pdf

https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events#current-guidance

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
Avoiding Contact With Anyone Who is Unwell					
If anyone (member of staff, pupil) is notified that they have been in contact with a case via Government approved app (once available), NHS email, text or phone call they must follow advice regarding isolation / testing and must not come into school	3	2	6	Tolerable	
Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils, parents and carers that if they, or anyone in their household, or any close contacts are feeling unwell / exhibiting symptoms of Covid-19 , however mild (typically a new continuous cough, fever or a loss of or change to normal sense of smell or taste), they must not come to school, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection' or 'Guidance for contacts of people with confirmed coronavirus infection who do not live with that person' and apply for a Covid-19 test.	3	2	6	Tolerable	Stay at Home : Guidance for households with possible or confirmed coronavirus infection Guidance for contacts of people with confirmed coronavirus infection who do not live with that person
Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) that if they start feeling unwell with symptoms of Covid-19 during the school day, they must make arrangements to go home as soon as possible and arrange to have a Covid-19 test asap. This will enable staff to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their colleagues and pupils. - Remind all pupils that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home - Staff should be alert for signs of pupils developing symptoms of Covid-19 - commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough	3	2	6	Tolerable	
Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils, parents and carers that if they have had a positive Covid test in the last 7 days they must not come to school, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection'	3	2	6	Tolerable	Stay at Home : Guidance for households with possible or confirmed coronavirus infection
Tell all opposition schools that if their staff/drivers/coaches or pupils, or anyone in their household or close contacts is feeling unwell/exhibiting symptoms of Covid-19, they must not come on site, and must follow the governments 'Stay at home guidance for household with possible coronavirus infection'	3	2	6	Tolerable	Link to 'Stay at Home Guidance'
Any pupil or member of staff who falls ill with Covid-19 symptoms should arrange to be tested asap and opposition staff must let NHS staff know, and vice versa. This will enable pupils to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their classmates and school staff.	3	2	6	Tolerable	Guidance on opening schools to more pupils from 1 June - guidance for parents & carers
If a pupil or member of staff falls ill with Covid-19 symptoms when on an away fixture the pupil/staff will be isolated and the fixture cancelled. The parents/ next of kin should collect the person as they will be unable to return on the original bus. The transport will be thoroughly cleaned before the rest of the group return to school. All transport guidelines will continue to be adhered to.	3	2	6	Tolerable	
Whole School Precautions - including visitors of away teams to NHS					
All staff and pupils to be regularly reminded to follow recommended precautions to reduce the risk of catching / spreading infections 1. Avoid contact with people who are unwell 2. Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available 3. Try not to touch your eyes / nose / mouth 4. Good respiratory hygiene / cough etiquette (catch it, bin it, kill it) 5. Clean surfaces that are touched frequently 6. Minimise contact with other individuals and groups / 'bubbles'	3	2	6	Tolerable	
Moving around the site - Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people. - Where this is not possible divide wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points. - Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'door guards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors - Everyone should be reminded that wherever possible a 2m gap (or '1m plus') should be maintained between themselves and other people when they move around the site - Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site - Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site.	3	2	6	Tolerable	
As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises. For pupils this means:- being in consistent groups / bubbles which have limited contact with other groups / bubbles - where possible, keeping 1m+ away from other pupils - not directly facing each other when it is not possible to be at least 1m+ away from other pupils - keeping at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this) For staff, visitors, contractors and all other adults this means:- trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, mitigations should be put in place, e.g. - being outside - not directly facing another person - minimising the time spent in closer contact - having a screen between people	3	2	6	Tolerable	
Ensure social distancing is maintained in cloakrooms & handwashing facilities, e.g. by designating specific cloakrooms / handwashing facilities to specific groups of staff / pupils, marking out 2m spacing (or '1m plus') and monitoring compliance - Provide plentiful supplies of warm water, anti-bactericidal soap and paper towels.	3	2	6	Tolerable	
Face Coverings					
- Face coverings should be worn by all staff, adult visitors, contractors in senior and junior schools and senior school pupils whilst moving around the school buildings in areas where social distancing is difficult to maintain, e.g. corridors, staircases, communal areas and queue's for lunch service	3	2	6	Tolerable	Coronavirus (COVID-19): Implementing protective measures in education and childcare settings / Social Distancing in Schools
- Face coverings should also be worn whilst giving First Aid, caring for pupils with Covid-19 symptoms and cleaning areas occupied by someone with Covid 19 Symptoms (see paras below).	3	2	6	Tolerable	Guidance for First Aid Responders
- Face coverings should be worn by all senior school pupils in classrooms and other indoor areas unless social distancing can be maintained.	3	2	6	Tolerable	
- If staff are unable to stay 2m away from pupils and other members of staff at all times, in the classroom and other indoor areas, they should implement mitigating measures (see row 54). If this is not possible, they should wear a face covering.	3	2	6	Tolerable	https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-

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Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
Face coverings do not need to be worn by pupils, staff, contractors or visitors:					
- when outdoors	3	2	6	Tolerable	
- by children in year school year 6 or below					
- when taking part in exercise or strenuous activity, for example in PE lessons	3	3	9	Tolerable	Coronavirus (COVID-19): Implementing protective measures in education and childcare settings
- by individuals who are exempt because of physical impairment or disability, illness or mental health difficulties.	3	3	9	Tolerable	Coronavirus (COVID-19): Implementing protective measures in education and childcare settings
Schools must advise staff and pupils to:	3	3	9	Tolerable	Guidance for full reopening of schools
- refrain from touching their face covering when wearing it,					
- when not wearing it keep it in their pocket, or a small bag (e.g. money belt) that they keep with them at all times (it's important to avoid face coverings being placed on tables and other surfaces in areas such as the dining hall)	3	2	6	Tolerable	
- not put face coverings down on desks, benches and other surfaces (contamination risk)	3	2	6	Tolerable	
- wash or sanitise their hands immediately after handling their face covering	3	2	6	Tolerable	
- not touch face coverings that don't belong to them					
- a clean face covering should be worn each day, and used face coverings washed on a hot washing machine cycle (60oC).	3	2	6	Tolerable	
- temporary face coverings should be disposed of in a 'black bag' waste bin (not a recycling bin)	3	2	6	Tolerable	
Discarded or lost face coverings should only picked up by someone wearing gloves or using a litter picker; they can be disposed of in a 'black bag' waste bin (not a recycling bin)	3	2	6	Tolerable	https://d2-cx26qpfwhvu.cloudfront.net/englandnethallwp-content/uploads/2020/09/08124933/Guidance-for-
NB a transparent face visor or shield should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.					
Fire Drills & Emergency Evacuations					
- In an emergency, exiting the building quickly and calmly will be the number 1 priority, but having exited the building, 2m distancing (or 1m plus) between everyone should be reinstated, including at the assembly point	3	2	6	Tolerable	
First Aid					
- Pupils should be encouraged to care for their own small / superficial injuries, e.g. applying a plaster to a graze or small cut, if they are old enough and not distressed.					
- Where it is not possible to maintain a 2m or more distance from the injured person, disposable gloves and an apron should be worn. Avoid touching your mouth, eyes or nose					
- Full PPE (disposable gloves and aprons, an appropriate face mask e.g. fluid resistant surgical mask or CE marked FFP2 respirator and visor) should be worn where first aid provision requires close contact (within 2m for more than 15 minutes) with the injured person, if there is any risk of bodily fluids splashing (coughing, crying, vomiting), or where face-to-face treatment is necessary	3	2	6	Tolerable	
- After first aid treatment has been given, used PPE can be disposed of with normal waste, wash your hands thoroughly with soap and water at the earliest opportunity					
- opposition must bring their own first aid kit to fixtures and this must include PPE					
NHS staff will carry PPE in the individual First aid kit bags for use with NHS pupils only					
Extra Curricular Clubs and Sporting Fixtures					
Extra-curricular clubs can operate for all pupils. Fixtures can also commence if all risk assessment guidelines are in place and followed by all members of staff pupils and all of the opposition. Where possible children should stay in the groups / bubbles they are in during the school day. If this is not possible, the groups should also have a consistent and identifiable membership, be as small as possible, and as far as possible keep separate from / not mix with other groups	3	2	6	Tolerable	
School Trips including Fixtures					
- Day trips can be undertaken, provided a detailed risk assessment has been completed which takes into account the risks of Covid-19 infection at every stage of the trip / visit and implements strict controls	3	2	6	Tolerable	
Cleaning					
Cleaning supplies will be available in all PE staff First Aid kits including hand sanitiser, wipes and spray. Should a pupil/staff show symptoms of Covid-19 when on the fixture the bus would be thoroughly cleaned as per the bus company procedures.					
Medical Provision and Action in Event of Suspected or Confirmed Case of Covid-19 (Coronavirus) in School					
Members of staff that give direct personal care to / supervise someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose and wash their hands thoroughly for 20 seconds immediately after leaving the sick person They do not need to go home and isolate unless they develop symptoms themselves.					
Pupils developing symptoms of Covid-19 whilst at school should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in 'Coronavirus (COVID 19) - Implementing Protective Measures in Education & Childcare Settings'. If they are old enough, the pupil should be isolated in a room with the door closed and a window open for ventilation. If they are not old enough to be in the room by themselves, they should have appropriate adult supervision. As much as possible, the supervisor should keep at least 2m away from the child, and they should wear full PPE (see row 77) if this is not possible. If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.					
Action in the Event of a Confirmed Case of Covid-19 in School or of the opposition - the opposition must inform us of any positive cases after being present at NHS or if we have been present on their site. If a pupil or member of staff develops Covid-19 symptoms whilst in school they will be sent home, asked to have a Covid-19 test, and let the school know the results - If the test result is positive the school will act swiftly and contact the local Health Protection team - The Covid-19 positive person must self-isolate for a minimum of 7 days, and all members of their household must self-isolate for 14 days (or more if they develop symptoms themselves). - The school must inform the health protection team which members of staff and pupils have been in close contact with the person during the infectious period - they will all be asked to self isolate for 14 days. 'Close contact' means: - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person Household members of the contacts who are sent home do not need to self-isolate unless the contact subsequently develops symptoms, in which case they must isolate too, unless the contact has a negative Covid-19 test					
Travel to away fixtures on bus					
School Coach Service (Dedicated school transport) - Seek assurance from the transport operator that coach drivers are strictly adhering to 'stay at home' guidance if they, or any of their families or close contacts, have symptoms of Covid-19, or have tested positive for Covid-19 - Ask transport operator to ensure all surfaces that passengers are likely to have come into contact with are cleaned after each journey - Ask transport operator to keep a supply of sanitiser (min 60% alcohol) and tissues in each coach, driver and all passengers to sanitise their hands as they board and disembark on each journey - Advise pupils to keep at least 2m away from people waiting for other buses whilst they wait to be picked up at the bus-stop in the morning - As far as possible, pupils should sit in the coach in their teaching groups or bubbles, and distance themselves from other groups if there is space to do so - At the end of the school day, pupils should wait for their coach in their 'transport groups' in a designated area, and maintain social distancing when it is time to board. School staff should monitor pupils behaviour to ensure good order and social distancing is maintained. - Senior school pupils should wear a face covering on the coach if they sit on the same seat as someone who is not in their year group or family, or if the coach is shared with pupils from other schools that the pupils would otherwise not mix with. They should be advised to wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin. - A daily record should be kept of all pupils and staff travelling on each coach journey so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19					
School Minibuses (Dedicated school transport) - Where possible, allocate each vehicle and route to a single driver - When the weather is suitable have the windows and ceiling vents open to facilitate good ventilation - Driver to clean all interior and external surfaces that they are likely to have had contact with after each journey. Areas to pay particular attention to include: handles (inside and out), steering wheel and starter button, centre touchscreen and stereo, handbrake and gearstick, keys and key fob, indicators and wiper stalks, windows, mirrors and mirror switches, seat belts, seat adjusters any other controls - Driver to clean all interior and external surfaces that passengers are likely to have come into contact with after each journey. Areas to pay particular attention to include: top ledges of seats that people touch for balance as they walk through the vehicle and seatbelts - Keep a supply of sanitiser (min 60% alcohol) and tissues in each minibus; driver and all passengers to sanitise their hands as they board and disembark on each journey - Advise pupils to keep at least 2m away from people waiting for other buses whilst they wait to be picked up at the bus-stop in the morning - As far as possible, pupils should sit in the minibus in their teaching groups or bubbles, and distance themselves from other groups if there is space to do so - Senior school pupils should wear a face covering on the minibus if they sit on the same seat as someone who is not in their year group or family - At the end of the school day, pupils should wait for their minibus in their 'transport groups' in a designated area, and maintain social distancing when it is time to board. School staff should monitor pupils behaviour to ensure good order and social distancing is maintained. - A daily record should be kept of all pupils and staff travelling on each minibus journey so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19					
When using shared transport social distancing measures should be adhered to and the ventilation of fresh air should be maximised in such vehicles when travelling (see guidance on schools opening risk assessment for transport). Children over the age of 11 must wear a mask when travelling to fixtures in minibuses, coaches or public transport					
Changing rooms/toilets to visitors and fixture protocols					

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
Schools will come ready to play with own equipment, kit, water bottles etc. Packed teas will be provided and spectators will not be allowed on site from either school. One toilet will be available for use at NHS by visitors and doors will be left open to allow the visitors to enter without touching other surfaces on route. Hand wash facilities will be available and stocked. No visitors will be allowed in the changing rooms.					
Cricket Fixtures					
Both NHS and the opposition will follow the NGB guidelines for return to sporting competition. England Cricket has adapted rules and regulations which must be adhered to by both schools (please see link). In the event of this not occurring either school has the right to cancel the fixture. In bad weather the host school will decide on the safety to play. No matches will take place indoors.					Covid-19-Schools-Guidance-Return-to-Schools-Cricket.pdf (ecb.co.uk)
Tennis Fixtures					
Both NHS and the opposition will follow the NGB guidelines for return to sporting competition. LTA for Schools has adapted rules and regulations which must be adhered to by both schools (please see link). In the event of this not occurring either school has the right to cancel the fixture. In bad weather the host school will decide on the safety to play. No matches will take place indoors.					Coronavirus (COVID-19) - Latest advice 2021 LTA
Designated Parking and entry/exit points for opposition					
Opposition will park their bus in the sports centre car park then go directly to the front courts without entering any school building. Entry and exit points on the courts themselves are signed and should be adhered to.					
<p>It is essential that:</p> <ul style="list-style-type: none"> Staff are consulted on the risk assessment. Opposition will read and sign a protocol checklist before attending fixtures at Northampton High School. The controls identified in the risk assessment are communicated to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. <p>In addition:</p> <ul style="list-style-type: none"> The risk assessment should be signed off by the Head, Junior Head and DFO You should publish your site specific risk assessment on your school's website https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely The risk assessment should be kept under regular review, and updated as necessary 					https://gdslo365-my.sharepoint.com/personal/e_blake_nhs_gds1_neit/Documents/Health%20and%20Safety/Protocol%20checklist%20for%20Fixtures%20@%20NHS.docx
Further Action Log	Responsible Person		Date for completion		Completed
Action Required					
1					
2					
3					
4					