

## COVID Secure Risk Assessment – from 8<sup>th</sup> March 2021 v1

Identified Hazards		Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L	
<b>Eastfield Primary Academy</b>		Decide who may be harmed (insert ✓):					
		Student	✓	Contractors	✓	Visitors	✓
Whole School – unless stated otherwise		Staff	✓	Vulnerable People	✓	Volunteers	✓
1. 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(s) or when returning from outside activities.	✓	<ul style="list-style-type: none"> <li>Review provisions and supplies weekly</li> </ul>	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 – <b>cleaners working an additional 2½ hours am &amp; 2½ hours pm.</b>	✓	<ul style="list-style-type: none"> <li>Virucidal cleaner/detergent used in addition to usual cleaning substances</li> </ul>	L	
		M	Hygiene practices and procedure established for staff, essential contractors and visitors who will be in school building(s). <b>Hand washing available in the Staff toilets directly opposite the main entrance prior to entering other areas of the building.</b>	✓	<ul style="list-style-type: none"> <li>PPE recommended to be worn by essential visitors</li> </ul>	L	
		M	Additional handwashing stations and substances have been provided in various areas around school building(s). Each classroom has own handwashing provision. Shared areas, such as WCs and staff rooms will have additional sanitising provision – <b>sanitising products on all tables in the Staffroom &amp; Virucidal spray in all staff toilets.</b>	✓	<ul style="list-style-type: none"> <li>Additional handwashing stations will be provided for the duration of the pandemic</li> </ul>	L	
		M	All non-essential visits to school are not permitted, alternative communications established and are prioritised, such as video, email etc.	✓	<ul style="list-style-type: none"> <li>Essential visits which are only absolutely necessary for the operation and safety of school are permitted. These visits will be individually assessed and those visiting should provide their own risk assessment</li> </ul>	L	
		M	Posters, and information displayed and made available around building/s regarding Covid-19. Provision of signage and information to prevent the unauthorised use of rooms or areas. Areas, rooms or buildings with no unauthorised access will be clearly labelled. <b>Posters displayed in all public areas &amp; updated as &amp; when necessary - info sent to parents. Coffee Shop &amp; areas outside of classrooms will not be utilised at this time.</b>	✓	<ul style="list-style-type: none"> <li>Posters and signage are updated in line with current guidance</li> </ul>	L	
		M	Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances.	✓	<ul style="list-style-type: none"> <li></li> </ul>	L	
		M	Substances for cleaning have been risk assessed and communicated to those who use the substances.	✓	<ul style="list-style-type: none"> <li>Check COSHH risk assessments.</li> </ul>	L	

				<ul style="list-style-type: none"> <li>Virucidal cleaner used for Covid</li> </ul>	
	M	Checks carried out by line managers to ensure that COVID-19 procedures and measures are and remain suitable and sufficient.	✓	<ul style="list-style-type: none"> <li>Monitored daily</li> </ul>	L
	M	Restricted movement throughout school. Groups will keep to certain areas building(s) during the day: <b>class 'bubbles' are within their classroom space or on the playground.</b>	✓	<ul style="list-style-type: none"> <li>Specific procedures in place for essential visitors</li> </ul>	L
	M	Procedures in place for deliveries and collections. Safe areas made available for deliveries.	✓	<ul style="list-style-type: none"> <li>Measures in place for the duration of the pandemic.</li> </ul>	L
	M	Staff to wash hands when marking of books or when touching children's items/resources.	✓	<ul style="list-style-type: none"> <li></li> </ul>	L
	H	Use of shared equipment such as photocopiers have touch points are wiped by user prior to use. Disinfectant wipes are readily available next to shared equipment.	✓	<ul style="list-style-type: none"> <li>Only one person in photocopy rooms</li> </ul>	M
	H	<b>In the Staffroom, staff sit in their Phase 'bubbles'. Items, surfaces and equipment are cleaned prior and end of use by staff.</b>	✓	<ul style="list-style-type: none"> <li>Provision of additional sanitiser on tables</li> </ul>	M
	H	WCs are cleaned frequently by cleaning team. Sanitising resources are available in all staff toilet areas – staff to wipe area before using facilities (flush/handles/taps/seat etc.) <b>Virucidal spray in all staff toilets.</b>	✓	<ul style="list-style-type: none"> <li></li> </ul>	M
	H	Soft furnishing, toys and resources are removed from rooms. Larger items such as sofas and chairs are covered and away from activities: <b>surplus furniture moved so that it does not impede social distancing.</b>	✓	<ul style="list-style-type: none"> <li>Curtains, carpets and blinds are not removed</li> </ul>	L
2. Employees or pupils transmitting virus to others	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: <b>these are emptied twice across the day.</b>	✓	<ul style="list-style-type: none"> <li>Clinical/contaminated waste bags use for tissues</li> </ul>	L
	M	Offices maintain distinct bubbles, restricted access to office(s). No hot desking permitted.		<ul style="list-style-type: none"> <li>Procedures in place to limit staff entering offices unnecessarily or without good reason</li> <li>MS Teams prioritised to talk to office staff</li> </ul>	L
	M	Practicable procedures in place to minimise contact between individuals and maintain social distancing. Signage, markings and one-way systems introduced in and around school: <b>staggered entry/exit into school, staggered toilet times, break times &amp; lunchtimes. Floor marking inside &amp; outside of school.</b>	✓	<ul style="list-style-type: none"> <li></li> </ul>	L
	M	Educational and care support are provided as normal for pupils who have complex needs or who need close contact care.	✓	<ul style="list-style-type: none"> <li>Reviewed and assessed on an individual case by case basis.</li> </ul>	L
	M	Non-essential business-related travel not permitted. Use of public transport is not recommended.	✓	<ul style="list-style-type: none"> <li></li> </ul>	M
	M	LFD testing available for all staff members including those who work on a part time or temporary basis. Recording of results is completed by school: <b>SBM/ Office Manager manage this.</b>	✓	<ul style="list-style-type: none"> <li></li> </ul>	L
	L	Clinically Extremely Vulnerable people are away from school where a medical practitioner advises.	✓	<ul style="list-style-type: none"> <li>Medically vulnerable will have specific risk assessment</li> </ul>	L

H	Academy maintains distinct groups that do not mix. Groups are easily identifiable in case anyone may need to self-isolate. Teachers will remain with one group but can still work across groups if that is needed to enable a full educational offer. Those employees that do cross groups will ensure hygiene and social distancing is maintained.	✓	<ul style="list-style-type: none"> <li>Detailed records of staff who work across groups are retained for T&amp;T</li> <li>Reviewed frequently</li> </ul>	M
M	Smaller groups smaller than the size of a full class will be considered and implemented to allow further social distancing.	✓	•	L
H	Large gatherings such as assemblies, school concerts or performances are not permitted. Virtual assemblies etc are implemented.		•	L
M	Implementation of year group sized 'groups'. Year groups will be kept apart from other groups. Academies will take steps to limit interaction, such as sharing of rooms and social spaces between groups: <b>class 'bubbles' in operation.</b>	✓	•	L
M	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: <b>staff/child to self-isolate in MySpace Office, windows/door (external to courtyard) to be opened, PPE to be worn by supporting member of staff, parents contacted and staff/child to evacuate school as soon as possible. MySpace Office cleaned &amp; left vacant for the remainder of the day. If the weather permits, staff/child isolates on the bench near the Y5/6 gate, supported by a member of staff. MySpace Office identified, disabled toilet used (if required &amp; then cleaned) &amp; child exits the building via Y5/6 door &amp; side gate.</b>	✓	•	L
M	Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.	✓	<ul style="list-style-type: none"> <li>Children activities will be monitored throughout the day</li> </ul>	M
M	Admin staff to ensure glass security screens are closed when talking to visitors or others in academy main entrance. Open plan offices have screens installed: <b>Perspex screens in place.</b>	✓	<ul style="list-style-type: none"> <li>Measures in place for the duration of the pandemic.</li> </ul>	L
M	External curriculum activities such as swimming, providers or building owners will provide a risk assessment which will be ratified by academy to ensure measures are agreed and then published on Evolve	✓	<ul style="list-style-type: none"> <li>Reviewed frequently</li> </ul>	M
H	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.	✓	<ul style="list-style-type: none"> <li>Monitoring and supervision of mixed groups to reinforce social distancing</li> </ul>	M
M	Academy will make adaptations to the classroom to support distancing. Consideration to seating pupils' side by side and facing forwards, rather than face to face or side on.	✓	•	L
M	Established plans on how shared staff spaces are set up and used to help staff to distance from each other: <b>the Hall has been designated as the Staffroom &amp; this is being utilised at lunchtime only; staff sit within their Phase bubbles and maintain social distancing with other Phase bubbles. Staff do not congregate within the Hall and any staff meetings are via Teams.</b>	✓	•	L

		One adult at any time in the Photocopier or PPA Room.			
	M	When timetabling, groups are kept apart and movement around the school site kept to a minimum: <b>staggered entry/exit into school, staggered toilet times, break times &amp; lunchtimes.</b>	✓	•	L
	M	Strict protocols for drop off and pick up outlined to parents verbally and in writing - letters and on the website.	✓	• <i>Measures in place for the duration of the pandemic.</i>	L
	M	Moving of unnecessary furniture out of classrooms to make more space will be implemented.	✓	• All soft furnishings are removed	L
	M	Staff will constantly reinforce social distancing and ensure that children and parents are made aware.	✓	•	L
	M	Practicable measures and plans are in place to avoid creating busy corridors, entrances and exits: <b>staggered entry/exit into school, staggered toilet times, break times &amp; lunchtimes.</b>	✓	•	L
	M	Staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups) are in place.	✓	•	M
	M	Arrangements for pick up/drop, queuing and one-way systems in place.	✓	• <i>Measures in place for the duration of the pandemic.</i>	L
	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.	✓	•	L
	M	Pupils who are extremely clinically vulnerable are supported in school by a risk assessment that is understood and carries the support of parents.	✓	•	M
	M	Parents are asked to disclose any Test and Trace results immediately to the school	✓	•	L
	M	Partial closure contingency plans in place if staffing levels fall below a critical level: <b>critical level = six staff or more absent</b>	✓	•	L
	M	Contact sports are avoided, and alternative sports or PE lessons are planned.	✓	• <i>Equipment is cleaned before each session and stored away from use afterwards</i> • <i>Reviewed frequently</i>	L
	M	Practicable arrangements in place for mealtimes – hot and cold lunches, inc zoned halls, outdoors and classroom use: <b>hot lunches are available, Nursery remain in the Nursery, Rec eat in the Dining Room, Y1 eat in their Classroom, Y2 to Y6 eat in the designated dining rooms &amp; MySpace eat in the Dining Room.</b>	✓	• <i>Detailed arrangements on academy provision plan</i>	M
	M	Booking visits with an overnight stay is cancelled until further notice	✓	• <i>Review in line with HMG guidance</i>	L
	M	Limited meetings, visits and unnecessary contact on Trust premises	✓	•	L
	M	Staff aware of identifying symptoms and action to take if there is a suspected case within school.	✓	•	L
	M	New and expectant mothers will have a specific individual risk assessment	✓	•	L
	H	<b>Staff are completing Lateral Flow Testing (LFT) at home twice a week (voluntarily) &amp; reporting results to the school &amp; NHS. If a positive test is received, a PCR swab test is then booked to confirm if staff member has</b>	✓	• <i>LFT tests provided by school</i> • <i>School results shared with the Trust</i>	

		COVID-19, protocols are in place in line with PHE. (LFT has a separate Risk Assessment.)			
3. External contractors/providers transmitting virus to employees or students on site	M	In house project works carried out by contractors will be weekend work and termly holidays only.	✓	•	L
	M	Trust capital works prioritised and permitted during working hours.		• Thorough procedures and site rules to be maintained during projects	M
	M	Holidays periods, when staffing is low, and no children are on site are prioritised for planned preventative maintenance.	✓	•	L
	M	Statutory Inspections are carried out under controlled conditions when contractors need to be on site whilst building is occupied/operating as normal.	✓	•	L
	M	PPE is worn by contractor or employee when it's identified on any other risk assessment.	✓	•	L
	M	Procedures are in place to limit or restrict access to parts of buildings i.e., installation of signage and barrier.	✓	•	L
	M	Contractors to be issued or show RAMS to ensure infection prevention is acknowledge and understood.	✓	•	L
	M	External providers coming into school to support should provide a risk assessment that is ratified by academy to ensure adequate control measures are agreed: Checklist used with any contractors & details kept to support rapid contact tracing if required.	✓	• Reviewed frequently	L
4. Coming into contact with persons who have possible symptoms	M	Alternative rooms are provided, where at least 2 metres away from other people is achievable. Consideration to sit outdoors is given - if weather permits: staff/child to self-isolate in MySpace Office, windows/door (external to courtyard) to be opened, PPE to be worn by supporting member of staff, parents contacted and staff/child to evacuate school as soon as possible. MySpace Office cleaned & left vacant for the remainder of the day. If the weather permits, staff/child isolates on the bench near the Y5/6 gate, supported by a member of staff. MySpace Office identified, disabled toilet used (if required & then cleaned) & child exits the building via Y5/6 door & side gate.	✓	•	M
	M	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: disabled toilet	✓	•	L
	M	Procedure in place and is communicated with all employees within school.	✓	•	L
	M	Provision of suitable PPE for employees. PPE includes face shields, disposable gloves, aprons and masks.	✓	•	M
	M	Communications procedures and arrangements with NHS, local authorities, local health advisors established: School Nursing Team contacted regarding any queries & Emma Garner is our LA contact.	✓	•	L
5. Close contact with persons: handling, assisting	M	PPE provided: latex free gloves are used where possible if handling or touching is required. Additional PPE (aprons, masks, visors) available on request.	✓	• See first aid risk assessment	M

or training requirements (team teach, first aid etc.)	M	Employees are aware of identifying symptoms and procedure if they believe they may have been in contact with someone with symptoms: <b>info displayed &amp; in Re-opening Plan.</b>	✓	•	L
	M	Deferral of close contact training will be rescheduled to a later date. Statutory or mandatory training will via e-learning or similar.	✓	•	L
	M	First aid procedures and risk assessment are in place and followed by first aiders: <b>First Aiders at lunchtimes maintain a log of children they have attended to.</b>	✓	• See care plans, risk assessments and medical procedures	M
	M	Training providers will share their own risk assessment and safe system of work prior to training. If provider employs less than 5 people, school will make clear expectations, procedures and controls measures prior to session.	✓	•	M
	M	Prior to any external training or where close or physical contact is required, employees will follow the training providers risk assessment and procedure.	✓	•	M
6. Lettings or use of school facilities during pandemic	M	Provider or user of school facilities will inform school before use, that person(s) hasn't been contacted by NHS test and trace or show symptoms.	✓	•	L
	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.	✓	•	M
	M	Lettings will cease until the government guidance/tier system indicates it is safe to resume: <b>no lettings or facilities are being used by any outside providers.</b>	✓	•	L
7. Travelling to or for work in motor vehicles or using public transport	H	Journeys which are shared, employees are encouraged to share with the same individuals and with the minimum number of people at any one time	✓	•	M
	H	If car sharing, employees are advised to ensure good ventilation (i.e., keeping the windows open) and face away from each other	✓	•	M
	M	Staff encourage to avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)	✓	•	L
	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	✓	•	L
8. Mental health or wellbeing effected through isolation or anxiety about coronavirus	M	Regular meetings or calls with employees/children working from home, isolating or shielding: <b>systems in place to enable this.</b>	✓	•	L
	M	Discussions with individuals about the possibility that they may be affected, employees encourage to raise concerns	✓	•	L
	L	Employee involvement with completion of risk assessments so individuals can identify problems and solutions.	✓	•	L
	L	Regular updates and guidance provided to all members of staff via academy or Trust	✓	•	L
	L	Training available for mental health available via Flick e-learning	✓	•	L
	L	Employees have access to occupational health advise and counselling	✓	•	L
9. Local infection rate is >50/100,00 – visits to school, trips	M	Visits to school restricted or reduced and only permitted where it's deemed to be absolutely necessary or essential for the school to operate.	✓	• Principal to assess, prioritise and authorise the need for any visit	L

		Exceptions for government agency visits (including HSE & Fire Authorities) and emergencies are permitted			
	M	Coordination of visits with others so there's no more than one person (where absolutely necessary and essential for the school to operate) in a school on any one day	✓	•	L
	M	Academy to record which rooms/classes/contacts have been visited	✓	•	L
	M	Restricted access for visitors	✓	•	L
	M	The use of Microsoft Teams meetings (or similar) is prioritised over face-to-face meetings.	✓	•	L
	M	If a confirmed case is associated with any school - visitors (including essential) not permitted to visit school for 10 days. A central register will be maintained by academy	✓	•	L
	M	Routine and non-essential visits will be rescheduled until the regional daily case rate is below 50.	✓	• <i>Principal to assess, prioritise and authorise the need for any visit</i>	L
	M	Off-site visits/trips to be deferred until Easter 2021.	✓	• <i>Trust will advise further</i>	L
10. Parents dropping off or picking children up	H	One-way systems in place to prevent parents/carers getting too close to each other. Parents/carers to wear face coverings whilst on site whilst dropping off or picking children up. One parent/carer allowed onsite: <b>this not currently applicable as children are picked up and dropped off at school gates.</b> Different gates around the site are used to reduce bottlenecking. Markings for social distancing inside & outside of school site. Signage installed in prominent places. Staff wear PPE when meeting and greeting.	✓	• <i>Reviewed frequently</i>	M
<b>Other Hazards Identified</b>	<b>Additional Control Measures to be Put in Place</b>				
Any other foreseeable hazards that are associated with the activities being carried out to be listed here.	<b><i>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.</i></b>				
<b>Date of Assessment:</b>	<b>25/02/2021</b>	<b>Carried out by:</b>	<b>K. Thompson R. Moody A. Rawlings K. Grigg J. Snow</b>	<b>Date Review Completed:</b>	
<b>Date of next review:</b>	<b>22.03.21</b>				

<b>Other documents for reference</b>	<p>All HMG and ELT Covid-19 Guidance and information All academy risk assessments inc. COSHH, Fire, Premises - General, Activities, Medically / vulnerable person Guidance: Full reopening of schools <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Guidance: Stay at home guidance <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>NHS test and trace <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p> <p>Guidance: Shielding and protecting extremely vulnerable persons <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Face coverings in education <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p> <p>Guidance: Cleaning in non-healthcare settings <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Guidance: Safe working in education including use of PPE <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>Guidance: Test kits for school providers <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a></p> <p>Guidance: Local restriction tiers <a href="https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know">https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know</a></p> <p>Guidance: Contacts of people with confirmed coronavirus infection</p>
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<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

The official UK government website for data and insights on Coronavirus (COVID-19)

<https://coronavirus.data.gov.uk>

Use this to identify risk before and after controls

Very Unlikely  
Unlikely  
Possible  
Likely  
Very Likely

V V V V V

X [L] Likelihood of Harm

Nil / Negligible (Scratch, Bruise) >  
Minor (First Aid) >  
Moderate (Lost Time, Medical Treatment) >  
Major (Broken Bone, Serious Injury, Disease) >  
Extreme (Fatality, Permanent Incapacity) >

[S] Severity of Harm	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

[L] : Likelihood [S] : Severity [R] : Risk Rating