COVID-19 Risk Assessment - Autumn 2021 v1

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| **School Name**  **Harrow Gate Academy** | | | | **Decide who may be harmed (insert ):** | | | | | | | | | | | | |
| **Student** | | **** | **Contractors** | | | | **** | | **Visitors** | | | **** |
| **Whole School – unless stated otherwise** | | | | **Staff** | | **** | **Vulnerable People** | | | | **** | | **Volunteers** | | | **** |
| **Identified Hazards** | **Initial Risk Rating** | **Existing Control Measures (select all that are in place)** | | | | | | | **** | **Actions / Comments** | | | | | **Residual Risk**  **Rating H/M/L** | |
| Risk of coming into contact with contaminated surfaces | M | Handwashing regimes established by academies for staff and children to follow during the day. Staff an children wash hands upon exiting classroom, and entry into building(s) or when returning from outside activities. | | | | | | | **** | * Review provisions and supplies weekly. Posters and rules displayed across school. | | | | **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. | | | | | | | **** | * Cleaning routines will be maintained for the duration of the pandemic. Protocol for cleaning shared and displayed across the whole school | | | | **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. | | | | | | | **** | * NFA | | | | **L** | | |
| M | Each classroom has own handwashing provision. Each classroom and corridor has hand sanitiser wall mounted units | | | | | | | **** | * Best hygiene will be followed at all times by all children and staff | | | | **L** | | |
| M | Staff aware of identifying symptoms and action to take, minimising touch points whilst going to isolation room. | | | | | | | **** | * 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 | Staff encourage to wash hands where practicable when marking of books or when touching on children’s items/resources is required. | | | | | | | **** | * NFA | | | | **L** | | |
| Employees or pupils transmitting virus to others | M | Good respiratory hygiene adopted by promoting the ‘catch it, bin it, kill it’ approach within school. | | | | | | | **** | * Swing lids from bins removed to minimise contact | | | | **L** | | |
| M | Practicable procedures in place to minimise contact between individuals and maintain social distancing wherever possible. | | | | | | | **** | * NFA | | | | **L** | | |
| M | New and expectant mothers will have a specific individual risk assessment. | | | | | | |  |  | | | |  | | |
| M | *Staff made aware of isolation procedure for those who develop symptoms whilst at work. Flow chart issued by ELT.* | | | | | | | **** | * NFA | | | | **M** | | |
| 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** | | |
| M | Staff will constantly reinforce social distancing and ensure that children and parents are made aware. | | | | | | | **** | * NFA | | | | **L** | | |
| M | Older year groups encourage to walk or cycle home to prevent congestion around school gates and minimise gatherings at home time. | | | | | | | **** | * Staggered entry and exit times allow for pinch points to be at a minimum | | | | **M** | | |
| 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. | | | | | | | **** | * 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. | | | | | | | **** | * NFA | | | | **M** | | |
| H | Flow chart/ procedure issued by ELT and is communicated with all employees within school. | | | | | | | **** | * NFA | | | | **M** | | |
| M | Provision of suitable PPE for employees. PPE includes face shields, disposable gloves, aprons and masks. | | | | | | | **** | * NFA | | | | **M** | | |
| M | Communications procedures and arrangements with NHS, local authorities, local health advisors established. | | | | | | | **** | * 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. | | | | | | | **** | * NFA | | | | **L** | | |
| 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 | | | | | | | **** | * NFA | | | | **L** | | |
| M | NHS/ELT test and trace flow chart in circulation, employees will inform school if contacted by NHS test and trace. | | | | | | | **** | * NFA | | | | **L** | | |
| M | Deferral of close contact training will be considered and rescheduled at a later date. Statutory or mandatory training will be prioritised. | | | | | | | **** | * NFA | | | | **L** | | |
| M | Training provider will issue their own risk assessment and safe system of work prior to any training. | | | | | | | **** | * NFA | | | | **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 | 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. | | | | | | | **** | * NFA | | | | **L** | | |
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| **Other Hazards Identified** | **Additional Control Measures to be Put in Place** | | | | | | | | | | | | | | | |
| Any other foreseeable hazards that are associated with the activities being carried out to be listed here. | ***In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.*** | | | | | | | | | | | | | | | | |
| **Date of Assessment:** | **08/08/2021** | | **Carried out by:** | | **Vicky Galt** | | | **Date Review Completed:** | | | |  | | | | |
| **Date of next review:** |  | |  | |  | | |  | | | |  | | | | |
| **Also Refer to these other relevant risk assessments or safety advice documents** | **ELT flow charts**  **ELT Guidance**  **All HMG Covid-19 Guidance**  **All academy risk assessments** | | | | | | | | | | | | | | | |