

RISK ASSESSMENT DETAILS		RISK RATING & EVALUATION OF RESIDUAL RISK			
	Ebor Academy Trust				
<b>Academy</b>	Haxby Road Primary Academy				
<b>TITLE OF RISK ASSESSMENT</b>	Covid 19 Risk Assessment – September 2021				
<b>DETAILS OF ACTIVITY</b>					
A full site Covid Risk Assessment following Government Guidance after 'Step 4' of the recovery plan.					
<b>RISK ASSESSMENT LOG REF</b>					
<b>OTHER RISK ASSESSMENTS CROSS REFERENCED*</b>					
<b>WORKPLACE INSTRUCTION REF</b>					
<b>DATE OF ASSESSMENT</b>	01.09.2021				
<b>MANAGER CARRYING OUT RISK ASSESSMENT</b>	Andy Roberts, Ebor Health and Safety Officer				
<b>NAME OF EMPLOYEE CONSULTED</b>	Laura Woodward Peter Robinson All staff				
<b>LOCATION OF ACTIVITY</b>	HRPA				
<b>Headteacher</b> Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.					
<b>Signature</b>	<b>Date</b>				
<i>A. J. WOODWARD</i>	08/09/2021				
		<b>Assessing level of residual risk = impact x likelihood</b>			
		IMPACT		LIKELIHOOD	
Catastrophic	People in immediate danger (5)	Highly Probable	The event is extremely Foreseeable (5)	More likely to occur	
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)	Less likely to occur	
		<b>What the final score tells you in relation to level of risk</b>			
		1 – 5	Very Low		
		6 – 10	Low		
		12 – 15	Medium		
		16 – 20	High		
		21 - 25	CRITICAL		

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 17<sup>th</sup> 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 17<sup>th</sup> 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>
<p><b>ENSURE GOOD HYGIENE FOR EVERYONE</b></p> <p><a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></p> <p><a href="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">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</a></p>				
Hand washing doesn't happen leading to spread of germs	Staff Pupils Visitors/Volunteers Contractors	<p>Cleaning teams to ensure all hand washing stations and hand sanitisers are kept well stocked.</p> <p>Teachers/Support staff to instigate and supervise handwashing at regular key points throughout the day.</p> <p>All persons present on premises will follow handwashing protocol at regular key points throughout the day.</p>	<p>Staff briefing to remind all staff that hand washing must take place when children arrive at school, after break times/ PE (outside time) and before eating.</p> <p>Staff not present at the meeting will have email shared asking staff to be mindful of hand washing routines.</p> <p>Teaching teams to be clear with children of the importance of handwashing and when this will be carried out.</p> <p>All staff to be clear of handwashing expectations.</p> <p>Posters displayed and shared with children</p> <p>Regular briefings at 8.20am on Monday in the KS1 lower hall to share updates/ where staff can raise concerns</p>	

<p>Lack of availability of hand sanitiser means sanitising not possible</p>	<p>Staff Pupils Visitors/Volunteers Contractors</p>	<p>Sanitiser made available at appropriate locations</p>	<p>Hand sanitiser to be available at key points: entrance (signing in system), staff room, photocopier and to be used prior to accessing these facilities</p> <p>All classrooms to have hand sanitiser.</p> <p>Admin to check dispensers regularly.</p>	
<p>The practice of 'Catch it, bin it, kill it' isn't followed leading to spread of virus</p>	<p>Staff Pupils Visitors/Volunteers Contractors</p>	<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>All classes to have access to tissues. Stock orders to be organised by Admin if there is low stock. Staff to report when running low.</p> <p>Discussions with pupils to be carried out by all teaching staff to remind the children of these expectations.</p> <p>Staff briefing to consider the implications of this guidance not being followed.</p> <p>Posters displayed and shared with children</p>	
<p>Lack of information regarding hygiene means people are not aware of what they need to do, and the virus spreads</p>	<p>Staff Pupils Visitors/Volunteers Contractors</p>	<p>Signage to remind everyone about hygiene in key areas: ie: near sinks, WC's, in corridors, etc</p> <p>Refresh existing posters regularly.</p>	<p>Each classroom has a sink which will be used</p> <p>Posters displayed.in toilets and sinks</p> <p>Regular reminders and education</p> <p>Staff in each classroom responsible for checking in place.</p> <p>Admin to follow up and check.</p>	

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 sue as required.	Remind staff of expectations when using PPE. Poster displayed  Consult staff to discuss whether the team would prefer to wear PPE or not. Some staff will continue to use face masks.  Admin to check stock levels of PPE and where low numbers replenish these.  Admin to order LFT kits when numbers drop and monitor the numbers.  Staff to inform admin if they have used PPE  Admin to monitor.	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>
		2 (Minor)	3 (The event is Foreseeable)	6 (LOW)
<b>AREAS OF CONCERN</b>				
<b>MAINTAIN APPROPRIATE CLEANING REGIMES</b>				
<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>				
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.  Record kept of cleaning undertaken	Toilet area to be cleaned a minimum of twice a day. After lunch and afternoon  Checklist in place  Cleaning of touch points carried out by staff throughout day.  Cleaning log to be completed by staff and checked by SLT / Admin	

			Additional cleaner employed (CL) & existing cleaners to complete additional hours as well as the use of AT around school. All teachers use the antibacterial wipes on their door handles when entering and exiting a room.	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)</b>		<b>Likelihood</b> 2 (Minor)	<b>Impact</b> 2 (The event is not very Foreseeable)	<b>Score</b> <b>4 (VERY LOW)</b>
<b>AREAS OF CONCERN</b>				
<b>KEEP OCCUPIED SPACES WELL VENTILATED</b>				
<a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</a>				
Lack of air flow / ventilation enables the virus to spread	Staff Pupils Visitors Contractors	All areas are well ventilated and a comfortable teaching environment is maintained.  External windows opened to increase natural air flow within rooms.  opening internal doors (if they are <b>not fire doors</b> and where safe to do so).	All windows to be opened from the start of the day Site Manager to open shared area windows and doors and classrooms.  Class teachers are responsible for opening additional windows in their classrooms.  Internal doors to be left open if not fire doors.  Both doors open in the canteen during the lunch serving and breakfast club.  All windows open in the staff room and the main door of the staff room left open at all times.	
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	Staff to avoid congregating in bottleneck areas (admin areas, photocopier areas, staff room, toilet areas).	

		additional measures may be required to ensure air flow	Staffroom to have a maximum of 10 people in the room at any one time.	
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	Windows open. Where larger groups of people might be together eg staff meeting fan to be in place.	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b> 2 (Minor)	<b>Impact</b> 2 (The event is not very Foreseeable)	<b>Score</b> <b>4 (VERY LOW)</b>
<b>AREAS OF CONCERN</b>				
<b>Other risk areas</b>				
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	Covid 19 room to be used for those who show symptoms.  Covid room is the CC room near the cafe (labelled breast feeding room)  All staff to be vigilant when using the room should a child need to be brought to this space.  PPE to be located within all classrooms and within the Covid 19 isolating space.  Recap protocols and procedures should a child display symptoms of C19.	
CEVs contract covid – which could be as a result of inappropriate review	Staff Pupils Visitors/Volunteers	All CEV must review their personal risk assessments	TL to monitor and advise	



of controls required to keep them safe				
Staff sickness absence increases due to covid related stress	Staff	<p>Ensure regular one to ones to identify issues</p> <p>Ensure all staff are aware of support channels</p>	Staff to have the option to meet for 1:1 meeting with LW if they would like to discuss concerns related to Covid or any other worries.	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b> 2 (Minor)	<b>Impact</b> 2 (The event is not very Foreseeable)	<b>Score</b> <b>4 (VERY LOW)</b>
<b>AREAS OF CONCERN</b>				