


September back to school risk assessment

RISK ASSESSMENT DETAILS		RISK RATING & EVALUATION OF RESIDUAL RISK			
	Ebor Academy Trust				
Academy	Osbalwick Primary Academy				
TITLE OF RISK ASSESSMENT	Covid 19 Risk Assessment TPA				
DETAILS OF ACTIVITY Risk Assessment to mitigate risk across both school sites of infection with Covid 19 virus.					
RISK ASSESSMENT LOG REF					
OTHER RISK ASSESSMENTS CROSS REFERENCED*					
WORKPLACE INSTRUCTION REF					
DATE OF ASSESSMENT	10th March 2021				
MANAGER CARRYING OUT RISK ASSESSMENT	Jo Mould (Acting Headteacher)				
NAME OF EMPLOYEE CONSULTED	N/A				
LOCATION OF ACTIVITY	Osbalwick Primary Academy				
Headteacher Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.					
Signature 	Date 10.03.2021				
		Assessing level of residual risk = impact x likelihood			
		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	
What the final score tells you in relation to level of risk					
		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 8th March 2021 can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment>

This document has been designed to:

- 1) Identify sources of risk
- 2) Provide detail on what measures to be put in place in order to mitigate that risk
- 3) Assess what can be done to mitigate the risk
- 4) Having put the measures in place, to reflect on and score any residual risk

In putting the risk assessment together we have taken on board a wide range of updated guidance which recognises the challenges of having all children back in one building.

The assessment has been developed around the 12 systems of control around prevention, specific circumstances and response to any infection.

Prevention:

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.



In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

In the event of a local lockdown we will follow public health guidance.

Hygiene remains at the centre of the strategy to control transmission, it must remain central to all activities. There is also greater emphasis on wellbeing.

Recognizing the logistics of having a full cohort of children, the guidance changes the emphasis from maintaining a set distance, to doing all that is reasonably possible to maintain distancing. 'Reasonably possible or practical' is defined by the HSE as 'weighing a risk against the trouble, time and money needed to control it.'

In conducting this risk assessment ***it is therefore critical*** that you can demonstrate that you have given thought to each risk and what is reasonable and possible to do in order to reduce / mitigate it.

We have outlined steps to take in order to reduce or mitigate risks, and ask the risk assessor to consider each one, decide on what action is reasonably possible and state the reason for this decision.

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.

A discussion with CST has been booked in with each school, to discuss the results and agree a risk score and any support required.

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

- ***effective***
- ***working as planned***
- ***updated appropriately considering any issues identified and changes in public health advice***



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>STAFF WELLBEING</p> <p>https://www.gov.uk/guidance/national-lockdown-stay-at-home</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>https://www.gov.uk/coronavirus/education-and-childcare</p>				
Social distancing	Staff at risk due to infection from working too closely with others	Control use of facilities to ensure distancing can be maintained, aiming for 2 metres at all times	Teacher and TA to sit at tables distanced between pupils. Teachers to position themselves at the front of the class 1m + from pupils. Teachers to limit time spent with groups of pupils to 15mins. EY teachers to maintain safe distance from pupils but mindful of child wellbeing	
		Signage to remind about distancing	Child friendly signs around school Staff reminded via shared doc 5.1.21 Pupils reminded via Classroom staff	
		Ensure staff are aware of procedures	Staff reminded via shared doc 5.1.21	



		Encourage engagement with test and trace		
Social distancing	Unavoidable contact may lead to transmission Contact between individuals not minimised and social distancing measures not followed	PPE guidance provided by CST to be read by all employees, guidance sought where unsure Staff reminded of “Hands, Face, Space” message regularly.	Guidance re-shared with staff 6.1.21 Weekly reminder in Staff Weekly Update (5.3.21) and verbal reminders as and when needed.	
Wellbeing	Pressure on staff due to concerns or workload	Ensure staff are aware of wellbeing support that is available	Signage in staff rest areas across both sites Staff reminded via shared doc 5.1.21	
		Regular one to ones with staff to discuss wellbeing	Staff reminded via shared doc 5.1.21	
Allergies may be mistaken for Covid causing concern	Anxiety may be caused	Surgical masks available if required	Seasonal Allergies previously declared and recorded on system.	
Lack of staff due to unplanned absence	Inability to continue teaching	Robust plans in place to switch to online learning	Online learning planned and implemented from 6.1.21 in line with safeguarding and OPA Remote Learning Policy. No live streaming. Some lessons recorded within school setting only. Staff reminded via shared doc 6.1.21	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x likelihood)		Likelihood	Impact	Score
		4	2	8
AREAS OF CONCERN				



Rapid Asymptomatic Covid-19 Testing for Staff (Voluntary) https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools				
Self-testing of staff members	All staff members currently attending the premises in person (part-time or full-time)	Staff offered the opportunity to carry out Government issued self-test (LFD test) twice weekly.	Instruction booklet issued, staff meeting to discuss the process. Regular check-in with staff to address queries / report test kit issues.	
Positive case identified		Staff aware of the need for immediate self-isolation and requirement to take a PCR test	Detailed instruction book provided. Verbal reminders.	
		Tests taken on a Monday and Thursday evening to allow school to plan for absence the following day.	Staff to email SLT immediately in the event of a positive result.	Lack of staff to cover absences.
Negative test results		Staff can continue to attend school premises provided they do not have symptoms.	Staff advised to self-isolate and book a PCR test if they have symptoms.	
		Staff should not become complacent following repeated negative tests.	Regular verbal reminders to adhere to social distancing measures, PPE use and hand hygiene.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood of staff not being able to administer test 2	Impact 3	Score 6
AREAS OF CONCERN				



CHILD WELLBEING

<https://www.gov.uk/guidance/supporting-pupils-wellbeing>

<https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance>

Social distancing	<p>Transmission of virus through close contact</p> <p>Contact between individuals not minimised and social distancing measures not followed</p>	<p>Schools to develop plans for group sizes and maintaining consistent group sizes</p> <p>Children reminded to respect personal space and social distancing wherever possible</p>	<p>Non/minimal contact policy in school with pupils Pupils reminded via Classroom staff Staff reminded via shared doc 5.1.21</p> <p>Children reminded via Classroom Staff. Staff to be reminded via weekly update 5.3.21</p>	
Wellbeing	<p>Children may be anxious with new rules and protocols</p>	<p>Encourage parents to reinforce protocols around distancing</p> <p>Staff to reassure children and explain when needed</p>	<p>Parents reminded via letter 5.1.21 Staff reminded via shared doc 5.1.21 Daily check in system for children in Frontline School, weekly check in online for all children starting 8.1.21</p>	
		<p>Additional support to be available to work intensely with children in particular at start of term</p>	<p>WEB Team to respond to needs of pupils in each class within designated areas EY WEB Team member to respond to needs of EY Pupils along with EY Team</p>	
		<p>Close monitoring and observation of children to identify any signs of distress</p>	<p>Daily well being check ins across all ages Wave 1 support from Class Staff Team Referral system to WEB Team</p>	



			CPOMs Cause for Concern plus other relevant tab	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood 4		Impact 2	Score 8
AREAS OF CONCERN				
ACCESS / EGRESS TO SCHOOL				
https://www.gov.uk/guidance/national-lockdown-stay-at-home https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19				
Travel to school	<p>Virus may spread if too close contact</p> <p>Social Distancing measures not followed during travel to and from school</p>	<p>Minimise number congregating at same times by offering staggered start and end times where appropriate</p> <p>Extra signage as prompts regarding entrance and exit and no entrance and no exit gateways and 2m social distancing stickers on external pathways.</p>	<p>Elongated drop off and collection times on both sites 1 way system around each school site Parents reminded via letter 5.1.21</p> <p>Parents reminded in weekly update (5.3.21). Staff in playgrounds during drop off and collection – remind parents.</p>	



		Allocate supervised group collection points	N/A	
		Ensure parents know they can't come onto site	Parents reminded via letter 5.1.21 – phone number and email shared	
		Put in place process for removing face coverings that may be used on arrival at school, ensure the process is known and followed	Staff reminded via shared doc 5.1.12 Pupils reminded via classroom staff	
		Ensure children over 11 yrs are aware they must wear a mask on public transport	N/A	
Social distancing	Virus may spread if too close contact	Designated and marked out parking area for contractors and guests with safe distance	Contractors to be met by site manager on both sites Kitchen contractors to be directed by Cooks on both sites Liaison with visitors on both sites (Social Workers, SEN agencies etc) around Risk Assessment and Induction on arrival Limit number of visitors onto site. All visitor requests to SLT for approval. Staff reminded via Shared doc 5.1.21	
		Number of entrances/exits at site maximised and limited to groups where practical	Parents reminded via letter 5.1.21 Parents reminded via Weekly Update 5.3.21	
		Guidance given to early years Staff on dealing with soiled clothing	Staff reminded via shared doc 5.1.21	
		Area to change allocated, Bags to put clothing in provided	Hygiene rooms on both sites Safe disposal guidance shared with staff 6.1.21	



Airborne transmission	Potential to infect others	Ensure staff are clear on the need to provide a doctors note for non attendance	Staff reminded via shared doc 5.1.21	
Preventing those with specified health conditions from risks arising from attending	Spread of virus to anyone in school	Ensure staff and parents are aware that those with specified medical conditions which make them more vulnerable to COVID-19 should continue to follow Government advice	Medical needs and details within Medical boxes in each classroom. Specific details received from parents to be shared with classroom staff and SLT.	
Close contact and airborne transmission	Contact between individual not minimised and social distancing measure not followed	Plan in place to ensure social distancing can be observed during access and egress of building Extra signage for entry and exit and no entry and no exit pathways. 2m social distancing signage on external grounds as prompt.	Continuation of markings by the site manager to ensure pupils can queue if needed at a distance. Parents reminded via letter 5.1.21 Parents reminded via Weekly Update 5.3.21	
Close contact and airborne transmission	Reception staff	Staff must operate behind their protected area	Parents reminded via letter 5.1.21	
Close contact and airborne transmission	All staff, guests and contractors Contact between individuals not minimised and social distancing measures not followed	Keep wipes by sign in screen to wipe after every touch / use	Wipes available by sign in screen plus hand sanitiser. Staff reminded via shared doc 5.1.21 Staff reminded via Weekly Update 5.3.21	



	Inadequate touch point cleaning/sanitising			
Close contact and airborne transmission	Reception staff	Deliveries should be placed outside the door of the school, in the foyer area. Delivery to be picked up wearing disposable gloves which are then disposed of along with the container in the school bins	Admin Team reminded verbally 6.1.21	
	Reception staff	Implement a booking system for parents and visitors coming into school, limiting the number in at any one time. Log of visits should be retained	Visit requests to go through SLT for approval. Approved visitors' details to be shared with Admin Team and entered on Inventory system. All visitors to engage with Track and Trace and wear appropriate face coverings when on either site.	
		Ensure parents know they are not allowed to 'turn up' to school without an appointment	Parents reminded via letter 5.1.21	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood	Impact	Score
		4	3	12
AREAS OF CONCERN				



MOVEMENT AROUND BUILDING				
Virus contracted whilst moving around building through airborne or close contact transmission	Staff/Children/ Contractors Contact between individuals not minimised and social distancing measures not followed	One way systems where possible Extra signage for entry and exit and no entry and no exit around pathways. 2m social distancing markers on external ground around site.	1 way system for drop off and collection of children to continue on both sites. Parents reminded via letter 5.1.21 Staff reminded via shared doc 5.1.21 Contractors and visitors to be inducted when on site. Parents reminded in Weekly Update 5.3.21	
		No assemblies unless via hangouts or within class groups	Staff reminded via shared doc 5.1.21	
		Educate staff and children on voice control to prevent the need to shout. Use posters to reinforce	Staff reminded via shared doc 5.1.21 Pupils to be reminded via classroom staff	
		Rotas and systems to avoid contact between groups	Staggered break times and lunch times Staggered access to toilet and hand washing facilities during the day Staff reminded via shared doc 5.1.21	
		Pinch points and bottle neck points identified and managed accordingly.	Constant vigilance by all	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)		Likelihood 4	Impact 2	Score 8



AREAS OF CONCERN				
USE OF CLASSROOMS - EACH ROOM TO BE ASSESSED INDIVIDUALLY, PLEASE ADD ONE ROW FOR EACH ADDITIONAL ROOM AND REPEAT SAME CHECKS				
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak				
Classroom (Yrs 3 upwards) Assessing and preventing transmission of virus in the classroom through close contact or surface transmission	Staff/Children potential exposure to virus through close contact or picking it up from surfaces	Years 3, 3/4, 4, 5, 5/6 and 6 classrooms to be organised to maximise distancing	KS2 classrooms set up with tables in rows, pupils facing the front and space between tables to allow for adult movement and minimum contact with children. Staff reminded via shared doc 5.1.21	
		Enter classroom one by one, populating seats front to back to reduce contact where possible	Staff reminded via shared doc 5.1.21	
		Arrange seating for children to sit side by side no more than 15 per row where possible	Staff reminded via shared doc 5.1.21	
		Minimise face to face child/teacher time	Staff reminded via shared doc 5.1.21	
	Inadequate touchpoint cleaning/sanitising	Classroom based resources, such as books and games, should be cleaned	Cleaning resources in classes. Cleaning Team to check daily and replenish if needed.	



	Shared resources	regularly, along with all frequently touched surfaces.	Staff reminded via shared doc 5.1.21 Staff reminded via Weekly Update 5.3.21	
	Shared Resources	Resources shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	Staff reminded via shared doc 5.1.21 Staff reminded via Weekly Update 5.3.21	
	Inadequate ventilation	Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless fitted with fire alarm activated door closing devices	Staff reminded via shared doc 5.1.21 Staff reminded via Weekly Update 5.3.21	
	Shared Resources	Own equipment only to be used by each child or allocated equipment where possible	Staff reminded via shared doc 5.1.21 Staff reminded via Weekly Update 5.3.21	
		Mark out areas to reinforce distancing	Staff reminded via shared doc 5.1.21	
		Regular checks of classroom arrangements by SLT		
Early Years and KeyStage One (Yrs 0-2)	Staff/children through close contact or picking it up from surfaces	Avoid time spent within 1 metre of a child	Staff reminded via shared doc 5.1.21 Staff reminded via Weekly Update 5.3.21	



Preventing transmission of virus in the classroom through close contact or surface transmission	Inadequate touch point cleaning/sanitising	Hand sanitiser and wipes to be placed near to internal doors and be used to avoid over use of touchpoints.	Site Manager to instruct the Cleaning Team to check supplies of wipes and sanitiser and replenish when necessary.	
	Transmission of virus between school and Ebor staff	Face masks to be worn by all adults in shared areas - corridors and main reception area	Staff informed via email 5.3.21 and wider staff informed via Weekly Update 5.3.21	
	Transmission of virus between school staff and parents/carers	Face masks to be worn by all adults/young people (older siblings) dropping off and collecting children. Staff to remind adults/young people (older siblings) to wear face mask.	Staff informed email 5.3.21 Wider staff reminded to remind other adults/young people (older siblings) to wear face masks when on site.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 5	Impact 2	Score 10
AREAS OF CONCERNS				
BREAKFAST CLUB / AFTER SCHOOL CLUB / SPORTS PROVISION				
https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres				
Breakfast Club provision	Staff Pupils	Any person (staff, parent or child) will not attend the site if		



	<p>Parent/Carers</p>	<p>suffering from any of the identified COVID-19 symptoms Face masks or a suitable covering will be worn by parents whilst on school site Children will be expected to have washed each morning before arriving at the provision Upon arrival, parents will leave the children at the BC door Upon arrival, children will be met at the door by member of BC staff Children will be asked to wash their hands upon arrival (or be offered the use of hand sanitiser) Children will be guided to associate with peers from their own school bubble There will be provision of food Children will be required to wash or sanitise hands before and after eating Children will sit with others from their own school bubble when eating. Food is only to be consumed whilst sitting at the table</p>		
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<p>After School Club provision</p>	<p>Staff Pupils Parent/Carers</p>	<p>Any person (staff, parent or child) will not attend the site if suffering from any of the identified COVID-19 symptoms Upon arrival, children will be met at the door by member of ASC staff Children will be asked to wash their hands on arrival (or be offered the use of hand sanitiser) Children will be guided to associate with peers from their own school bubble There will be provision of food Children will be required to wash or sanitise hands before and after eating Children will sit with others from their own school bubble when eating. Food is only to be consumed whilst sitting at the table Face masks or a suitable face covering will be worn by parents whilst on school site arriving to collect their children Parents and children will exit the site quickly and efficiently after collecting children from ASC</p>		
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<p>Extra-curricular Sports provision (school run)</p>	<p>Staff Pupils Parent/Carers</p>	<p>Any person (staff, parent or child) will not attend the provision if suffering from any of the identified COVID-19 symptoms</p> <p>In house extra-curricular sports will be taught in class bubbles. Staff to collect the children from the class bubble.</p> <p>Staff to lead children to outdoor or indoor sports area. Sports sessions to take part outdoors wherever possible. Equipment will be wiped down by the staff member after the session has ended. Contact during sessions to be kept to a minimum. No contact sports provision until further notice. Staff will accompany the children to the main doors to meet parents. Face masks or a suitable face covering will be worn by parents whilst on school site arriving to collect their children. Parents and children will exit the site quickly and efficiently after collecting children</p>		
<p>Extra-curricular Sports</p>	<p>Provider Pupils</p>	<p>Any person (club provider, parent or child) will not attend</p>		



<p>provision (external provider)</p> <p>OUTDOOR ONLY</p>	<p>Parent/Carers</p>	<p>the provision if suffering from any of the identified COVID-19 symptoms</p> <p>Sports coaches to collect children from class bubbles and lead to the outdoor sports area (MUGA).</p> <p>School to provide the sports coach with a list of contact details in a protective sleeve in case of emergency.</p> <p>The club provider will submit their own risk assessment to the school for consideration prior to ANY club taking place</p> <p>Children to sanitise their hands before leaving the classroom</p> <p>Sports clubs will reflect existing classroom bubbles.</p> <p>Sports coaches to provide their own equipment which is to be cleaned by the provider prior to each session.</p> <p>No contact sports provision until further notice</p> <p>Contact during sessions to be kept to a minimum</p> <p>Sports coaches to accompany children to the front of school to be collected by parents.</p> <p>Face masks or a suitable face covering will be worn by</p>		
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		<p>parents whilst on school site arriving to collect their children</p> <p>Parents and children will exit the site quickly and efficiently after collecting children</p>		
<p>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</p>		<p>Likelihood 4</p>	<p>Impact 2</p>	<p>Score 8</p>
<p>AREAS OF CONCERNS</p>				
<p>STAFF REST ROOMS</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p>				
<p>Close contact and surface transmission</p>	<p>Everyone close contact or picking it up from surfaces</p> <p>Contact between individuals not minimised and social distancing measures not followed</p> <p>Staff rooms not controlled and inadequate cleaning/sanitising</p>	<p>Rotas ensure distancing can be maintained in staff areas</p>	<p>Designated staff rest rooms for each phase across both sites</p> <p>Staff reminded via shared doc 5.1.21</p> <p>Staff reminded via Weekly Update 5.3.21 – social distancing and staff rest room rotas, own utensils and cleaning/sanitising</p>	



		Cleaning schedule in place to ensure equipment cleaned after use	Cleaning checklists across both sites in place and kept.	
		Own utensils used	Staff reminded via shared doc 5.1.21	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 4	Impact 2	Score 8
AREAS OF CONCERN				
PLAY/ EXERCISE / MUSIC				
Close contact and surface transmission	Staff/Children may suffer contamination through close contact and virus picked up from surfaces Inadequate touch point cleaning/sanitising	Prevent use of equipment that could transmit virus	Staff reminded via shared doc 5.1.21. Staff reminded via Weekly Update 5.3.21	
		Encourage outdoor play wherever possible	Staff reminded via shared doc 5.1.21	
		Rota and segregation for outdoor space to maintain distancing	Staggered break times Staff reminded via shared doc 5.1.21	
		No singing, wind or brass instrument playing	Specialist Music Teachers – subject to own Risk Assessment Teaching of wind/brass instruments allowed subject to the Risk Assessment. No singing in classes/music lessons	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR		Likelihood 4	Impact 2	Score 8



THIS AREA (Potential Impact x Likelihood)				
AREAS OF CONCERN				
MEAL TIMES				
https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely				
Close contact and surface transmission	Staff/children/ Catering staff cross contamination by being too close or picking up the virus from surfaces	Hot / cold pack lunches to be eaten in classroom to avoid queues or large groups congregating at meal times	Whilst kitchens remain open, hot dinners provided. Leyes site hall used for dinners – Nursery and Reception together Lane site hall used for dinners – KS1, LKS2, UKS2, separate sittings with cleaning between. Significantly reduced numbers of children. Staff reminded via shared doc 5.1.21	
		Catering staff treated as a group	Kitchen form own bubble whilst kitchen is open.	
		All food waste must be disposed of in black bags/compostable bags	Staff reminded via shared doc 5.1.21	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR		Likelihood) 5	Impact 2	Score 10

THIS AREA (Potential Impact x Likelihood)				
AREAS OF CONCERN				
Lane Hall to be used for 2 sittings, agreed between JM and Andy Roberts via phone conversation July 15 th 2020.				
CHILDREN WITH COMPLEX NEEDS				
This publication was withdrawn on 04.08.2020 but the link still works.				
https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people				
Risk of cross contamination when dealing with children with complex needs	Anyone in building could be exposed to virus through close contact and airborne transmission	Please refer to guidance already provided and refer queries to Rebecca	Staff to use PPE when pupils unable to socially distance Staff to continue use of PPE when carrying out intimate care Individual Risk Assessments for children displaying high levels of complex need. Created with parents by SENDCO. Staff reminded via shared doc 5.1.21	
Access/egress in building	Staff/Children/Contractors		Visitors for children with complex needs (Social Workers, SEN Agencies etc) to be admitted to the building by Office Staff. All visitor requests to go to SLT for approval. When approved visitor's details to be shared with Admin Team, inputted onto inventory and visitor to fully engage with Track and Trace.	



HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood)	Impact	Score
		4	2	8
AREAS OF CONCERN				
<p>TOILETS - REPEAT FOR EACH TOILET BLOCK</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands</p>				
Toilets	Staff/Children/ Contractors	Ensure cleaning rota in place	Site Manager to oversee over both sites	
	Inadequate touch point cleaning/sanitising		Site manager asked to remind Cleaning Team – site meeting 1.3.21	
	Inadequate touch point cleaning/sanitising	Process in place to ensure adequate supplies of cleaning materials at all times	Cleaning Team – daily check and replenish via Site Manager ordering	
			Site manager asked to remind Cleaning Team – site meeting 1.3.21	
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Children & Contractors	Ensure bins in place and used to safely dispose of paper towels and process for regular collection to prevent overspill	Staff reminded via shared doc 5.1.21	



		Ensure adequate supply of paper towels and wipes	Cleaning Team to check daily and replenish if needed	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood	4	Impact	Score
AREA OF CONCERN				8
MAINTAINING HYGIENE				
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				
Hygiene practices	Transmitting virus through lack of rigorous preventative measures	Do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum	Staff reminded via shared doc 5.1.21	
	Inadequate touch point cleaning/sanitising	Supervise young children washing their hands to prevent ingestion and ensure thorough washing	Staff reminded via shared doc 5.1.21 Staff reminded via Weekly Update 5.3.21	
	Inadequate touch point cleaning/sanitising	Build washing hands and 'catch it kill it bin it' into the culture	Staff reminded via shared doc 5.1.21 Parents reminded via letter 5.1.21 Staff reminded via Weekly Update 5.3.21	
	Inadequate touch point cleaning/sanitising	Ensure the school has enough hand washing or hand sanitiser 'stations' available so that all	Cleaning Team to check daily and replenish if needed	



		pupils and staff can clean their hands regularly	Site manager asked to remind Cleaning Team – site meeting 1.3.21	
	Inadequate touch point cleaning/sanitising	Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative	Staff reminded via shared doc 5.1.21 Pupils to be reminded via classroom staff Staff reminded via Weekly Update 5.3.21	
Surface transfer	Staff, Children & Contractors Inadequate touch point cleaning/sanitising	Ensure surfaces are wiped at regular times	Staff reminded via shared doc 5.1.21 Staff reminded via Weekly Update 5.3.21	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 4	Impact 2	Score 8
AREAS OF CONCERN				
USE OF PPE – order via usual Purchase Order procedures				
https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe				
Ensuring safe and effective use of PPE	Staff using PPE inappropriately may be infected	Ensure everyone is aware of and understands Ebor and HSE guidance on use of PPE	Posters up in every classroom across both sites showing PPE guidance. Staff reminded via Weekly Update 5.3.21	



	Inadequate personal protection and PPE			
		Ensure sufficient PPE available	PPE boxes clearly marked and in all classes across both sites Staff reminded via shared doc 5.1.21	
		Ensure process in place for safe disposal of PPE	Guidance re-shared with staff 6.1.21	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 5	Impact 1	Score 5
AREAS OF CONCERN				
CONTRACTORS				
Contractors may bring covid in	Staff, Children & Contractors Contact between individuals not minimised and social distancing measures not followed	Ensure booking system in place for contractors	Site Manager to oversee essential contractors only across both sites Visitor requests to go through SLT Approved visitor details to be shared with Admin Team and inputted onto Inventory. Site Manager/SLT to be contacted by Admin Team of any unexpected contractors arriving on site Staff to remind essential contractors and visitors to abide by social distancing measures in place at all times on site. Staff reminded via Weekly Update 5.3.21	



		Ensure contractors sign in when arriving on site	Contractors to fully engage with Track and Trace when coming onto site.	
		Ensure contractors aware of and follow Ebor guidance on H&S procedures during Covid	Contractors to fully engage with Track and Trace when coming onto site.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 1	Score 3
AREAS OF CONCERN				
CARETAKING				
https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm				
Site Manager	Site Manager becomes unwell	School sickness policy and Ebor guidance in place	Line manager informed	
Site Manager	Site Manager develops symptoms	Room set aside for symptomatic members of staff and children(ideally with a window that can be opened to provide ventilation) Masks available for supervising adult in the isolated area.	HT & SBP to be informed immediately of a suspected case of Covid Site Manager is taking part in the voluntary Lateral Flow Testing process.	



		Contingency plan in place so the area where the person has been, can be isolated Accountability allocated for secure deep cleaning of any areas affected, with training given and PPE provided		
Site Safety and Provision	Reopening after lockdown closures	Ensure all the building checks and caretaker compliance checks are undertaken to make the school safe	Site Manager to carry out all compliance checks	
Water Systems	Flushing of Cold and Hot Water	Ensure that all cold and all hot water outlets are flushed		
Kitchen Water Systems	Flushing of Cold and Hot Water and Cycling of Appliances	Ensure that all cold and hot water outlets are flushed and appliances have had 1 full cycle of use		
Statutory Checks	In House Statutory Checks In Place	Ensure all checks in place report immediately to Andy Roberts if lack of staff make this impossible to manage locally		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 1	Score 3
AREAS OF CONCERN				
GENERAL CLEANING				



https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				
Cleaning protection	ALL	Ensure cleaners wear minimum of disposable gloves and aprons for cleaning. Offer use of masks as cleaning causes the possibility of airborne fluid	Site Manager to oversee Cleaning Teams on both sites.	
Surface transmission	ALL	All cleaning cloths to be disposed of daily and mop heads should be of the disposable type or sterilised daily.		
Surface transmission	ALL	Areas of common use, such as corridors and toilets to be cleaned regularly throughout the day		
General cleaning	ALL	Schedule frequent cleaning of shared resources, books, toys etc	Staff reminded via shared doc 5.1.21	
General cleaning	ALL	Implement a cleaning log to track cleaning frequency of bathrooms, classrooms and communal areas	Cleaning checklists in place throughout school. Checked frequently by Site Manager	
Cleaning materials	ALL	Disposal of cleaning materials by double bagged Covid method	Site Manager to oversee Cleaning Team over both sites	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood 4	Impact 1	Score 4
AREAS OF CONCERN				



TOUCHPOINT CLEANING				
Airborne and surface transmission	ALL Inadequate touch point cleaning/sanitising	Regular enhanced cleaning after school of all high frequency touched areas such as door handles, toilet areas, hand rails etc. Instruction leaflet to be read by all employees and any queries to Andy Roberts	Site Manager to oversee Cleaning Team over both sites Site Manager asked to remind Cleaning Team – site meeting 1.3.21	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 4	Impact 2	Score 8
AREAS OF CONCERN				
CLEANING FOLLOWING SUSPECTED COVID CASE				
Airborne and surface transmission	ALL	Ensure all staff area aware of Ebor guidance on enhanced cleaning and use of PPE	Staff reminded via shared doc 5.1.21 Guidance re-shared with staff 6.1.21	
	Site user becoming unwell/developing symptoms	Suspected case in adult: adult to inform SLT and leave premises immediately and arrange for a PCR test. Test results shared with school as soon as received. School to take necessary action in line with Trust and national guidance. Suspected case in child: class staff to inform SLT. SLT, wearing full PPE, to collect	Staff reminded via Weekly Update 5.3.21	



		<p>child from class and accompany child via external route to quarantine centre away from main school building and stay with child until collected. SLT to inform Admin. Admin to call parents and arrange for immediate collection. Parents to arrange for a test. Results to be shared with school as soon as received. School to take necessary action in line with Trust and national guidance.</p> <p>SLT to dispose of PPA in accordance with guidance and to change clothes wherever possible.</p>		
		<p>If a positive case within school, contact Debbie Simpson, as per Trust guidance and liaise with parents and Trust accordingly.</p>	<p>Guidance on display in Admin Office to follow if needed. SLT aware of guidance and processes</p>	
<p>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</p>		<p>Likelihood</p> <p>5</p>	<p>Impact</p> <p>2</p>	<p>Score</p> <p>10</p>
<p>AREAS OF CONCERN</p>				
<p>WASTE MANAGEMENT PPE</p>				



https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control				
Airborne and surface transmission	ALL	All outer packaging must be removed and recycled before an item is taken into school	Admin Team reminded 6.1.21	
		All food waste must be disposed of in black bags/compostable bags	MSA staff reminded 6.1.21	
		Soiled clothing must be put into bags and then into an outer bags - double bagging required	Staff reminded via shared doc 5.1.21	
		Disposal of all waste related to possible or confirmed cases should be classified as infectious and the Ebor Covid-19 disposable method used	Staff reminded via shared doc 5.1.21	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood 5	Impact 1	Score 5
AREAS OF CONCERN				
MANAGING PREMISES				
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak				
Statutory compliance has not been completed due	Everyone on site	Ensure all contractor statutory checks are up to date; immediate reporting to Andy	Site Manager to oversee across both sites	

to availability of contractors		Roberts where they have not been		
		Process in place to ensure contractor statutory checks continue as scheduled and report immediately to Andy Roberts	Site Manager to oversee across both sites	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 1	Score 3
Areas of concern				

All policies and updates to policies to remain in place.

POLICIES				
Existing policies on safeguarding, health & safety, fire evacuation, medical behaviour & other policies current	Everyone	All relevant policies to be reviewed for Covid 19 with implications for schools and are fit for the current circumstances Staff and children briefed accordingly		https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak
Emergency evacuation whilst maintaining social distancing	Staff/Children/contractors , close contact transmission	Establish a plan for emergency evacuation which, where practicable maintains social distancing. share with staff once plan devised.		https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak



		<p>Put new / additional signage out if required.</p> <p>PEEPS should be reviewed and amended accordingly.</p>		
<p>Administering First Aid & administration of medicines safely Close contact and surface transmission</p>	<p>Staff/Children. Contamination through close contact</p>	<p>Children to be directed where applicable (but supervised) to undertake own first aid (e.g. washing grazes, application of self-adhesive dressings).</p> <p>Ensure adequate supply of PPE is available for use by If first aider should they need to get closer to injured party/suspected infection with Coronavirus</p> <p>Guidance provided to 1st aider on how to assess or treat they are to wear disposable aprons, gloves, face masks</p> <p>1st aider to confirm to say they have received and understood instruction</p> <p>General PPE signage as reminder</p>		



		<p>Process in place to undertake temperature checks</p> <p>Disposable forehead thermometers and PPE available.</p> <p>Provide instruction to staff and notify parents that children with a cough must be sent home – reminders to staff in daily briefing</p>		
<p>Suspected case of COVID-19 in School Close contact and surface transmission</p>	<p>School Staff/Teachers/Parents/Visitors to School</p>	<p>Flowchart for procedure has been shared with staff and is displayed across the school</p> <p>Ensure staff have been instructed on how to deal with a suspected case of Covid through briefings and reading material</p> <p>Process in place for contacting parents</p> <p>Room set aside for symptomatic children (ideally with a window that can be opened to provide ventilation)</p>		



		<p>2m distancing should be available / marked out in the rooms.</p> <p>Process in place to move a symptomatic child to a separate room</p> <p>Masks available for supervising adults in the isolated area.</p> <p>Contingency plan in place so the area where the person has been, can be isolated</p> <p>Accountability allocated for secure deep cleaning of any areas affected, with training given and PPE provided</p>		
Statutory compliance has not been completed due to availability of contractors	Everyone on site	Ensure all contractor statutory checks are up to date; immediate reporting to Andy Roberts where they have not been	Site Manager to oversee across both sites	
		Process in place to ensure contractor statutory checks continue as scheduled and report immediately to Andy Roberts	Site Manager to oversee across both sites	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR	Likelihood	Impact	Score	



EBOR ACADEMY TRUST

THIS AREA (Potential Impact x Likelihood)	3	1	3
Areas of concern			