| RISK ASSESSMENT DETAILS | RISK RATING & EVALUATION OF RESIDUAL RISK |
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| |  | Ebor Academy Trust | | --- | --- | | **Academy** | Robert Wilkinson 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** | | CHRIS EVANS | | **LOCATION OF ACTIVITY** | | West End Strensall, York |  | **Headteacher**  **Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.** | | | --- | --- | | **Signature** | **Date**  **02/09/2021** | | **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 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:

# Transfer the risk e.g. contract a company to clean and manage waste, engage with Department of Public Health

# 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.**  ***If you propose to accept the risk as you are unable to mitigate it, please note this.*** | **PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.**  ***If you feel preventative measures are not possible or appropriate, please state this along with your reasons*** |
| --- | --- | --- | --- | --- |
| **ENSURE GOOD HYGIENE FOR EVERYONE**  <https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;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. | Each classroom should have:  Cleaning equipment safely stored in class cupboard  Hand wash by sink  Sanitiser on teachers desk  At least one box of tissues |  |
| Lack of availability of hand sanitiser means sanitising not possible | Staff  Pupils  Visitors/Volunteers  Contractors | Sanitiser made available at appropriate locations | Sanitiser at school entrance |  |
| The practice of ‘Catch it, bin it, kill it’ isn’t followed leading to spread of virus | Staff  Pupils  Visitors/Volunteers  Contractors | Tissues made available for coughs and sneezes.  Encourage coughing/ sneezing into elbow if tissues are not to hand.  Dispose of waste immediately in appropriate receptacle.  Staff education  Posters to reinforce  Safe handling and disposal of waste |  |  |
| To maintain clean routines in consideration of everyone | Staff | Maintain cleanliness in all public areas | Cleaning products available in all staff toilet areas  Cleaning products, handwash and sanitiser available in staffroom and in shared work areas  Staff to bring their own personal dining set (cutlery/crockery) to wash up after themselves, leaving the kitchen area clean and tidy for others |  |
| 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  Refresh existing posters regularly. | Handwash routines and Catch it Bin it signage in place around school in key locations  (sinks and entry points)  Visitors into school encouraged to wear masks until situated in a well ventilated area |  |
| 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. |  |  |
| **HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)** | | **Likelihood** | **Impact** | **Score** |
| 2 | 2 | 4 |
| **AREAS OF CONCERN** | | | | |
| **MAINTAIN APPROPRIATE CLEANING REGIMES**  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> | | | | |
| 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 | Mid morning cleaning regime in place.  Records of daily cleaning on or by classroom doors/toilet/staff room |  |
| **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** | | | | |
| **KEEP OCCUPIED SPACES WELL VENTILATED**  <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm> | | | | |
| 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 **not fire doors** and where safe to do so). | Fans may be used and positioned by windows to be pointing out of the window or in from the window to increase ventilation |  |
| 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 |  |  |
| 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 |  |  |
| **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** | | | | |
| **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 | All staff know to monitor pupils carefully and systematically on a daily basis.  If staff members are unsure, they know to discuss symptoms witnessed with line managers or admin team swiftly.  A joint decision can be made around actions required.  If further assistance is required SLT/Helen Smith are available.  Isolation areas - corner of Brown Hall/Medical room |  |
| Spread of virus through contacts in school | All | Ensure those members of staff who may be a contact of a member of their class with a suspected or confirmed case know to exercise extra caution around the school site | Latest guidance shared with staff  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>  Staff are encouraged to distance themselves if there has been a case in their class and they feel they may be a contact and be extra vigilant around their own symptoms and wear a mask in communal areas for everyone's safety. |  |
| 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 |  |  |
| 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 |  |  |
| **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** | | | | |