Risk Assessment Form

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| Assessor: **Annwen Ackroyd** | Date: **15/07/2020** | | Activity: **Full reopening** **from September 2020 (COVID-19)** | | | | | | | | | Location: **Christ Church Academy** | | | | | |
| Standard of dress for activity (if relevant | | | PPE required: **Disposable Gloves, Aprons, Face masks, Visors** | | | | | | | | | Other equipment used during activity: **Cleaning equipment + virucidal cleaning sprays** | | | | | |
| Persons exposed (please tick): | | **Employees** | | | **✓** | **Students** | **✓** | **Public** | **✓** | | **Others** | | | **✓** | **Expectant Mothers** | | **✓** |
| **Hazards Identified – Guidance Note:** Look at the activity and identify hazard(s), **tick** if **present** and **significant.** If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present. | | | | | | | | | | | | | | | | | |
| **Physical Injury Hazards** | | | | **Physical Agents and  Hazardous Substances** | | | | | | | | | **Miscellaneous** | | | | |
| Hit by moving vehicles | | |  | **Hazardous substances** | | | | | | **✓** | | | Display Screen Equipment | | |  | |
| Contact with moving part of a machine | | |  | **Micro organisms** | | | | | | **✓** | | | Hot work/fire hazards | | | **✓** | |
| Hit by moving materials/substances i.e. water | | |  | Ionising radiation | | | | | |  | | | Vibration | | |  | |
| Fall(s) from height | | |  | Noise | | | | | |  | | | Restricted access | | |  | |
| Slips, trips and falls from the same level | | |  | Pressure systems | | | | | |  | | | Manual handling | | |  | |
| Contact with/ use of live electrical equipment | | |  | Ultraviolet light | | | | | |  | | | Lone working | | |  | |
| Contact with cold objects | | |  | Lasers | | | | | |  | | | Confined spaces | | |  | |
| Contact with hot objects | | |  | Flammable liquid/solids | | | | | |  | | | Waste produced by activity | | | **✓** | |
| Contact with sharp objects | | |  | Extremes of Temperature | | | | | |  | | | **Stress** | | | **✓** | |
| Impact with objects | | |  |  | | | | | |  | | | Posture | | |  | |
| Physical attack | | |  |  | | | | | |  | | | **Unauthorised entrance to site** | | | **✓** | |
| Finger “nips” | | |  |  | | | | | |  | | |  | | |  | |
| **Danger to others from failure of Students/ parents to comply with safety instructions from staff** | | | **✓** |  | | | | | |  | | |  | | |  | |
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| **Activity/Task/**  **Risk From** | **Hazard** | **Persons at Risk** | **Existing**  **Control Measures** | **S** | **L** | **R** | **Res** | **Further Control Measures required** | **Date further measures completed by** |
| **Pupils & staff with prior medical conditions deemed as ‘Clinically extremely vulnerable’.** | 1. Persons with prescribed medical conditions and deemed as ‘clinically extremely vulnerable’ are more at risk from COVID19 effects, whenever community transmission rates are high; | Children/ pupils/  Staff/ Others | 1. Students and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions **may** still need to work from home to comply with clinical and/or public health advice; 2. Where staff or students who no longer need to shield (from 1st August) are welcomed back into school, social distancing measure should be adhered to where possible, and increased hygiene measured followed – more frequent hand washing, respiratory hygiene, and enhanced cleaning of surfaces; | 5 | 2 | 15 | H | 1. Where genuine confusion exists in determining whether a student or staff member is required not to attend school, a copy of the DoH/PHE notification letter should be provided to the Headteacher; 2. When school is informed of a rise in community transmission rates to high, students or staff who have been advised to shield will be sent home and asked to work from home until notified it is safe to return; 3. Additional PPE may be required to ensure staff/pupils are confident to be in school. This will be agreed on a case by case basis 4. If guidance changes on the use of PPE then usage will be reviewed | 1st August 2020 and ongoing |
| **Pupils & staff with prior medical conditions deemed as ‘Clinically vulnerable’.** | Persons with prescribed medical conditions and deemed as ‘clinically vulnerable’ are more at risk from COVID19 effects, whenever community transmission rates are high; | Children/ pupils/  Staff/ | 1. Students and staff who have been classed as clinically vulnerable due to pre-existing medical conditions **may** still need to work from home to comply with clinical and/or public health advice; | 5 | 2 | 15 | H | 1. Where genuine confusion exists in determining whether a student or staff member is required not to attend school, a copy of the DoH/PHE notification letter should be provided to the Headteacher; 2. Additional PPE may be required to ensure staff/pupils are confident to be in school. This will be agreed on a case by case basis 3. If guidance changes on the use of PPE then usage will be reviewed | 1st August 2020 and ongoing |
| **Persons entering site with COVID19 symptoms** | 1. Transmission of COVID19 to the School/ Nursery community. | Children/ pupils/  Staff/ Others | 1. **Staff & Students must not attend if they have symptoms or are self-isolating due to symptoms in their household;** 2. School and Nursery settings **do not need** to take student’s temperatures every morning. 3. School to inform the local PHE Health Protection Team if you have a number of unconfirmed cases. | 4 | 2 | 8 | M | 1. Remind parents & staff that the 7-day self-isolation period for persons displaying symptoms is still current. Household members need to isolate for 14 days (including siblings) from when the symptomatic persons first had symptoms. 2. **Remind staff. students and parents of the main symptoms, a new continuous cough, or high temperature, or has loss of, or change in, their normal sense of taste or smell (anosmia)** 3. **Inform Parents they must engage with the Test and Trace programme and arrange to have a test carried out straight away on the symptomatic person.** 4. **Inform Parents they must inform you immediately of the test results, so you can take appropriate action.** 5. **Inform Staff they must engage with the Test and Trace programme and arrange to have a test carried out straight away** | 1st September and ongoing |
| **COVID19 virus being accidentally brought onto the site.** | 1. Transmission of COVID19 to the School Nursery community; 2. Some BAME Students & staff members are statistically at higher risk. | Children/ pupils/  Staff/ Others | 1. **Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;** 2. **Ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach;** 3. **Cleaning frequently touched surfaces e.g. books, keyboards, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal using standard products, such as household detergents;** 4. **Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times);** 5. In the School Nursery Reception area, mark out a 2-metre exclusion zone for any visitors to remain behind **OR** use barrier screens whilst dealing with staff; 6. For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage will continue to apply, using these to group children into smaller groups; 7. Look to rearrange desks within classrooms to forward facing and maximum distancing; 8. Staff can operate across different classes but where possible plans for limiting this will reduce the network of possible direct contact 9. Ensure that the same teacher(s) whenever possible, and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; 10. Minimise the number of contacts that a student has during the school day; 11. Staff must maintain distance from students and other staff as much as possible, including staying at the front of class and keeping 2m away from colleagues and minimising time spent within 1 metre of anyone; 12. Ensure that, wherever possible, students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. We may consider seating students at the same desk each day Different groups **must not** play sports or games together; 13. Wearing a face covering or face mask in schools or other education settings is not recommended by Government; 14. **If a child, young person or student becomes unwell with symptoms of coronavirus while in their school or Nursery setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn;** 15. **Whilst awaiting collection students should be isolated in a designated room, behind a closed door with the window open, and appropriate adult supervision;** 16. **Partake fully in Test and Trace Programme, if symptomatic, go home, book a test, (through NHS website or by phone 119) providing details of all who you have come into close contact with, if you have been in close contact with someone you must self-isolate when told to do so;** 17. **Provide tests to student or staff to facilitate testing where this will improve likelihood of them getting tested;** 18. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms and Nursery settings; 19. Ensure adequate supervision of use of hand sanitiser to prevent ingestion; Skin friendly skin cleaning wipes can be used as an alternative for small children and students with complex needs. 20. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or hand sanitiser after any contact someone who is unwell 21. Ensure that all adults and students are aware to:     1. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.     2. Clean their hands on arrival at the School or Nursery, before and after eating, and after sneezing or coughing;     3. Encouraged not to touch their mouth, eyes and nose;     4. Use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’);     5. Ensure that help is available for Students who have trouble cleaning their hands independently; 22. Maximise natural & mechanical ventilation throughout the school/Nursery setting. 23. Fire Doors should remain closed unless on designated fire hold open/closing devices. Frequency of cleaning handles and availability of hand sanitiser should be provided around high use areas. 24. Accessing Classrooms directly from outside where possible Provide local signage at the School; 25. Stagger the following activities so that all students are not moving around the school/nursery at the same time:     1. Assemblies and limit to one group;     2. Break times including lunch. Dining areas must be cleaned between groups;     3. Drop-off & collection times;     4. Implement one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the School/Nursey setting where spaces are accessed by corridors;     5. Monitor that toilets do not become crowded by limiting the number of students who use the toilet facilities at one time; 26. Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach and maximise social distancing along with enhanced hygiene procedures; 27. Parents/ Carers notified that if their child needs to be accompanied to the School/Nursey setting, only one parent/ carer should attend; 28. Parents/ Carers and students are notified of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use); 29. Notify Parents/ Carers that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely); 30. Stagger the use of staff rooms and offices to limit occupancy to maintain social distancing. Remind staff to maintain social distancing in WC’s e.g. one person in at a time, layout of spaces to be adjusted to encourage social distancing; 31. School kitchen to be fully open and operating in accordance with the guidance for food businesses on COVID-19; 32. Minimise the amount of shared resources taken home off the School/Nursery site & limit exchange of take-home resources between Students and staff; 33. Floor tape or paint to mark areas to help staff keep to a 2-metre distance in Reception, Offices, Staff rooms. PPA work in a common area should be avoided unless workstations & shared equipment **can &** **must be** cleaned in between users; 34. If staff meetings are necessary, keeping all attendees 2 metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible. | 4 | 2 | 8 | M | 1. Where settings can, keep students & staff in those small groups and maximise social distancing this will be planned;   a) Class groups  b) Key Stage groups in this order, they should do so. Brief, transitory contact, such as passing in a corridor, is low risk;   1. Reduce the number of contacts between students and staff, by keeping groups separate, and maintaining social distancing; 2. Designate groups that do not mix wherever possible to prevent potential spread: 3. Determine which lessons or classroom activities can take place outdoors; 4. Adjusting the timetable and selection of classroom or other learning environment to reduce movement around the school or Nursery building; 5. Keep small groups of students together throughout the day whenever possible and try to avoid larger groups of students mixing;    1. Keep students in the same small groups each day, wherever possible, and different groups are not mixed, wherever possible;    2. Equipment that is used, is appropriately cleaned between groups of students using it, & that multiple groups do not use it simultaneously – if it cannot be appropriately cleaned it should not be used;    3. Remind students to maintain distancing and not touch staff or their peers; 6. All equipment used between groups to be meticulously cleaned between groups, or rotated and left for 72 hours between use by different groups; 7. Outdoor play equipment to be more frequently cleaned 8. Bins for tissues are emptied throughout the day. 9. On notification of a positive result and in collaboration with PHE Health Protection Team, pre-planned actions to be swiftly instigated. 10. Inform all in close contact to self-isolate for 14 days from last contact with individual, to go home; 11. Instigate enhanced cleaning regime in all potentially contaminated areas; 12. Consider the need to close more of the school site as directed by PHE to manage confirmed cases in the community and revert to home learning plans; 13. Contain the spread of the outbreak as directed by PHE to prevent wider contamination within school/Nursery;   9. Arrange for areas around the pupils with symptoms to be cleaned with virucidal cleaning spray after the student has left to reduce the risk of spreading the infection on to other people;  10. Encourage regular hand washing by pupils and staff, on arrival, when they return from breaks, when they change rooms and before and after eating.  11. Document the schools planned enhanced cleaning schedule and make it available to all staff;  a) include more frequent cleaning of rooms or shared areas that are used by different groups;  b) Frequently touched surfaces  c) Toilet areas used by different groups, or with a high usage;  12. Individual risk assessments are undertaken for staff pupils with protected characteristics, including race and disability, in developing your approach and maximise social distancing along with enhanced hygiene procedures;  13. Staff preparing snack will wear gloves and will place food on the child’s desk. They will not hand food directly to children  14. All staff and pupils emergency contact details are up-to-date including alternative emergency contact details where required  15. Pupils parents are contacted as soon as practicable in the event of an emergency. Parents are informed that they must provide a contact number where they can be contacted during the school day. | 1st September and ongoing |
| **Transport & journeys to/ from School** | 1. Transmission of COVID19 to the School/ Nursery community; | Children/ pupils/  Staff/ Others | 1. School Management encourages students to walk or cycle to their school/nursery where possible; 2. School Management will ensure that transport arrangements cater for any changes to start and finish times; 3. School Management will get written assurance that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus; 4. When using minibuses/ coaches:    1. If practical substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers;    2. If practical cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out.    3. Only designated groups to use at any one time; | 4 | 2 | 8 | M | 1. School/Nursery Minibuses should not use ‘face to face’ seating layouts.  2. Face coverings must be worn at all times on public transport;  3. Face coverings must be worn on public transport. A personal plastic bag to be brought in to place reusable face coverings in. Disposable face coverings to be thrown away on entry to the school grounds or before by placing in a personal plastic bag and placing in an outside bin. Pupils and staff should not touch the front of the mask and must wash their hands after removing it or use hand gel if no handwashing facilities are available.  4. This process applies to pupils, parents and staff  5. BDAT benefits Cycle2work scheme went live on 01/06/2020 to assist in the purchase of bikes and accessories for staff. Staff may call 0330 100 2313 if they wish to access this service | 1st September and ongoing |
| **Pupil/ Child or adult displays COVID19 symptoms whilst at School.** | 1. Transmission of COVID19 to the School community. | Children/ pupils/  Staff/ Others | 1. If anyone becomes unwell with a new, continuous cough, a high temperature, or loses a sense of taste and steel (anosmia) in an education or childcare setting, **they must be sent home** and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance; 2. **If a child/pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child/pupil and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people;** 3. **If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else;** 4. **PPE should be worn by staff caring for the child/pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child/pupil with complex needs);** 5. **Partake fully in Test and Trace Programme, if symptomatic, go home, book a test, (through NHS website or by phone 119) providing details of all who you have come into close contact with, if you have been in close contact with someone you must self-isolate when told to do so, working with PHE on who this applies to;** 6. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital; 7. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, **they do not need to go home unless they develop symptoms themselves** (and in which case, a test is available) or the child subsequently tests positive. **They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people;** 8. All staff and pupils who are attending a school/nursery setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario; 9. Where the pupil or staff member tests negative, they can return to their setting when well enough and fellow household members can end their self-isolation; 10. Where the child, pupil or staff member tests positive, anyone who has been in close contact (direct close contacts, proximity contacts or travelling in a small vehicle) should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. 11. PHE will provide definitive advise on who must be sent home, to support this school should keep accurate records of groupings; | 4 | 2 | 8 | M | 1. Enhanced cleaning of the area(s) concerned to be covered by a Post-COVID19 Infection Risk Assessment / cleaning plan; 2. Education settings as employers can book tests through an online digital portal or by phone. There is also an option for employees to book tests directly on the portal. 3. **Inform Parents they must engage with the Test and Trace programme and arrange to have a test carried out straight away on the symptomatic person.** 4. **Inform Parents they must inform you immediately of the test results, so you can take appropriate action.** | 1st September and ongoing |
| **Extra Curricular Provision** | 1. Mixing of groups | Children/ pupils/  Staff/ Others | 1. Accurate records of attendees and their grouping in school 2. Good Hygiene provision as per the **Systems of Controls: Protective Measures 1 to 9** | 4 | 3 | 12 | H | 1. Consideration of children and pupils attending provision to minimise compromising of groups  2.Creating distinct and consistent groups within provision;  3, Encourage parents to evaluate private childcare providers or out of school activities, protective measures put in place. Only use providers who can safely demonstrate this – No contact sports should take place  4, Jellybeans will maintain accurate records of attendees and their grouping in school and Jellybeans  5, Good hygiene provision, hands washed upon arrival and prior to departure  Regular cleaning to take place as per school protocol | 1st September and ongoing |
| **Higher Risk Activities** | 1. Infection in environments through music, singing, chanting, playing wind or brass instruments or shouting.  2. Contact sports | Children/ pupils/  Staff/ Others | 1. Singing, wind and brass playing will not take place in larger groups, such as school choirs and ensembles or school assemblies;  2. Contact sports must be avoided (e.g. football)  3. All equipment to be scrupulously cleaned between groups &/or isolated for 72 hours between use;  4. Activities such as active miles, active breaks and lessons and encouraging active travel whist social distancing is encouraged. | 4 | 3 | 12 | H | 1. Music, limit group sizes to 15, positioning students back to back or side to side.  2. No instruments to be shared  3. Increase room ventilation – open windows  4. Maximise social distancing in class rooms or consider outside locations.  5. Sport lessons to be undertaken outside wherever possible.  6. Groupings to remain constant  7. Large indoor spaces used should be well ventilated, social distancing encouraged and cleaned between groups; | 1st September and ongoing |
| **Stress upon staff members** | 1.Roles may be overlapping with greater demands in shorter term;  2.Parents may make increased demands upon staff;  3.Stress Pressures may be exerted upon staff members from other sources e.g. family members classed as Vulnerable or isolated. | Staff | 1.Prioritisation of important tasks for the School community for that day/ week;  2.Regular feedback & updates for remaining staff as a group activity;  3.Staff kept informed of developments before Students/ children & parent community;  4.Staff aware of need to report concerns to School Management;  5.Governing Body aware of the need to support Headteacher & Leadership Team. | 3 | 3 | 9 | M | 6. Minimise/ only essential contact with staff members outside working hours.  7. Provide staff with wellbeing support information | 1st September and ongoing |
| **Pupil Wellbeing** | 1.Pupils may have been out of education for 5 months  2.Pupils may have suffered a bereavement  3.Additional pupils may have social emotional and mental health needs | Pupils | 1.Train key members of staff in “Supporting children and young people with their mental health post lockdown”  2.Trained mental health first aider on site | 3 | 3 | 9 | M | 3.Staff trained in Childhood Bereavement: An introduction, what you can do to help.  Provision for these pupils will be open and places considered by the Pastoral Team following their standard protocols | 1st September and ongoing |
| **Visitors** | 1.Keep visitor numbers to a minimum | Visitors and Contractors | 1.Only essential meetings are held on site  2. Visitors should wash their hands upon arrival at school and be informed of their responsibility to report symptoms prior to entry to school  3.Meetings will follow social distancing guidelines  4.Visiting contractors will sign the COVID-secure document in school which will be held with Contractor Qualification Documents | 3 | 3 | 9 | M | Visitors will be required to provide contact information for the purposes of track and trace. This information will be destroyed after 14 days. | 1st September and ongoing |

**(Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H**

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| **Assessment authorised by Headteacher** | | | | | | | | | |
| **Print Name:** | | | | **Signature:** | | | | | **Date:** |
| *RISK RATING SCORE* | **RESIDUAL RISK LEVEL** | | **MANAGERIAL ACTION** | | | | **RISK RESULT** | | |
| **1 - 5** | **L - LOW** | | **Monitor, no action normally required** | | | | **Acceptable = Risk Level & Controls Acceptable** | | |
| **6 - 10** | **M - MEDIUM** | | **Attempt to improve controls so far as is reasonably practicable** | | | |
| **11 - 25** | **H - HIGH** | | **Priority action to be taken to apply control measures** | | | | **Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required** | | |
| **The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.** | | | | | | | | | |
| **Assessment Review** | | | | | | | | | |
| **Reviewed by:** | | | | | **Review date: Daily/ Weekly** | | | **Existing risk assessment valid? (Y/N):** | |
| **Has the activity changed? (Y/N):** | | **How:** | | | | **New controls:** | | | |
| **Have new equipment or materials been introduced? (Y/N):** | | **What:** | | | | **New controls:** | | | |