

RISK ASSESSMENT DETAILS		RISK RATING & EVALUATION OF RESIDUAL RISK				
	Ebor Academy Trust					
Academy	Brotherton and Byram CP Academy					
TITLE OF RISK ASSESSMENT	Covid 19 Risk Assessment – September 2021					
DETAILS OF ACTIVITY		Assessing level of residual risk = impact x likelihood				
A full site Covid Risk Assessment following Government Guidance after 'Step 4' of the recovery plan.		IMPACT		LIKELIHOOD		
RISK ASSESSMENT LOG REF		Catastrophic	People in immediate danger (5)	Highly Probable	The event is extremely Foreseeable (5)	More likely to occur
OTHER RISK ASSESSMENTS CROSS REFERENCED*		Major	Harm is more likely than not (4)	Probable	The event is very Foreseeable (4)	
WORKPLACE INSTRUCTION REF		Moderate	Harm is likely (3)	Possible	The event is Foreseeable (3)	
DATE OF ASSESSMENT	01.09.2021	Minor	Harm is unlikely (2)	Unlikely	The event is not very Foreseeable (2)	
MANAGER CARRYING OUT RISK ASSESSMENT	Andy Roberts, Ebor Health and Safety Officer	Insignificant	Remote chance of dangerous harm (1)	Remote	The event is unforeseeable (1)	Less likely to occur
NAME OF EMPLOYEE CONSULTED	Bev Fletcher	What the final score tells you in relation to level of risk				
LOCATION OF ACTIVITY	Brotherton and Byram CP Academy Low Street, Brotherton WF11 9HQ		1 – 5	Very Low		
Headteacher Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.			6 – 10	Low		
			12 – 15	Medium		
			16 – 20	High		
			21 - 25	CRITICAL		
Signature	Date					
	7/9/2021					

In welcoming back all of our pupils to school, it is critical that safety and wellbeing is at the forefront of all of our thinking. The guidance and actions for schools from 17th August 2021 can be found here:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RISK BEING ASSESSED	PERSONS AT RISK & HOW e.g. employees, pupils, customers, contractors, members of public, other	MEASURES TO REDUCE RISK	HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES. <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>	PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT. <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
<p>ENSURE GOOD HYGIENE FOR EVERYONE</p> <p>https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus</p> <p>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</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>	<ul style="list-style-type: none"> • Teaching staff will monitor child hand washing and will frequently model correct handwashing. • Signage in classrooms and across school to remind children about the importance of regular handwashing. • Each class has facilities for washing hands as well as washbasins in the toilet blocks. • Children and staff will use sinks in classrooms when coming in from playtimes, at the start of the day. and before lunch. • Contractors will be required to wash hands on entering the building. Admin will ensure this happens. 	

<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>	<ul style="list-style-type: none"> • Admin staff will ensure a log is in place to monitor amount of supplies in school and will order when stock is getting low. • Staff will inform admin when they see stocks are low. • Sanitiser only used by children when wash facilities are not available for any reason. • If sanitiser is used by children, teachers will dispense it to the children and monitor children cleaning hands. • Hand sanitiser will be available in classrooms, all other rooms and communal areas to be used or dispensed by adults. 	
<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>	<ul style="list-style-type: none"> • Admin staff will ensure a log is in place to monitor amount of supplies in school and will order when stock is getting low. • Staff will inform admin when they see stocks are low. • All staff and children will wash/sanitise hands after coughing/using a tissue. • Lidded bins are available in every classroom and communal area. Tissues will be disposed of in these bins. • Children will be reminded daily about good handwashing and using tissues and placing in the bin. • Signage in classroom and across school to remind children about handwashing, using and disposing of tissues. 	

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.	<ul style="list-style-type: none"> • Signage in classroom and across school to remind children about handwashing, using and disposing of tissues. • Admin will regularly check signage and ensure adequate signage is up in key areas (classrooms, toilets, communal areas, playground). 	
Inability to use PPE leads to spread of virus and nervousness amongst staff	Staff Pupils Visitors/Volunteers Contractors	Communicate use of PPE guidance to staff (personal choice to wear) Ensure adequate PPE in stock for staff members to use as required.	<ul style="list-style-type: none"> • Admin staff will ensure a log is in place to monitor amount of supplies in school and will order when stock is getting low. • Staff will inform admin when they see stocks are low. • Gloves and aprons will be worn by staff in the hall at lunch times. • Staff in EYFS will wear gloves and aprons when changing children and log on CPOMS. • Staff can wear PPE when they are supporting a child who develops symptoms and needs to be supervised before being collected. The child will go to outside pavilion but if weather does not permit this, they will be supervised in the hub with good ventilation. 	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood	Impact	Score	
	Possible 3	Moderate 3	9	
AREAS OF CONCERN				

MAINTAIN APPROPRIATE CLEANING REGIMES			
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings			
<p>Virus transmissible via 'touch points' that aren't cleaned sufficiently</p>	<p>Staff Pupils Visitors/Volunteers Contractors</p>	<p>Enhanced cleaning at key points during the day should continue - Ideally timed after school arrival time and after lunch time session.</p> <p>Record kept of cleaning undertaken</p>	<p><u>Communal Areas</u></p> <ul style="list-style-type: none"> • Staff will continue to wipe down tables and chairs and touch points when they have used an area with a group of children. • Daily cleaning logs will continue • Visitors and contractors will also be requested to touch point clean. Admin will inform visitors/contractors of this requirement and check this has been done before they sign out. • Staff will still continue to touch point clean in all areas. <p><u>Classrooms</u></p> <ul style="list-style-type: none"> • Staff will continue to ensure tables are wiped down and touch points cleaned in classrooms at lunch. • Cleaning staff will touch point clean and clean tables and chairs during cleaning after school. <p><u>Lunch Times</u></p> <ul style="list-style-type: none"> • Tables and chairs will be wiped down after the hot dinner and packed lunch sittings. <ul style="list-style-type: none"> • Cleaning logs in place, completed by staff and monitored by admin.
<p>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)</p>	Likelihood		Impact
	Possible 3		Moderate 3
			Score 9
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	<p>All areas are well ventilated and a comfortable teaching environment is maintained.</p> <p>External windows opened to increase natural air flow within rooms.</p> <p>opening internal doors (if they are not fire doors and where safe to do so).</p>	<ul style="list-style-type: none"> • All windows are kept open at all times unless needed to be closed for a short period of time if needed to ensure confidentiality during meetings. Windows will be opened immediately after the need for confidentiality has ceased. • Most internal and external doors are fire doors but will be opened during break and lunch times. • Any doors that are not fire doors will be kept open if it is safe to do so. 	
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	<ul style="list-style-type: none"> • During assemblies in the hall, all windows will be opened fully. • During staff meetings in the hall or classroom, all windows will be opened. • During small group/class activities in the hall/hub, all windows will be opened. 	
Air ventilation systems that don't work adequately enables the virus to	Staff Pupils Visitors Contractors	Ensure air ventilation systems are fit for purpose	<ul style="list-style-type: none"> • Ventilation is via windows and doors open. 	

spread, or cause other health issues				
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood	Impact	Score	
	Possible 3	Moderate 3	9	
AREAS OF CONCERN				
Other risk areas				
Spread of virus through inappropriate handling of someone with covid symptoms	Staff Pupils Visitors/Volunteers	Make isolation room available Ensure PPE available for staff handling the case Education of staff on the process	<ul style="list-style-type: none"> •Guidance of use of PPE reshared with staff. •Clear guidance and procedure complied with by all staff using PPE. •PPE equipment stored in the stock cupboard with guidance and staff using PPE, when handling someone with COVID symptoms, are supervised by admin to ensure correct use. •Log of when PPE used when handling of someone iwth COVID symptoms is in place. •Admin will monitor stock levels and order replacements when stock is low. 	
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	<ul style="list-style-type: none"> •Admin will ask contractors for up to date COVID risk assessment before they book to come in to school. •GFM will provide up to date COVID risk assessment and confirm procedures that are in place for ensuring contractors they are using have up to date COVID risk assessments. 	
Staff sickness absence increases	Staff	Ensure regular one to ones to identify issues	<ul style="list-style-type: none"> •SLT will daily check on all staff. •Weekly check in by all staff 	

due to covid related stress		Ensure all staff are aware of support channels	<ul style="list-style-type: none"> •SLT will be very aware of staff wellbeing and check in with those who appear to need additional support. •Staff made aware of Trust wellbeing support available. 	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood	Impact	Score	
	Possible 3	Moderate 3	9	
AREAS OF CONCERN				