

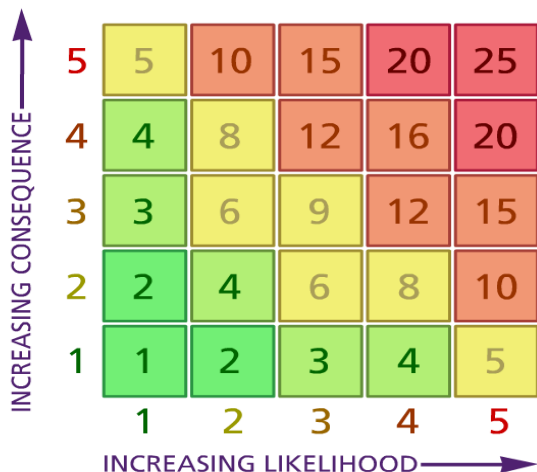
RISK ASSESSMENT RECORDING FORM



Location or address: Greasby Infant School, Baker Lane, Greasby, Wirral CH49 3NX		Date assessment undertaken: 26.4.21	Assessment undertaken by: J Hall	
Activity or situation: School open on polling day		Review date: 14.5.21 and annually	Signature J. Hall	
1) Hazard	2) Who can be harmed and how	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc)	Risk Score Consequence X Likelihood	4) Any further action; This should be included in the action plan on overleaf
Polling Station officers on site	Officers, school staff , staff increased risk of transmission	<ul style="list-style-type: none"> School shares RA 029 Opening of school with Returning Officers & team. WBC provides COVID 19 secure risk assessment with school. Agreed access and egress for polling station staff and voters – Barker Lane main entrance and exit using one way system. Agreed movement round school to access the toilets. Staff to use staffroom, pre-school and medical room toilets. Polling station staff to use the toilet adjacent to the Technology Room. Polling station area clearly separated from school staff. No entry for voters signs to be put on doors leading into staff and pupil areas Polling station staff and voters –follow Hands, Space, Face 	3X2 =6	<p>Technology Room to be used as the polling station and the school Admin corridor will be closed off to school staff and pupils apart from the office staff and Headteacher.</p> <p>Caretaker to put up Hands, Space, Face and no entry signs</p>
Members of the public, polling station staff and pupils not separated at breaks, at lunchtime	Pupils- safeguarding breach	<ul style="list-style-type: none"> Controlled access to polling station via the main entrance to school monitored by office staff and polling station marshall. One way system in place with exit via the FS door onto Barker Lane Separate entrances and exits maintained – school staff, Windmills and pupils to use the Hall Drive entrance and entrances from the KS1 playground. Polling station staff and voters to use the Barker Lane entrance and FS playground Polling station separated from school by bolted doors, 	3X2 =6	<p>Election Day procedure shared and discussed with all staff during briefing 26.4.21 and 5.5.21</p> <p>MF to inform Windmills to use the Pre-School entrance that day.</p>

		clearly labelled with no entry signs <ul style="list-style-type: none"> • Separate toilets • Separate kitchen facilities for the polling station staff in the Technology Room • Remind all school employees and pupils to be vigilant 		Caretaker to ensure suitable bolts are fitted to the doors separating school from the area used for voting
Member of the public getting from the polling station into school	Pupil, all employees. Possible violence and aggression. Safeguarding breach.	<ul style="list-style-type: none"> • Controlled access monitored by polling station marshal • Separate entrances and exits maintained- school staff and pupils to use the Hall Drive entrance and entrances from the KS1 playground. • Polling station staff and voters to use the Barker Lane entrance and FS playground • Polling station separated from school by bolted doors clearly labelled with no entry signs • Lockdown procedures in place- remind all employees of procedures to adopt. • Remind all school employees and pupils to be vigilant 	2X2 =4	Revisit lockdown procedures with the children using PAL the Penguin.
Fire	Pupils, employees, polling station staff, visitors, contractors- injured by exposure to flames, heat and smoke	<ul style="list-style-type: none"> • Fire alarm, detection • Fire plan- all school trained in evacuation plan. FS classes will use the muster point in KS1 playground, where they enter and exit on this day. • Separate assembly point identified for polling station staff and visitors – FS playground • Polling station staff provided with fire induction and assembly point identified. 	2X2 =4	Staff reminded of fire evacuation procedures (most recent drill was 18.3.21) and changes for voting day.
Cleaning - risk of transmission of Coronavirus (COVID 19) – infection control	Pupils, employees, polling station staff, visitors, everyone contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Polling station staff to ensure frequent cleaning of Tech Room and adjacent toilet. • Contact points and frequently touched surfaces are being cleaned more frequently. • Polling station staff to provide disinfecting kits to be used by their staff • All areas that have been cleaned are checked to ensure they are safe to occupy before polling station staff arrive. • If suspected case of COVID 19 follow the COVID-19: cleaning of non-healthcare settings guidance 	3x2=6	Caretaker to ensure that the Tech Room is prepared and ready for use as a polling station

Members of the public with children accessing play equipment	Unsupervised local children and unsupervised children with voters playing on equipment - falling, fractures, bruising,	<ul style="list-style-type: none"> • Cordon off play equipment in FS playground and no access signs • Routes clearly marked away from play equipment • Signage – Not to be used unless teachers are present • Caretaker to check 	3X2 =6	Caretaker to check that signs are in place to prevent play equipment being used.
Damage to play equipment from, unauthorised access	School pupils injured by damaged equipment	<ul style="list-style-type: none"> • Premises staff to carry out full inspection day after polling 	3X2 =6	
Security – loss or damage from insecure site	School missing equipment, damage to the site, vandalism	<ul style="list-style-type: none"> • Controlled access -school and polling station kept separate - school staff and pupils to use the Hall Drive entrance and entrances from the KS1 playground. • Polling station staff and voters to use the Barker Lane entrance and FS playground • Remind all school employees and pupils to be vigilant 	3X2 =6	
Parents and polling visitors driving onto site	Pupils, employees, voters, other visitors injured by reversing cars, inadequate segregation	<ul style="list-style-type: none"> • Control access to car park on polling day – closed to staff • Disabled access only • Advise parents/carers of arrangements on polling day in newsletter /text/school email • Extra staff outside at start and close of day – MF, JH, SC 	3X2 =6	MF to write to parents on 30.4.21 with Election Day Procedures and direct them to the RA on the school website. Reminder to emailed on 5.5.21
Dogs brought on site by members of the public	Pupils, employees, voters, other visitors injured by unsupervised dogs Dog fouling on school premises	<ul style="list-style-type: none"> • Dogs are not allowed to be left unattended on the school site • Separate access and egress for polling station staff and voters. • Polling staff to remind voters to keep dogs under control • Premises staff to clear area prior to school opening next day 	2X2 =4	



Likelihood:

5 – Very likely
4 – Likely
3 – Fairly likely
2 – Unlikely
1 – Very unlikely

Consequence:

5 – Catastrophic
4 – Major
3 – Moderate
2 – Minor
1 – Insignificant

Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

(5) ACTION PLAN

Action required:	Responsible person	Completion date
<ul style="list-style-type: none"> Technology Room to be used as the polling station and the school Admin corridor will be closed off to school staff and pupils apart from the office staff and Headteacher. Caretaker to put up Hands, Space, Face and no entry signs Caretaker to ensure suitable bolts are fitted to the doors separating school from the area used for voting MF to inform Windmills to use the Pre-School entrance that day. Election Day procedure shared and discussed with all staff during briefing 26.4.21 and 5.5.21 Revisit lockdown procedures with the children using PAL the Penguin Staff reminded of fire evacuation procedures (most recent drill was 18.3.21) and changes for voting day. Caretaker to ensure that the Tech Room is prepared and ready for use as a polling station Caretaker to check that signs are in place to prevent play equipment being used. MF to write to parents on 30.4.21 with Election Day Procedures and direct them to the RA on the school website. Reminder to emailed on 5.5.21 	Headteacher – J. Hall Caretaker – Phil Davies Caretaker - Phil Davies Office Manager – M Fisher Headteacher – J. Hall All teachers Headteacher – J. Hall Caretaker – Phil Davies Caretaker – Phil Davies Office Manager – M. Fisher	

Action Plan agreed with (signature) J. Hall

Date: 26.4.21

