

*This risk assessment identifies minimum controls measures.
Please complete the blank areas, add any additional control measures for your setting and risk rate this to make specific.*

RISK ASSESSMENT FORM

Assessors name: Mr Luckhurst & Mrs Monk	Date of Assessment: September 2021	Activity/Task: School Operation During Pandemic – From September 2021
Directorate: Education	Service: Schools Group:	Principal: Mr Luckhurst

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	SLT to check latest Government guidance on a regular basis. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak National vaccine programme being rolled out.	Likelihood: 4 Consequence: 5 Risk Level: 20 Unacceptable	NHS guidelines and Track and Trace program in place Individual RA for high risk as directed by guidance. Remote learning plan followed as necessary. Local measures as directed by LA.	Likelihood: 3 Consequence: 3 Risk Level: 9 Adequate	Advice for staff: MAT HR/ LA/ Gov/ Unions SLT	Yes Q and A updated for staff September 2021
Virus entering premises	Staff, Students & Contractors and their families.	Parents & Staff issued with guidance on daily checks to undertake before bringing their child to school and home to school agreement. Contractors asked health check (including vaccination status) questions on arrival. National vaccine programme being rolled out.	Likelihood: 5 Consequence: 3 Risk Level: 15 Tolerable	Signage for community: School and LA Agreement with parents/ staff to not attend with symptoms at home or self. Use of LFD tests for pupils, students, staff and regular visitors/ contractors/ volunteers as directed by DfE guidance. Vaccinations for staff advised and recorded centrally.	Likelihood: 2 Consequence: 4 Risk Level: 8 Adequate	RA agreed SLU - records	Yes
Arrival & Departure	Staff/Students/parents/Carers	Compliance with health check questions to be included in home to school agreement.	Likelihood: 4 Consequence: 5 Risk Level: 20	May be appropriate at times to wear a mask in crowded areas.	Likelihood: 2 Consequence: 4 Risk Level: 8	SLT- Guidance shared with	Yes September INSET 2021

		Hands to be washed or hand sanitiser to be used on arrival at school.	Unacceptable		Adequate	staff for virus protection.	
Staff & Student Competence	Anyone in building	Staff to receive refresher briefing and recomplete hand washing e-learning; Students to receive briefing and watch handwashing e-learning.	Likelihood: 2 Consequence: 1 Risk Level: 2 Acceptable	SMART log training completed for staff. Reminder on INSET day Covid hygiene kit in every room. Staff advised to keep tables cleaned and sanitised.	Likelihood: 1 Consequence: 1 Risk Level: 1 Acceptable	Maintenance team SLT	Yes From 1 st September (INSET)
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	In addition to general items listed in section above. Staff to recomplete: <ul style="list-style-type: none"> • Infection Prevention & Control e-learning; • Putting on and taking off PPE e-learning; • Competence Quiz. Staff to achieve 80% pass rate in the quiz to undertake work using PPE. 1 resit is allowed before all the training must be repeated.	Likelihood: 2 Consequence: 1 Risk Level: 2 Acceptable	SMART log training completed. Testing team re-trained	Likelihood: 1 Consequence: 1 Risk Level: 1 Acceptable	SLT	Yes
First Aid & administration of medicines	Staff /Students	Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). DfE Guidance to be followed.	Likelihood: 5 Consequence: 5 Risk Level: 25 Unacceptable	Gloves and apron to be used for grazes or minor injury. PPE equipment available for child with COVID symptom(s) or free-flowing fluids. DfE Guidance to be followed.	Likelihood: 4 Consequence: 4 Risk Level: 16 Tolerable	First Aid trained staff	Yes
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets. Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.	Likelihood: 2 Consequence: 3 Risk Level: 6 Adequate	Hand sanitiser in all rooms Education to include infection control at age-appropriate level. Displays / screens etc. Estates team / day cleaner to check hand soap, paper towels and toilets regularly Classroom staff to inform maintenance team of shortages via email.	Likelihood: 2 Consequence: 3 Risk Level: 6 Adequate	Estates team	Yes

Surface transfer	Staff, Students & Contractors	<p>Cleaning schedule in place which details all items/areas to be cleaned/sanitized/disinfected and the frequency.</p> <p>Method statements to be used for each item of equipment. This includes</p> <ul style="list-style-type: none"> • Product to be used; • Method of application; including dwell time; • Cleaning order; • Disposal of product; • PPE. <p>Regular spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.</p>	<p>Likelihood: 4 Consequence: 4 Risk Level: 16 Tolerable</p>	<p>Close classroom if infection confirmed.</p> <p>Daily cleaning of school Estates including the additional day cleaner throughout the day</p> <p>Adequate ventilation in place with corridor doors and windows open throughout the building from opening to close.</p>	<p>Likelihood: 3 Consequence: 3 Risk Level: 9 Adequate</p>	Estates team	Yes
Transfer of virus onto/off PPE/face coverings	Staff and potential onwards transfer	<p>Wash hands before handling PPE. Don & remove PPE in specified order.</p> <p>After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry.</p> <p>Wash hands at end of processes.</p>	<p>Likelihood: 4 Consequence: 3 Risk Level: 12 Tolerable</p>	<p>Staff training</p> <p>Storage and organisation in Hygiene room.</p>	<p>Likelihood: 3 Consequence: 3 Risk Level: 9 Adequate</p>	SLT	yes
Communal Areas Eg. Halls, staff areas, reprographics areas	Staff/Students/Visitors	<p>Risk Assessment to be carried out for any of these areas, including Halls/communal areas, covering how the transmission risk will be managed and ventilation will be maximised</p> <p><i>See also airborne transfer section.</i></p>	<p>Likelihood: 4 Consequence: 3 Risk Level: 12 Tolerable</p>	<p>All windows and doors opened as long as possible, between sessions if temperature too cold and tolerable ventilation levels at all times.</p>	<p>Likelihood: 3 Consequence: 3 Risk Level: 9 Adequate</p>	SLT Estates team	Yes
Educational Visits	Staff/Students/Members of the Public	<p>Schools must carry out a separate risk assessment - See standard procedures to cover educational visits.</p>	<p>Likelihood: 2 Consequence: 4 Risk Level: 8 Adequate</p>	<p>Follow Academy Education Visits policy as usual.</p> <p>Additional specific reference to COVID measures</p>	<p>Likelihood: 2 Consequence: 4 Risk Level: 8 Adequate</p>	SLT	Yes

				dependent on where the visit is. Masks used for transport. (Trip leader to discuss Risk Assessment with SLT line manager)			
Airborne Transfer Risk	Staff/Students/Visitors/Contractors	<p>School to decide on level of adequate ventilation for their premises following further assessment in Autumn/Spring/Summer.</p> <p>Individual ventilation risk assessments to be completed for each workspace.</p> <p>Windows must be opened to ensure ventilation at all times. Where practical all windows should be opened to their maximum.</p> <p>Fire doors will only be held open by automatic release devices. Ceiling fans will not be used. Air conditioning systems set to fresh air input not recirculating.</p> <p>Fire exit doors can only be left open where it does not excessively compromise security.</p> <p>High aerosol generating activities (including singing, dance and sport) must be undertaken outside wherever practicable (e.g. adverse weather conditions forces the activity inside).</p> <p><i>Also see Communal Areas Eg. Halls, staff areas, reprographics areas</i></p>	<p>Likelihood: 4 Consequence: 3 Risk Level: 12 Tolerable</p>	<p>All windows and doors opened as long as possible, between sessions if temperature too cold and tolerable ventilation levels at all times.</p> <p>Rooms, in particular offices shared by staff through the whole day and without windows to be RAG rated. Further monitoring by CO2 monitors when this equipment is available and guidance provided by DfE / Gov.</p>	<p>Likelihood: 2 Consequence: 3 Risk Level: 6 Adequate</p>	SLT Estates team SM	Yes and CO2 by October 2021

Review date: 3rd September 2021

Date communicated to staff: 6th September 2021

Is a safe system of work required Yes / No

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
		1	2	3	4	5		
		Very unlikely	Unlikely	Fairly likely	Likely	Very likely		
		LIKELIHOOD						