

### Somerton School Risk Assessment

Team/Department: <b>Regeneration</b>	Description of Situation / Task: <b>Somerton School Coronavirus Risk Assessment for Steering Group Meetings.</b>		
Reference Number: N/A	Assessor's Name: <b>Llyr Morris, Rachel George, Richard Talbot</b>	Assessment Date: <b>14/10/2021</b>	Next Review Date: <b>11/11/2021</b>

Hazards and associated risks identified	Persons Affected	Existing Control Measures	LIKELIHOOD	SEVERITY	RISK RATING	Risk Controlled (As far as is reasonably practicable) YES / NO
Transfer of virus between colleagues, residents and school staff at the facility.	Colleagues, residents, school staff	<ul style="list-style-type: none"> <li>Anyone who has any symptoms, any confirmed cases, or anyone awaiting test results will be asked to not attend the meeting.</li> <li>All attendees will avoid close contact (2 Metres or less) with individuals who are not members of their household or extended household.</li> <li><b>The meeting will be restricted to 32 persons to allow social distancing.</b> This number has been derived following a site visit on the 12/10/21</li> <li>Invites will be issued prior to the event and attendees will be limited to those invited. A member of staff will strictly manage the number of</li> </ul>	2	3	6	YES

attendees at the entrance to the venue.

- **A one way system** will be implemented to reduce pinch points. The route will go from school entrance, to the school hall, with exit via a secondary door to the outside the building allowing attendees to walk outside back to the main entrance. A member of staff will inform attendees of the one way system and signs will be used to guide the attendees.
- **Residents will be asked to only use toilets if absolutely necessary.** If access is required there will be a 'one in one out' system enforced by staff. Soap for hand washing and hand sanitiser will be provided in the bathroom 'just in case'.
- **Hand Sanitiser stations** will be provided at access and exit points.
- **A box of masks** will be provided at the entrance of the venue to encourage use. All members of staff will be required to wear a mask throughout the event. Resident mask use is encouraged however cannot be enforced based on [current guidance](#). If anyone is hard of hearing, they may request that NCH colleagues do not wear a mask when speaking to them.

		<ul style="list-style-type: none"> <li>• <b>Windows within the venue will be opened</b> to allow maximum ventilation.</li> <li>• <b>This risk assessment is written in conjunction with the schools risk assessment, which as the owner of the premises has additional measures such as that they will clean and disinfect frequently touched objects and surfaces regularly in line with <a href="#">HSE Guidance</a>.</b></li> </ul> <p>At the beginning of every meeting, attendees will be reminded to wear masks and respect social distancing measures.</p>				
Vulnerable Colleagues and Visitors contracting Coronavirus	Colleagues, customers and Visitors	<p>Colleagues shall complete an individual risk assessment to determine if they are in the high risk or very high-risk group. Colleagues who have previously received a shielding letter will automatically be placed in the very high risk group. This group should be considered higher risk employees and should only be carrying out low risk tasks. They shall not be considered for attending these meetings.</p> <p>Prior to the event communications will be issued to visitors informing them of this risk assessment. It will ask them to inform us of any amendments they would like. We will also ask that visitors that are highly vulnerable notify us in advance to see if</p>	2	4	8	YES

		there are any specific measures we may implement to reduce their risk.				
Notifying attendees if there is a Covid case within 48 hours of event.	Colleagues, visitors and customers.	<p>We will have a list of attendees prior to the event therefore their contact details will be checked upon entrance to the venue.</p> <p>In the event that one of the attendees contracts Coronavirus within 48 hours of the event, they will be encouraged to inform NCH. In this instance a notification will be issued to all attendees informing them and encouraging them to get a Coronavirus test.</p>	2	3	6	YES

**If the hazard and associated risk is not controlled as far as is reasonably practicable then further actions are required.**

Further Action Required	LIKELIHOOD	SEVERITY	RISK RATING	Person Responsible	Target Date for Completion	Date Completed

Review Date	Amendment Made	Signed	Print Name	Next Review Date

### Risk Rating Guide

**Note:**

You must assess each risk against the likelihood of an incident occurring and should it happen the severity of the consequences.

**Guide to Likelihood:**

Level	Descriptor	Description
1	Rare	This event may occur in exceptional circumstances
2	Unlikely	Do not expect it to happen but is a foreseeable event
3	Likely	The event occurs occasionally
4	Highly Likely	The event occurs regularly
5	Frequent	The event occurs frequently

**Guide to Severity:**

Level	Descriptor	Actual or Potential Impact on Individual(s)
1	No injury	No injury or adverse outcome
2	Minor	Short-term injury or illness that is resolved with no medical intervention required
3	Moderate	Injury or illness which is resolved with medical intervention
4	Major	Serious injury or illness with results in time-lost and medical intervention

<b>5</b>	Tragic	Death or long-term / permanent injury or illness.
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**Evaluating the risk**

LIKELIHOOD	SEVERITY					Suggested timescales
	1 No injury	2 Minor	3 Moderate	4 Major	5 Tragic	
<b>1</b> Rare	1	2	3	4	5	No immediate action
<b>2</b> Unlikely	2	4	6	8	10	Action within 12 months
<b>3</b> Likely	3	6	9	12	15	Urgent action
<b>4</b> Highly Likely	4	8	12	16	20	
<b>5</b> Frequent	5	10	15	20	25	

**Hazard Guide:**

Hazards to consider when completing your risk assessment and potential injuries to consider:

*(Please note: this is not an exhaustive list)*

Hazard:	Potential injuries may include:
<b>Slip / Trip:</b> <ul style="list-style-type: none"> <li>• Wet floor due to leaks or spillages</li> <li>• Slippery paving due to icy or poor weather conditions</li> <li>• Trailing cables from extension leads</li> <li>• Boxes obstructing walkways</li> </ul>	<ul style="list-style-type: none"> <li>• Bruising</li> <li>• Fractures</li> <li>• Sprains</li> </ul>
<b>Manual Handling:</b> <ul style="list-style-type: none"> <li>• Restricted space creating poor posture</li> <li>• Carrying heavy and awkward furniture</li> </ul>	<ul style="list-style-type: none"> <li>• Sprains</li> </ul>
<b>Electricity:</b> <ul style="list-style-type: none"> <li>• Broken or defective plugs and/or sockets</li> <li>• Exposed wiring or damaged cables</li> </ul>	<ul style="list-style-type: none"> <li>• Electric shock</li> </ul>
<b>Behaviour:</b> <ul style="list-style-type: none"> <li>• Known behaviours of physical or verbal abuse</li> </ul>	<ul style="list-style-type: none"> <li>• Bruising</li> <li>• Scratches</li> <li>• Cuts</li> </ul>
<b>Extreme weather conditions:</b> <ul style="list-style-type: none"> <li>• Exposure to extreme heat or cold</li> </ul>	<ul style="list-style-type: none"> <li>• Dehydration</li> <li>• Heat stroke</li> <li>• Illness</li> </ul>

<p>Fall from Height:</p> <ul style="list-style-type: none"> <li>• Inappropriate use of a stool, chair or step-ladder</li> </ul>	<ul style="list-style-type: none"> <li>• Fracture</li> <li>• Sprains</li> </ul>
<p>Third Party Activity;</p> <ul style="list-style-type: none"> <li>• Interference by members of the public or contractors</li> <li>• Inappropriate attention from members of the public</li> <li>• Distractions</li> </ul>	<ul style="list-style-type: none"> <li>• Bruising</li> <li>• Cuts</li> <li>• Stress</li> </ul>
<p>Vehicle Movement:</p> <ul style="list-style-type: none"> <li>• Reversing or moving vehicles</li> <li>• General road traffic</li> <li>• Inappropriate crossing points</li> </ul>	<ul style="list-style-type: none"> <li>• Fractures</li> <li>• Cuts</li> <li>• Bruising</li> <li>• Internal damage due to collision;</li> </ul>
<p>Lack of or Defective Equipment:</p> <ul style="list-style-type: none"> <li>• Broken pots and pans</li> <li>• Wrong equipment supplied for the task</li> </ul>	<ul style="list-style-type: none"> <li>• Cuts</li> <li>• Fractures</li> <li>• Sprains</li> </ul>
<p>Lack of or Defective Personal Protective Equipment:</p> <ul style="list-style-type: none"> <li>• Broken/split gloves</li> <li>• No gloves available</li> </ul>	<ul style="list-style-type: none"> <li>• Illness</li> <li>• Burns</li> <li>• Skin irritation</li> </ul>
<p><b>Other hazards may include:</b>  Known / Pre-existing Medical Conditions; Lack of training;</p>	