

COVID-19 Full Risk Assessment - Autumn 2020 v6



Bradley Green Primary Academy

Whole School – unless stated otherwise		Decide who may be harmed (insert ŷ):					
		Student	<input checked="" type="checkbox"/>	Contractors	<input checked="" type="checkbox"/>	Visitors	<input checked="" type="checkbox"/>
		Staff	<input checked="" type="checkbox"/>	Vulnerable People	<input checked="" type="checkbox"/>	Volunteers	<input checked="" type="checkbox"/>
Identified Hazards		Existing Control Measures		Actions / Comments		Residual Risk Rating H/M/L	
1. Risk of coming into contact with contaminated surfaces	M	Handwashing regimes established by academies for staff and children to follow during the day. Staff and children wash hands upon exiting classroom, and entry into building or when returning from outside activities.	<input checked="" type="checkbox"/>	<ul style="list-style-type: none">Review provisions and supplies weekly	L		
	M	Robust cleaning of surfaces within buildings during and at the end of the day, guidance issued to individual academies for recommended cleaning schedule. Procedure in place to clean external equipment and resources before breaktimes. Cleaning routines will be maintained indefinitely.	<input checked="" type="checkbox"/>	<ul style="list-style-type: none">Cleaning routines will be maintained for the duration of the pandemic.	L		
	M	Hygiene practices and procedure established for essential contractors and visitors who will be in school building(s). Handing washing will be available in the main entrance prior to entering other areas of the building.	<input checked="" type="checkbox"/>	<ul style="list-style-type: none">NFA	L		
	M	Additional handwashing stations and substances have been provided in various areas around school building(s). Each classroom has own handwashing provision.	<input checked="" type="checkbox"/>	<ul style="list-style-type: none">Additional handwashing stations will be provided for the duration of the pandemic.	L		
	M	To limits visits to school, alternative communications established and are prioritised, such as messaging, video, email, dojo etc.	<input checked="" type="checkbox"/>	<ul style="list-style-type: none">NFA	L		
	M	Staff aware of identifying symptoms and action to take, minimising touch points whilst going to isolation room.	<input checked="" type="checkbox"/>	<ul style="list-style-type: none">NFA	L		
	M	Posters, and information displayed and made available around building/s regarding Covid-19.	<input checked="" type="checkbox"/>	<ul style="list-style-type: none">NFA	L		
M	Provision of signage and information to prevent the unauthorised of use of rooms or areas. Areas, rooms or buildings with no unauthorised access will be clearly labelled.	<input checked="" type="checkbox"/>	<ul style="list-style-type: none">NFA	L			
M	Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances.	<input checked="" type="checkbox"/>	<ul style="list-style-type: none">NFA	L			

	M	Substances for cleaning have been risk accessed and communicated to those who use the substances.	✓	• Check COSHH risk assessments	L
	M	Checks carried out by line managers to ensure that the necessary procedures and measure are suitable and sufficient.	✓	• Monitored daily	L
	M	Restricted movement throughout school and where possible groups will keep to certain areas and buildings.	✓	• NFA	L
	M	Procedures in place for deliveries and collections. Safe areas made available for deliveries.	✓	• Measures in place for the duration of the pandemic.	L
	M	Staff encourage to wash hands where practicable when marking of books or when touching on children's items/resources is required.	✓	• NFA	L
	M	Good respiratory hygiene adopted by promoting the 'catch it, bin it, kill it' approach within school. Additional waste bins provided and waste bins in each classroom.	✓	• NFA	L
	M	Practicable procedures in place to minimise contact between individuals and maintain social distancing wherever possible. Signage, markings and one-way systems introduced in and around school.	✓	• NFA	L
	M	Educational and care support are provided as normal for pupils who have complex needs or who need close contact care.	✓	• Review on an individual case by case basis.	M
	M	Staff made aware of isolation procedure for those who develop symptoms whilst at work. Flow chart issued by ELT.	✓	• NFA	M
	M	Reduced non-essential business-related travel. Use of public transport is not recommended.	✓	• NFA	L
	M	Toilets are cleaned regularly, handwashing regimes are in place, allowing different groups to share toilet blocks.	✓	• NFA	L
	L	Clinically vulnerable people are away from school where a medical practitioner advises.	✓	• NFA	L
2. Employees or pupils transmitting virus to others	M	Academy maintains distinct groups that do not, where possible, mix. Groups are easily identifiable in case anyone may need to self-isolate.	✓	• Reviewed frequently	L
	M	Where possible smaller groups smaller than the size of a full class will be considered.	✓	• NFA	L
	H	Large gatherings such as assemblies, school concerts or performances are not permitted – use Teams until guidance changes	✓	• NFA	L
	M	Implementation of year group sized 'groups'. Year groups where possible will be kept apart from other groups. Academy's will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.	✓	• NFA	L
	M	Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.	✓	• NFA	M
	M	Admin staff to ensure glass security screens are closed when talking to visitors or other in academy main entrance.	✓	• Measures in place for the duration of the pandemic.	L

M	Children are in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care. EYFS will act as one bubble as use a shared space and shared outdoor space with shared toilets (max 40 children)	✓	• NFA	L
M	Academy will make small adaptations to the classroom to support distancing where possible when required. Consideration to seating pupils' side by side and facing forwards, rather than face to face or side on.	✓	• NFA	L
M	Established plans on how shared staff spaces are set up and used to help staff to distance from each other. Breaks are staggered to allow social distancing in the staffroom	✓	• NFA	L
M	When timetabling, groups are kept apart and movement around the school site kept to a minimum.	✓	• NFA	L
M	Strict protocols for drop off and pick up outlined to parents verbally and in writing - letters and on display around building exterior. Use of classdojo to communicate any changes	✓	• Measures in place for the duration of the pandemic.	L
M	Where practicable, the moving of unnecessary furniture out of classrooms to make more space will be considered.	✓	• NFA	L
M	Staff will constantly reinforce social distancing and ensure that children and parents are made aware.	✓	• NFA	L
M	Teachers, where practicable will remain with one group, but can still work across groups if that is needed to enable a full educational offer.	✓	• NFA	L
M	Practicable measures and plans are in place to avoid creating busy corridors, entrances and exits.	✓	• NFA	L
M	Where practicable staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups) are in place.	✓	• NFA	L
L	AC periodically used to maintain comfortable temperature levels in rooms and reduce potential heat stress for employees and pupils. AC to remain on for critical ICT areas	✓	• Measures in place for the duration of the pandemic.	L
M	Arrangements for pick up/drop, queuing and one-way systems in place.	✓	• Measures in place for the duration of the pandemic.	L
L	Fire doors remain closed to ensure fire regulations are adhered to	✓	• See Fire Risk Assessment	M
H	Where employees or children mix with different groups, records available to ensure those who mix within groups are traceable.	✓	•	M
M	Older year groups encourage to walk or cycle home to prevent congestion around school gates and minimise gatherings at home time.	✓	•	M
H	Pupils who are extremely clinically vulnerable are supported in school by a risk assessment that is understood and carries the support of parents. Sendco to write risk assessment and advise parents	✓	•	M

3. External contractors/providers transmitting virus to employees or students on site	H	Parents and staff are asked to disclose any Test and Trace results immediately to the school	<input checked="" type="checkbox"/>	•	M
	M	Partial closure contingency plans in place if staffing levels fall below a critical level.	<input checked="" type="checkbox"/>	• NFA	L
	M	Contact sports are avoided, and alternative sports or PE lessons are planned.	<input checked="" type="checkbox"/>	• NFA	L
	M	Practicable arrangements in place for mealtimes – hot and cold lunches, inc zoned halls, outdoors and classroom use.	<input checked="" type="checkbox"/>	• NFA	L
	M	Booking visits with an overnight stay is cancelled until further notice	<input checked="" type="checkbox"/>	• Review in line with HMG guidance	L
	M	Limited meetings, visits and unnecessary contact on Trust premises where possible.	<input checked="" type="checkbox"/>	• NFA	L
	M	New and expectant mothers will have a specific individual risk assessment	<input checked="" type="checkbox"/>	• Review in line with national guidance	M
	M	Minimise, where practicable, minor project works by contractors. Consideration for out of hours working or weekend work is given. When staffing is low, and no children are on site holidays periods are prioritised for works.	<input checked="" type="checkbox"/>	• NFA	L
	M	Holidays periods, when staffing is low, and no children are on site are prioritised for planned preventative maintenance.	<input checked="" type="checkbox"/>	• NFA	L
	M	Statutory Inspections are carried out under controlled conditions when contractors need to be on site whilst building is occupied/operating as normal.	<input checked="" type="checkbox"/>	• NFA	L
3. External contractors/providers transmitting virus to employees or students on site	M	PPE is worn be contractor or employee when it's identified on any other risk assessment.	<input checked="" type="checkbox"/>	• NFA	L
	M	Procedures are in place to limit or restrict access to parts of buildings i.e. installation of signage and barrier.	<input checked="" type="checkbox"/>	• NFA	L
	M	Contractors to be issued or show RAMS to ensure infection prevention is acknowledge and understood.	<input checked="" type="checkbox"/>	• NFA	L
	H	When a child is awaiting collection, they are taken to an isolation room where they can be isolated behind a closed door. Close to an external entrance/exit. Supervision is provided for the children whilst awaiting pick up.	<input checked="" type="checkbox"/>	• NFA	M
	H	External providers coming into school to support will provide a risk assessment which is ratified by the academy to ensure adequate control measures are agreed	<input checked="" type="checkbox"/>	• NFA	M
3. External contractors/providers transmitting virus to employees or students on site	H	External curriculum activities such as swimming, providers or building owners will provide a risk assessment which will be ratified by the academy to ensure measures are agreed and then published on Evolve.	<input checked="" type="checkbox"/>	• NFA	M

4. Coming into contact with persons who have possible symptoms	H	Alternative rooms are provided, where it's possible to be least 2 metres away from other people. Consideration to sit outdoors is given - if weather permits.	<input checked="" type="checkbox"/>	• NFA	M
	H	If a child needs to go to the bathroom while waiting to be collected, they use a separate bathroom if possible. The bathroom is cleaned and disinfected before being used by anyone else.	<input checked="" type="checkbox"/>	• NFA	M
	H	Flow chart/ procedure issued by ELT and is communicated with all employees within school.	<input checked="" type="checkbox"/>	• NFA	M
	M	Provision of suitable PPE for employees. PPE includes face shields, disposable gloves, aprons and masks.	<input checked="" type="checkbox"/>	• NFA	M
	M	Communications procedures and arrangements with NHS, local authorities, local health advisors established.	<input checked="" type="checkbox"/>	• NFA	L
	M	Prior to any training or where close or physical contact is required, employees will thoroughly wash hands before, during and after training session.	<input checked="" type="checkbox"/>	• NFA	L
5. Close contact with persons: handling, assisting or training requirements (team teach, first aid etc.)	M	PPE provided: latex free gloves are used where possible if handling or touching is required. Additional PPE (aprons, masks, visors) available on request.	<input checked="" type="checkbox"/>	• See first aid risk assessment	M
	M	Employees are aware of identifying symptoms and procedure if they believe they may have been in contact with someone with symptoms	<input checked="" type="checkbox"/>	• NFA	L
	M	NHS/ELT test and trace flow chart in circulation, employees will inform school if contacted by NHS test and trace.	<input checked="" type="checkbox"/>	• NFA	L
	M	Deferral of close contact training will be considered and rescheduled at a later date. Statutory or mandatory training will be prioritised.	<input checked="" type="checkbox"/>	• NFA	L
	M	Training provider will issue their own risk assessment and safe system of work prior to any training.	<input checked="" type="checkbox"/>	• NFA	L
	M	First aid procedures and risk assessment in place and followed by first aiders.	<input checked="" type="checkbox"/>	• See care plans, risk assessments and medical procedures	L
	M	Provider or user will share their own risk assessment and safe system of work prior to use. If user/provider employs less than 5 people, school will make clear expectations, procedures and controls measures prior to use of facilities.	<input checked="" type="checkbox"/>	• NFA	L
	M	Provider or user of school facilities will inform school before use, that person(s) haven't been contacted by NHS test and trace or show symptoms.	<input checked="" type="checkbox"/>	• NFA	L
6. Lettings or use of school facilities during pandemic	M	Area or room(s) will be thoroughly cleaned during and after use by the user. All touch points will be wiped upon exit of area or room.	<input checked="" type="checkbox"/>	• NFA	L
	H	Pupils are encouraged to walk or cycle to work and avoid the use of public transport	<input checked="" type="checkbox"/>	• NFA	L
	M	If car sharing, employees are advised to ensure good ventilation (i.e. keeping the windows open) and face away from each other	<input checked="" type="checkbox"/>	• NFA	L

7. Travelling to or for work in motor vehicles or using public transport	H	Staff encourage to avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)	<input checked="" type="checkbox"/>	•	M
	L	Employees vehicles should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces	<input checked="" type="checkbox"/>	• NFA	L
	M	Regular meetings or calls with employees/children working from home, isolating or shielding	<input checked="" type="checkbox"/>	• NFA	M
	M	Discussion with individuals about the possibility that they might be affected, employees encouraged to raise concerns	<input checked="" type="checkbox"/>	• NFA	L
	L	Employee involvement with completion of risk assessments so individuals can identify problems and solutions	<input checked="" type="checkbox"/>	• NFA	L
	L	Regular updates and guidance provided to all members of the staff via academy or trust	<input checked="" type="checkbox"/>	• NFA	L
	L	Training available for mental health via Flick learning	<input checked="" type="checkbox"/>	• NFA	L
8. Mental health or well-being effected through isolation or anxiety about coronavirus	L	Employees have access to occupational health advice and counselling via Westfield health	<input checked="" type="checkbox"/>	• NFA	L
	M	Visits to school restricted or reduced. Exceptions for government agency visits (including HSE & Fire Authorities) and emergencies are permitted	<input checked="" type="checkbox"/>	• <i>Principal to assess priority of need for any visit</i>	L
	M	Coordination of visits with others so there's no more than one person (where necessary) in a school on any one day	<input checked="" type="checkbox"/>	• NFA	L
	M	Classroom visits to be minimised and restricted to a maximum of 10 minutes. Where classroom layout allows entry should be limited to within 3 metres of the entry point and social distancing maintained	<input checked="" type="checkbox"/>	• NFA	L
	M	Academy to record which rooms/classes/contacts have been visited	<input checked="" type="checkbox"/>	• NFA	L
	M	Restrict access or use minimal amount of rooms for visitors	<input checked="" type="checkbox"/>	• NFA	L
	M	Consideration of the use of Microsoft Teams meetings where this is possible	<input checked="" type="checkbox"/>	• NFA	L
9. Local infection rate is >50/100,00 – visits to school, trips	M	If a confirmed case is associated with any school - visitors not to visit school for 10 days if not essential. A central register will be maintained by academy	<input checked="" type="checkbox"/>	• NFA	L
	M	Routine and non-essential visits will be rescheduled	<input checked="" type="checkbox"/>	• <i>Principal discretion</i>	L
	M	Projects, non-emergency maintenance deferred until rate is below 50	<input checked="" type="checkbox"/>	• NFA	L
	M	Staff training at school deferred and use of video conferencing considered	<input checked="" type="checkbox"/>	• NFA	L
	M	Advise that staff car-sharing to find alternatives	<input checked="" type="checkbox"/>	• NFA	L
	M	Outdoor/external visits to be assessed on an individual basis and processed through Evolve	<input checked="" type="checkbox"/>	• <i>Principal to assess priority of need for any trip</i>	M

	M	'Covid-19 app QR code poster displayed in main entrance for track and trace signing in. Posters displayed in various locations around site promoting the Covid-19 app for parents and visitors and staff.	<input checked="" type="checkbox"/>	• NFA	L
	Additional Control Measures to be Put in Place				
Other Hazards Identified	In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.				
Any other foreseeable hazards that are associated with the activities being carried out to be listed here.	SEN/Behaviour risk assessment completed by SENDCO for pupil in wheelchair and updated Covid section in school behaviour policy	Carried out by:	V Cameron <i>V E Cameron</i>	Date Review Completed:	26/11/20
Date of Assessment:	All HMG Covid-19 Guidance All academy risk assessments ELT flow charts ELT Guidance				
Date of next review:					