

## COVID Secure Risk Assessment – from 16<sup>th</sup> April 2021 v2

Identified Hazards		Initial Risk Rating	Existing Control Measures (select all that are in place)			✓	Actions / Comments	Residual Risk Rating H/M/L
<b>Enfield Academy of New Waltham</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 and before lunch. Daily briefing in each class to remind children of the continuing regime.	✓	<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; further procedures for internal class resources outlined in daily procedures. Cleaning routines will be maintained indefinitely.	✓	<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). Hand washing stations are available in the main entrance (in the first aid area and the disabled toilet) prior to entering other areas of the building. Hand sanitising stations available at all entry/exit points.	✓	<ul style="list-style-type: none"> <li>PPE recommended to be worn by visitors</li> <li>Site manager to ensure all stations are re-filled daily with supplies.</li> </ul>	L		
		M	Additional handwashing stations and substances have been provided in various areas around school building, other than those in the staff room and first aid area: one in the main entrance; one at the hall / dining room entrance and one at the exit; and one in the corridor at the exit door.. Each classroom has two handwashing stations and a sanitising station at the exit door. Shared areas, such as WCs and staff rooms have additional sanitising provision	✓	<ul style="list-style-type: none"> <li>Additional handwashing stations will be provided for the duration of the pandemic</li> </ul>	L		
		M	Parental visits to school are not permitted, alternative communications established and are prioritised: Enfield use Microsoft teams for CPD / meetings; WhatsApp messaging for staff; ClassDojo for pupils and parents; texts, phone calls & emails for staff and parents.	✓	<ul style="list-style-type: none"> <li>.</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.	✓	<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> <li>Virucidal cleaner used for Covid</li> </ul>	L
	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.	✓	<ul style="list-style-type: none"> <li>Specific procedures in place for essential visitors</li> <li><b>Classes requiring access for break-times down the corridors – use walkie-talkies to ensure sole use at any one time.</b></li> </ul>	L
	M	Procedures in place for deliveries and collections. Safe areas made available for deliveries – main office area.	✓	<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
	M	Use of shared equipment such as photocopiers, which 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>Maintain social distancing at the copier</li> </ul>	L
	M	Staff rooms or rest facilities are occupied by those in own bubbles only. Mixing of staff from various bubbles not permitted in staff rooms - at Enfield the staff room is of sufficient capacity to allow four people within (including from separate bubbles to maintain mental wellbeing), while maintaining a 2m distance. Items, surfaces and equipment are cleaned prior and end of use by staff.	✓	<ul style="list-style-type: none"> <li>Provision of additional sanitiser on tables</li> </ul>	M
	M	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.)	✓	<ul style="list-style-type: none"> <li></li> </ul>	M
	M	Soft furnishing, toys and resources are removed from rooms where possible. Larger items such as sofas and chairs are covered and away from activities.	✓	<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 with lids in each classroom.	✓	<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>Internal phones / walkie-talkies 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.	✓	<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 recommended. Use of public transport is not recommended.	✓	<ul style="list-style-type: none"> <li>Cross site visits permitted for all Trust employees on day LFD negative result.</li> </ul>	L
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.	✓	<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><i>Medically vulnerable will have specific risk assessment</i></li> </ul>	L
M	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><i>Detailed records of staff who work across groups are retained for T&amp;T</i></li> <li><i>Reviewed frequently</i></li> </ul>	L
M	Smaller groups smaller than the size of a full class will be considered and implemented to allow further social distancing. Smaller groups for singing, playing instruments	✓	<ul style="list-style-type: none"> <li></li> </ul>	L
H	Large gatherings such as assemblies, school concerts or performances are not permitted. Virtual assemblies etc are implemented.		<ul style="list-style-type: none"> <li>Audiences are not permitted.</li> </ul>	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.	✓	<ul style="list-style-type: none"> <li></li> </ul>	L
M	When a child is awaiting collection, they are taken to an isolation room (main entrance area) where he/she can be isolated at the appropriate social distance. This is close by the main external entrance/exit. Supervision is provided by office staff (behind a screen) for the child whilst awaiting pick up.	✓	<ul style="list-style-type: none"> <li></li> </ul>	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><i>Children's activities will be monitored throughout the day</i></li> </ul>	L
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.	✓	<ul style="list-style-type: none"> <li><i>Measures in place for the duration of the pandemic.</i></li> </ul>	L
M	External curriculum activities such as swimming, providers or building owners, will be published on Evolve	✓	<ul style="list-style-type: none"> <li><i>Off-site educational visits, training (such as cycling) or trips should be processed through Evolve. Reviewed frequently and on a case-by-case basis.</i></li> </ul>	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.	✓	<ul style="list-style-type: none"> <li><i>Monitoring and supervision of mixed groups to reinforce social distancing</i></li> </ul>	M
M	Academy will make adaptations to the classroom to support distancing. Pupils (from Year 3 – Year 6) will be seated side by side and facing forwards, rather than face to face or side on.	✓	<ul style="list-style-type: none"> <li></li> </ul>	L
M	Established plans on how shared staff spaces are set up and used to help staff to distance from each other. Four staff members in the staffroom only	✓	<ul style="list-style-type: none"> <li></li> </ul>	L

		at once (a maximum of 3 at the long table), and two using the PPA area – all socially distanced, regardless of PPE. WCs - these will need to be cleaned more frequently. Provision of sanitising cleaning is made available in all WCs and staff should clean all touch points before using facilities. Lunches & breaks are staggered – staff should be able to gain access when they require it. Staff to wear masks/visors when outside of own bubble within school: in others' office spaces; in the hall at lunch-times; in corridors; in the staff room when not eating or drinking; in shared spaces unless teaching; and in other class bubbles, if it is essential you need to pop in. Staff may wear visors in own classrooms for teaching / working with children.			
M		When timetabling, groups are kept apart and movement around the school site kept to a minimum, with the aid of walkie-talkies.	✓	•	L
M		Strict protocols for drop off and pick up outlined to parents verbally and in writing - and on display around building exterior: parents to wear face coverings; one adult per family; different entry/exit points and staggered start & finish times.	✓	• <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 where practicable	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 – four out of six classes at Enfield have direct outside access to avoid corridor use, except for staggered lunch-time use. All classes have separate drop off / collection points and/or at different times.	✓	• <b><i>Use of additional external gate – to provide 3 separate entry/exit points</i></b>	L
M		Staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups) are in place. Two classes at a time have hall access, with strict 'in and out' times.	✓	•	M
M		Arrangements for pick up/drop, queuing and one-way systems in place - including red line markings on all entry points; staggered start/finish times; and three separate pick up/drop off points..	✓	• <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.	✓	• An additional form was created for TAs to record daily	L
M		Older year groups encouraged 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 assist the school	✓	•	L
M		Partial closure contingency plans in place if staffing levels fall below a critical level.	✓	•	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 hall and outdoors, weather permitting.	✓	<ul style="list-style-type: none"> <li>Detailed arrangements on academy provision plan</li> </ul>	M
	M	Booking visits with an overnight stay is cancelled until government road changes	✓	<ul style="list-style-type: none"> <li>Review in line with HMG guidance</li> </ul>	L
	M	Limited meetings, visits and unnecessary contact on Trust premises.	✓	<ul style="list-style-type: none"> <li>MS teams is still prioritised over visits, school can offer LFD test kits to external professionals and providers who are visiting</li> <li>Visits which are necessary for the operation, support, wellbeing and safety of school are permitted. These visits will be individually managed by academy</li> </ul>	L
	M	Staff aware of identifying symptoms and action to take if there is a suspected case within school.	✓	<ul style="list-style-type: none"> <li></li> </ul>	L
	M	New and expectant mothers will have a specific individual risk assessment.	✓	<ul style="list-style-type: none"> <li></li> </ul>	L
3. External contractors/providers transmitting virus to employees or students on site	M	In house project works carried out by contractors will be prioritised to weekend work and termly holidays only.	✓	<ul style="list-style-type: none"> <li>External project works are permitted during the school day</li> </ul>	L
	M	Trust capital works prioritised and permitted during working hours.		<ul style="list-style-type: none"> <li>Thorough procedures and site rules to be maintained during projects</li> </ul>	L
	M	Holidays periods, when staffing is low, and no children are on site are prioritised for planned preventative maintenance.	✓	<ul style="list-style-type: none"> <li></li> </ul>	L
	M	Statutory Inspections are carried out under controlled conditions when contractors need to be on site whilst building is occupied/operating as normal.	✓	<ul style="list-style-type: none"> <li></li> </ul>	L
	M	PPE is worn by contractor or employee when it's identified on any other risk assessment.	✓	<ul style="list-style-type: none"> <li></li> </ul>	L
	M	Procedures are in place to limit or restrict access to parts of buildings i.e., installation of signage and barrier.	✓	<ul style="list-style-type: none"> <li></li> </ul>	L
	M	External providers, support, volunteers, and agency staff coming into school to support or work, follow the schools Covid arrangements to ensure control measures are maintained.	✓	<ul style="list-style-type: none"> <li>Reviewed frequently, school to inform external staff etc. of covid arrangements</li> </ul>	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.	✓	<ul style="list-style-type: none"> <li></li> </ul>	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. This is the disabled toilet within the main office area.	✓	<ul style="list-style-type: none"> <li></li> </ul>	L
	M	Procedure in place and is communicated with all employees within school.	✓	<ul style="list-style-type: none"> <li></li> </ul>	L
	M	Provision of suitable PPE for employees. PPE includes face shields, disposable gloves, aprons and masks.	✓	<ul style="list-style-type: none"> <li></li> </ul>	M

	M	Communications procedures and arrangements with NHS, local authorities, local health advisors established.	✓	•	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.	✓	• 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	✓	•	L
	M	Deferral of close contact training will be rescheduled to a later date. Statutory or mandatory training will be via e-learning or similar.	✓	•	L
	M	First aid procedures and risk assessment in place and followed by first aiders.	✓	• See care plans, risk assessments and medical procedures	L
	M	Training providers will ideally share their own risk assessment and safe system of work prior to training.	✓	• Off-site training permitted for staff	L
	M	Prior to any external training or where close or physical contact is required, employees will follow the training providers' risk assessment and procedure.	✓	•	L
	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.	✓	•
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.	✓	•	L
M		Lettings are in line with government roadmap.	✓	•	L
7. Travelling to or for work in motor vehicles or using public transport	M	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
	M	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 encouraged 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	✓	•	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 and only permitted where it's deemed to be necessary or essential for the operation, projects, safety or curriculum activities. Exceptions for government, local authority, safety, Trust central team, support staff, volunteers, placements, health care, social workers etc.	✓	<ul style="list-style-type: none"> <li>Principal to assess, prioritise and authorise the need for any visit</li> <li>Principal to assess, prioritise and authorise the need for any visit</li> </ul>	L
	M	Coordination of visits with others so there's a minimum amount of visiting people (where 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 around school	✓	•	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	Off-site visits/trips commence from 19 <sup>th</sup> April 2021.	✓	<ul style="list-style-type: none"> <li>ALL visits processed through Evolve and risk assessed independently</li> </ul>	L
	M	Overnight residentials not permitted until at least 17 <sup>th</sup> May.	✓	•	L
10. Parents dropping off or picking children up on school premises	M	Three separate entrance gate systems in place to prevent parents/carers getting too close together and to prevent bottlenecks. Parents/Carers to wear face coverings whilst dropping off and collecting their children at the school gate. Staff wear PPE when meeting and greeting. Markings for social distancing on the school site. Signage installed in prominent places. Only one parent/carer allowed at the entrance gate.	✓	<ul style="list-style-type: none"> <li>Reviewed frequently</li> </ul>	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>14/04/2021</b>	<b>Carried out by:</b>	<b>A Scott</b>	<b>Date Review Completed:</b>	
<b>Date of next review:</b>					
<b>Other documents for reference</b>	<b>All HMG and ELT Covid-19 Guidance and information</b> <b>All academy risk assessments inc. COSHH, Fire, Premises - General, Activities, Medically / vulnerable person</b> <b>Guidance: Full reopening of schools</b>				

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

**Guidance: Stay at home guidance**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**NHS test and trace**

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

**Guidance: Shielding and protecting extremely vulnerable persons**

<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>

**Face coverings in education**

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

**Guidance: Cleaning in non-healthcare settings**

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

**Guidance: Safe working in education including use of 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>

**Guidance: Test kits for school 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>

**Guidance: Local restriction tiers**

<https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>

**Guidance: Contacts of people with confirmed coronavirus infection**

<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)



Use this to identify risk before and after controls

Very Unlikely  
Unlikely  
Possible  
Likely  
Very Likely

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

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