

# Kirkham Grammar School Risk Assessment Form 2021

Risk assessment for whole school

Hazard	<b>Covid-19 (Coronavirus)</b>
Activity	<b>Entrance Exam</b>
	27 <sup>th</sup> February 2021

Signed: SLT/DHB 22/2/2021
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What are the hazards	Who might be harmed	What are you doing already	Done
Infection from Coronavirus	Pupils Staff Wider school community	Review of Risk Assessment <ul style="list-style-type: none"> <li>This RA should be read in conjunction with other the KGS Foundation RA for Covid 19 and the specific Covid 19 RAs.</li> <li>This RA will be reviewed and updated; if there are significant changes to our operation procedures, changes we are required to make due to updated guidance and advice from the various sources outlined with the document.</li> </ul>	Y
		Documentation: <ul style="list-style-type: none"> <li>Where necessary, policies and practice have been updates to reflect changes due to the Covid 19 crisis.</li> <li>Risk assessments have been written to supersede policies and practice where necessary.</li> <li>As well as this ‘KWC Covid 19’ risk assessment, it should be read in conjunction with the other relevant risk assessment</li> </ul>	Y

[Quantities: <1litre/500g = low(L) <10Litres/1.5kg=medium(M)

>10litres/1.5kg=high(H)]

		across the foundation. KGS, cleaning, catering, etc.	
		<p>Communication</p> <ul style="list-style-type: none"> <li>• Roles and responsibilities for SLT have been amended to reflect necessary changes at this time.</li> <li>• SLT and Governors have met to discuss, update and plan.</li> <li>• School families and staff kept informed of measures taken with a newsletter and emails as deemed necessary.</li> <li>• SP is the contact for parents booking.</li> <li>• Information notices about reducing the risk of spreading Covid19 will be displayed around the school site.</li> </ul>	Y
		<p>Information</p> <ul style="list-style-type: none"> <li>• Updates received, considered and acted on where necessary. DfE, Boarding Schools Association, ASCL, AGBIS, SOH.</li> <li>• The exam is allocated three rooms and three separate groups will attend at allocated times. All work spaces are 2m apart. Parents will not enter site.</li> </ul>	Y
		<p>Travel / from school</p> <ul style="list-style-type: none"> <li>○ Only specific staff are required to travel to &amp; from school.</li> <li>○ Only pupils who are attending are allowed on site to the areas.</li> </ul>	Y
		<p>Access to school site</p> <ul style="list-style-type: none"> <li>○ Access to school sites is restricted.</li> <li>○ Only essential staff and pupils.</li> </ul>	Y

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		<ul style="list-style-type: none"> <li>○ Staff, pupils and parents will be instructed as to which entrance and exit points are to be used by specific</li> <li>○ Hand sanitizers located at each entrance / exit point.</li> </ul>	
		<p>Cleaning</p> <ul style="list-style-type: none"> <li>● Cleaning of high activity areas such as door plates / handles, desks that are in use, chairs increased.</li> <li>● Areas accessed by pupils are cleaned.</li> </ul> <p>Fire evacuation</p> <ul style="list-style-type: none"> <li>● All staff and pupils to gather on Quad 2m apart.</li> </ul>	Y

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