

RISK ASSESSMENT DETAILS		RISK RATING & EVALUATION OF RESIDUAL RISK																							
Academy	Ebor Academy Trust Patrington C of E Primary Academy																								
TITLE OF RISK ASSESSMENT	Covid 19 Risk Assessment – September 2021																								
DETAILS OF ACTIVITY A full site Covid Risk Assessment following Government Guidance after 'Step 4' of the recovery plan.																									
RISK ASSESSMENT LOG REF																									
OTHER RISK ASSESSMENTS CROSS REFERENCED*																									
WORKPLACE INSTRUCTION REF																									
DATE OF ASSESSMENT	01.09.2021																								
MANAGER CARRYING OUT RISK ASSESSMENT	Andy Roberts, Ebor Health and Safety Officer																								
NAME OF EMPLOYEE CONSULTED	Caron Pitois Headteacher All staff consulted																								
LOCATION OF ACTIVITY	Whole school site																								
Headteacher Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.																									
Signature <i>C Pitois</i>	Date 06.09.2021																								
Assessing level of residual risk = impact x likelihood <table border="1"> <thead> <tr> <th colspan="2">IMPACT</th> <th>LIKELIHOOD</th> </tr> </thead> <tbody> <tr> <td>Catastrophic</td> <td>People in immediate danger (5)</td> <td>Highly Probable The event is extremely Foreseeable (5)</td> </tr> <tr> <td>Major</td> <td>Harm is more likely than not (4)</td> <td>Probable The event is very Foreseeable (4)</td> </tr> <tr> <td>Moderate</td> <td>Harm is likely (3)</td> <td>Possible The event is Foreseeable (3)</td> </tr> <tr> <td>Minor</td> <td>Harm is unlikely (2)</td> <td>Unlikely The event is not very Foreseeable (2)</td> </tr> <tr> <td>Insignificant</td> <td>Remote chance of dangerous harm (1)</td> <td>Remote The event is unforeseeable (1)</td> </tr> <tr> <td></td> <td></td> <td>More likely to occur</td> </tr> </tbody> </table>					IMPACT		LIKELIHOOD	Catastrophic	People in immediate danger (5)	Highly Probable The event is extremely Foreseeable (5)	Major	Harm is more likely than not (4)	Probable The event is very Foreseeable (4)	Moderate	Harm is likely (3)	Possible The event is Foreseeable (3)	Minor	Harm is unlikely (2)	Unlikely The event is not very Foreseeable (2)	Insignificant	Remote chance of dangerous harm (1)	Remote The event is unforeseeable (1)			More likely to occur
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In welcoming back all of our pupils to school, it is critical that safety and wellbeing is at the forefront of all of our thinking. The guidance and actions for schools from 17th August 2021 can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

The 4 control measures for the return to school are to:

- 1) Ensure good hygiene for everyone.
- 2) Maintain appropriate cleaning regimes.
- 3) Keep occupied spaces well ventilated.
- 4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

In putting the risk assessment together we have taken on board the Government guidance and advice, updated on 17th August 2021.

You should ensure that key contractors/visitors to settings are aware of the school's control measures and ways of working.

In the event of a local outbreak we will follow the 'Local Outbreak Management Plan' and consult with Public Health England.

As Covid-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children's and young people's education.

Schools should aim to deliver face-to-face, high quality education to all pupils.

This risk assessment should be treated as a 'living' document with regular review and updates, as appropriate.

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

Hygiene remains an important control measure and enhanced cleaning procedures must remain central to all activities.

Where it becomes difficult to mitigate or reduce the risk,; e.g. lack of cleaning staff; or a measure is not deemed appropriate, you must note your reasoning. CST will then work with you to consider the best course of action which could include:

- a) Transfer the risk e.g. contract a company to clean and manage waste, engage with Department of Public Health
- b) Accept the risk; this may be where the cost or impact on people is greater than the risk of transmission

Although we have produced this generic document, we recognise that every school is different, and we therefore expect each school to take a rigorous approach to interpreting risks in the context of their schools and to add any additional risks they may identify.

The risk assessment is a critical step in ensuring safety, so you must make sufficient time to ensure this is completed thoroughly and by staff who have been trained in undertaking a risk assessment. If unsure please contact Andy Roberts for guidance.

Despite putting the measures in place, there is always going to be a residual level of risk. Having reflected on the preventative measures you will put in place, please score the residual risk in terms of the likelihood of the risk manifesting and the impact.

Risks change so you must review risks on an on-going basis and put measures in place to ensure safety, and also check that the measures put in place are working to ensure the controls are:

- ***effective***
- ***working as planned***
- ***updated appropriately considering any issues identified***

RISK BEING ASSESSED	PERSONS AT RISK & HOW e.g. employees, pupils, customers, contractors, members of public, other	MEASURES TO REDUCE RISK	HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES. <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>	PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT. <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
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ENSURE GOOD HYGIENE FOR EVERYONE

https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure>

Hand washing doesn't happen leading to spread of germs	Staff Pupils Visitors/Volunteers Contractors	Cleaning teams to ensure all hand washing stations and hand sanitisers are kept well stocked. Teachers/Support staff to instigate and supervise handwashing at regular key points throughout the day. All persons present on premises will follow handwashing protocol at regular key points throughout the day.	All toilets and classrooms to have adequate stock of soap, paper towels and hand sanitiser. Hand sanitiser available at key points around the school and for entry points into school Staff and visitors to use hand sanitiser on arrival in the school entrance. Hand sanitiser to be used by children: <ul style="list-style-type: none"> • Arrival to school or breakfast club • Prior to breaktime • After breaktime • Wash hands before lunch and hands sanitise before coming back into class for the afternoon • Wash hands on arrival to after school setting 	
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			<ul style="list-style-type: none"> • Staff regular hand washing and sanitising 	
Lack of availability of hand sanitiser means sanitising not possible	Staff Pupils Visitors/Volunteers Contractors	Sanitiser made available at appropriate locations	<p>Sanitiser to be located:</p> <ul style="list-style-type: none"> • Front office • All entry points to classrooms • In classrooms • In the school dining hall • All offices • In corridors 	
The practice of 'Catch it, bin it, kill it' isn't followed leading to spread of virus	Staff Pupils Visitors/Volunteers Contractors	<p>Tissues made available for coughs and sneezes.</p> <p>Encourage coughing/sneezing into elbow if tissues are not to hand.</p> <p>Dispose of waste immediately in appropriate receptacle.</p> <p>Staff education</p> <p>Posters to reinforce</p> <p>Safe handling and disposal of waste</p>	<p>Tissues to be made available in all classrooms and offices</p> <p>Remind children of the protocols for coughing and sneezing</p> <p>All classrooms to have lidded waste bin for tissues wipes with a bag inside</p> <p>Ensure posters are up in all classrooms and communal areas as a reminder to be cautious and careful</p>	
Lack of information regarding hygiene means people are not aware of what they need to do, and the virus spreads	Staff Pupils Visitors/Volunteers Contractors	Signage to remind everyone about hygiene in key areas: ie: near sinks, WC's, in corridors, etc	<p>Audit all posters in the school and put up fresh ones at:</p> <ul style="list-style-type: none"> • All toilets • Various points in the corridors • Classroom sinks • Staff room kitchen 	

		Refresh existing posters regularly.		
Inability to use PPE leads to spread of virus and nervousness amongst staff	Staff Pupils Visitors/Volunteers Contractors	Communicate use of PPE guidance to staff (personal choice to wear) Ensure adequate PPE in stock for staff members to use as required.	Check stock of PPE Training day - communicate use of PPE guidance PPE is not required in response to Covid19 beyond what would normally be needed for a child with particular needs PPE should be used if close contact is needed for a child with symptoms <ul style="list-style-type: none"> • Face mask if you are face to face contact • Gloves, apron and face mask if physical contact is needed • Eye protection only if there is a risk of fluids entering the eye from coughing, spitting or vomiting JW to ensure stocks are ordered and maintained	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood	Impact	Score
		3	3	9
AREAS OF CONCERN				
MAINTAIN APPROPRIATE CLEANING REGIMES				
<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>				
Virus transmissible via 'touch points' that aren't cleaned sufficiently	Staff Pupils Visitors/Volunteers Contractors	Enhanced cleaning at key points during the day should continue - Ideally timed after school arrival time and after lunch time session.	Touchpoint cleaning Records to be maintained by cleaning staff and monitored by JW to ensure adequate cleaning	

		<p>Record kept of cleaning undertaken</p> <p>Clear desk and surface policy</p>	<p>Continue cleaning logs in all classrooms and toilets</p> <p>Staff to ensure desks are clear and classroom surfaces are clutter free to enable cleaning</p> <p>Staff to clean own desk, keyboard and screens daily</p> <p>JW order screen cleaner and desk cleaner and to distribute a pack to every classroom to be used nightly</p>						
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)	Likelihood 3	Impact 3	Score 9						
AREAS OF CONCERN How much touchpoint cleaning is needed - we anticipate twice a day.									
KEEP OCCUPIED SPACES WELL VENTILATED									
<p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</p> <table border="1"> <tr> <td>Lack of air flow / ventilation enables the virus to spread</td><td>Staff Pupils Visitors Contractors</td><td> <p>All areas are well ventilated and a comfortable teaching environment is maintained.</p> <p>External windows opened to increase natural air flow within rooms.</p> <p>opening internal doors (if they are not fire doors and where safe to do so).</p> </td><td> <p>Windows to be open to allow air flow. In cooler weather, open windows just enough to provide background airflow.</p> <p>Thermal comfort should not be compromised</p> <p>Open classroom doors to improve air flow</p> </td><td></td></tr> </table>					Lack of air flow / ventilation enables the virus to spread	Staff Pupils Visitors Contractors	<p>All areas are well ventilated and a comfortable teaching environment is maintained.</p> <p>External windows opened to increase natural air flow within rooms.</p> <p>opening internal doors (if they are not fire doors and where safe to do so).</p>	<p>Windows to be open to allow air flow. In cooler weather, open windows just enough to provide background airflow.</p> <p>Thermal comfort should not be compromised</p> <p>Open classroom doors to improve air flow</p>	
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			Open external doors where safe and secure to do so if not fire doors	
Air flow changes when ad-hoc groups gather, enable the virus to spread	Staff Pupils Visitors Contractors	Identify when and where ad-hoc groups may congregate and decide what additional measures may be required to ensure air flow	Staff room or meeting rooms to have windows open	
Air ventilation systems that don't work adequately enables the virus to spread, or cause other health issues	Staff Pupils Visitors Contractors	Ensure air ventilation systems are fit for purpose	N/A	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood 3	Impact 3	Score 9	
AREAS OF CONCERN				
Other risk areas				
Spread of virus through inappropriate handling of someone with covid symptoms	Staff Pupils Visitors/Volunteers	Make isolation room available Ensure PPE available for staff handling the case Education of staff on the process	Headteacher office to be used for isolation in the event of a child presenting with symptoms. PPE to be available if close contact is required Inform CP/JW/VT Any PPE used to be disposed of in the pedal bin double bagged All staff to be informed of the procedure JW to ensure room is cleaned after use before anyone uses it	

CEVs contract covid – which could be as a result of inappropriate review of controls required to keep them safe	Staff Pupils Visitors/Volunteers	All CEV must review their personal risk assessments	JW to review all personal risk assessments under new guidance in the first two weeks of term.	
Staff sickness absence increases due to covid related stress	Staff	Ensure regular one to ones to identify issues Ensure all staff are aware of support channels	Back to work interviews support offered where required and how to access JW CP and HR to support and inform	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood 2	Impact 2	Score 4	
AREAS OF CONCERN				