

RISK ASSESSMENT DETAILS		RISK RATING & EVALUATION OF RESIDUAL RISK																																	
	Ebor Academy Trust																																		
Academy	Marfleet Primary																																		
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 Frankish, Rebeca Gutherless-Wilcox																																		
LOCATION OF ACTIVITY	Marfleet Primary School																																		
Headteacher Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.																																			
Signature	Date																																		
C Frankish	1.9.21																																		
		Assessing level of residual risk = impact x likelihood																																	
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #d3d3d3;">IMPACT</th> <th colspan="3" style="background-color: #d3d3d3;">LIKELIHOOD</th> </tr> </thead> <tbody> <tr> <td style="background-color: #d3d3d3;">Catastrophic</td> <td>People in immediate danger (5)</td> <td style="background-color: #d3d3d3;">Highly Probable</td> <td>The event is extremely Foreseeable (5)</td> <td>More likely to occur</td> </tr> <tr> <td style="background-color: #d3d3d3;">Major</td> <td>Harm is more likely than not (4)</td> <td style="background-color: #d3d3d3;">Probable</td> <td>The event is very Foreseeable (4)</td> <td style="text-align: center;">↑</td> </tr> <tr> <td style="background-color: #d3d3d3;">Moderate</td> <td>Harm is likely (3)</td> <td style="background-color: #d3d3d3;">Possible</td> <td>The event is Foreseeable (3)</td> <td></td> </tr> <tr> <td style="background-color: #d3d3d3;">Minor</td> <td>Harm is unlikely (2)</td> <td style="background-color: #d3d3d3;">Unlikely</td> <td>The event is not very Foreseeable (2)</td> <td></td> </tr> <tr> <td style="background-color: #d3d3d3;">Insignificant</td> <td>Remote chance of dangerous harm (1)</td> <td style="background-color: #d3d3d3;">Remote</td> <td>The event is unforeseeable (1)</td> <td>Less likely to occur</td> </tr> </tbody> </table>				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
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																															
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="background-color: #007bff; color: white;">What the final score tells you in relation to level of risk</th> </tr> </thead> <tbody> <tr> <td style="background-color: #007bff;"></td> <td style="text-align: center;">1 – 5</td> <td style="text-align: center;">Very Low</td> </tr> <tr> <td style="background-color: #00ff00;"></td> <td style="text-align: center;">6 – 10</td> <td style="text-align: center;">Low</td> </tr> <tr> <td style="background-color: #ffff00;"></td> <td style="text-align: center;">12 – 15</td> <td style="text-align: center;">Medium</td> </tr> <tr> <td style="background-color: #ffa500;"></td> <td style="text-align: center;">16 – 20</td> <td style="text-align: center;">High</td> </tr> <tr> <td style="background-color: #ff0000;"></td> <td style="text-align: center;">21 - 25</td> <td style="text-align: center;">CRITICAL</td> </tr> </tbody> </table>				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												
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:

- 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>
ENSURE GOOD HYGIENE FOR EVERYONE https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&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	<p>Cleaning teams to ensure all hand washing stations and hand sanitisers are kept well stocked.</p> <p>Teachers/Support staff to instigate and supervise handwashing at regular key points throughout the day.</p> <p>All persons present on premises will follow handwashing protocol at regular key points throughout the day.</p>	<p>Sanitiser stations to remain well-stocked with wipes, hand sanitiser, spare masks, gloves, spray and cloths, aprons. This is available to staff as well as sanitiser dispensers at locations around the school near touch points.</p> <p>Staff to wash hands/sanitise before and after moving around the school site and handling children/children's belongings.</p> <p>Children to have at least four key points during the day at which hands are washed. This should incorporate entering and leaving the building and before lunch.</p> <p>Visitors/contractors to sanitise or wash hands upon entering the building.</p>	

Lack of availability of hand sanitiser means sanitising not possible	Staff Pupils Visitors/Volunteers Contractors	Sanitiser made available at appropriate locations	Sanitiser in dispensers on walls, in sanitiser boxes around school, and soap available in all toilets. Cleaning staff to ensure stock is kept up.	
The practice of 'Catch it, bin it, kill it' isn't followed leading to spread of virus	Staff Pupils Visitors/Volunteers Contractors	<p>Tissues made available for coughs and sneezes.</p> <p>Encourage coughing/ sneezing into elbow if tissues are not to hand.</p> <p>Dispose of waste immediately in appropriate receptacle.</p> <p>Staff education</p> <p>Posters to reinforce</p> <p>Safe handling and disposal of waste</p>	<p>Tissues to be included at all cleaning stations and available in classrooms.</p> <p>Staff to remind children or coughing sneezing into elbow if tissue is not immediately available.</p> <p>Used tissues to be placed in a bin by the user immediately after use - none to be left on desks or other locations after use. Hands to be washed or sanitised after handling.</p> <p>Waste to be disposed of wearing appropriate PPE (gloves, apron) and hands washed or sanitised after handling.</p> <p>NHS posters in toilets, above kitchen sink and hand washing reminders near touch point/busy areas.</p>	
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	<p>Signage to remind everyone about hygiene in key areas: ie: near sinks, WC's, in corridors, etc</p> <p>Refresh existing posters regularly.</p>	<p>NHS posters in toilets, above kitchen sink and hand washing reminders near touch point/busy areas.</p> <p>Old posters removed and replaced with fresh notices on hand washing and hygiene.</p>	

Inability to use PPE leads to spread of virus and nervousness amongst staff	Staff Pupils Visitors/Volunteers Contractors	Communicate use of PPE guidance to staff (personal choice to wear) Ensure adequate PPE in stock for staff members to sue as required.	Masks to be worn in larger gatherings such as whole school meetings or in places where there is little ventilation in smaller groups. Meeting held with teachers and office staff on 6th September (training day) to cover PPE information. Ventilation to be maintained where possible (open a window). Masks, aprons and gloves available for staff in sanitiser boxes around school, and for visitors/contractors at the school office.	
HAVING PUT CONTROLS IN PLACE		Likelihood	Impact	Score
WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		2	3	6
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	Additional touch point cleaning to continue throughout school midday in addition to the morning and afternoon cleaning routines. Cleaning checklists signed by the cleaner when cleaning has taken place.	

HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)	Likelihood	Impact	Score
	2	3	6
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>	<p>Classrooms, busy areas and staffroom to remain ventilated when in use by opening windows.</p> <p>If it's cold in winter, open the internal classroom door and have one window slightly open for as long as is comfortable - and if they are not fire doors. Heating will be available to keep rooms warm.</p>
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	<p>Large meetings to be held in large rooms with ventilation available to allow distance between those present.</p> <p>The room must remain ventilated where possible by opening windows and/or internal doors if they are not fire doors.</p>
			Rooms with no ventilation not to be used for meetings/gatherings.

			Masks are advised if meeting in a large group (more than 10 staff members).	
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	Air conditioning units to be maintained to ensure safe and correct use. Ventilation by opening windows is advisable where possible.	Rooms with no ventilation not to be used for meetings/gatherings. Any disruption to the smooth running of the air conditioning unit to be looked into immediately (switch off the unit and open windows and arrange maintenance of the unit before using again. Contact SFO to arrange this).
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 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	The Acorn room is available for isolation of those with symptoms. PPE is available around the school in the sanitiser boxes, there is one in the corridor outside the Acorn room. Staff are aware that symptoms require immediate attention and isolation, they are advised to alert	

			<p>the school office and isolate the pupil in the Acorn room (if the Acorn room is not available, a Pod could be used), sitting outside the room to supervise.</p> <p>If symptoms are present, parents are advised that the child should take a PCR test or isolate for ten days.</p> <p>Unless a PCR returns a negative result and the school sees evidence, ten days isolation must follow the first day of symptoms.</p> <p>If a PCR is taken and returns a positive result, ten days isolation must follow the first day of symptoms (if no symptoms present, ten days from the date of the test).</p> <p>Staff with symptoms are aware not to come into school, or if at school when symptoms present, to go home immediately and book a PCR test.</p>	
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	Anyone who is clinically extremely vulnerable must ensure SBM and head of school are aware to arrange a risk assessment, which must be regularly reviewed.	
Staff sickness absence increases due to covid related stress	Staff	<p>Ensure regular one to ones to identify issues</p> <p>Ensure all staff are aware of support channels</p>	Staff encouraged to speak to head of school if they have concerns or worries around covid.	

HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood 2	Impact 3	Score 6
AREAS OF CONCERN			