

COVID-19 Lockdown 3 Risk Assessment - January 2021 v3

School Name Harrow Gate Primary Academy		Decide who may be harmed (insert ✓):					
Whole School – unless stated otherwise		Student	✓	Contractors	✓	Visitors	✓
		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		
1. Coming into contact with contaminated surfaces	H	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"> • Review provisions and supplies weekly • All handwashing carried out as per year group guidance (outlined in re-opening plan). 	M		
	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 break times. Cleaning routines will be maintained indefinitely.	✓	<ul style="list-style-type: none"> • Cleaning routines will be maintained for the duration of the pandemic. • Cleaning of surfaces to be carried out at regular intervals throughout the day in addition to current hygiene routines. • Hand wash and sanitiser are fixed in all classrooms. Extra products will be available in areas without fixed points - such as KS1 entrance and sports hall. 	M		
	M	Hygiene practices and procedure established for essential contractors and visitors who will be in school building(s). Hand sanitisers are available in the main entrance prior to entering other areas of the building.	✓	<ul style="list-style-type: none"> • PPE will be worn by essential visitors • Staff to wear face masks when meeting non ELT colleagues and parents • All classrooms will be clearly labelled so all on site can move directly to allocated work space. Isolation Room is clearly labelled and appropriately stocked. 	M		
	H	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"> • Essential visits which are only absolutely necessary for the operation and safety of school are permitted. These visits will be individually assessed and 	M		

				<i>those visiting will provide their own risk assessment</i>	
M	Staff aware of identifying symptoms and action to take if there is a suspected case within school.	✓	<ul style="list-style-type: none"> All government guidance is broken down clearly into 'school Covid-19 protocols' and information shared verbally in team briefings prior to staff carrying out their onsite duties. Protocols to be displayed around school. SLT to monitor throughout the day alongside government posters. All government guidance and school Covid-19 protocols shared via email with staff and where appropriate information shared by dojo/letter with parents. Staff are aware of procedures to be followed in the event of anyone showing symptoms of Covid-19. They are aware of ELT and flowchart and know to communicate this information to a member of SLT immediately (outlined at weekly meeting). 	M	
M	Posters, and information displayed and made available around building/s regarding Covid-19.	✓	<ul style="list-style-type: none"> Posters and signage are updated in line with current guidance 	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.	✓	<ul style="list-style-type: none"> If possible, restrict movement throughout school and keep to certain areas buildings. 	L	
M	Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances.	✓	<ul style="list-style-type: none"> 'Anti bac' spray in every classroom and area in school. Blu roll used and disposed of in bins. Masks available at all entrances to ensure worn when meeting visitors or parents Full PPE available in 'isolation' room to ensure 	L	
M	Substances for cleaning have been risk assessed and communicated to those who use the substances.	✓	<ul style="list-style-type: none"> Check COSHH risk assessments 	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"> Monitored daily 	M	

	M	Restricted movement throughout school. Groups will keep to certain areas building(s) during the day.	✓	<ul style="list-style-type: none"> • Specific procedures in place for essential visitors • Children educated in class / year group bubbles • Movement between bubbles is not permitted • Entry and exit staggered to ensure no cross contamination • Staggered playtime and lunchtime to ensure no cross contamination 	L
	M	Procedures in place for deliveries and collections. Safe areas made available for deliveries.	✓	<ul style="list-style-type: none"> • Measures in place for the duration of the pandemic. 	M
	M	Staff encourage to wash hands when marking of books or when touching children's items/resources.	✓	<ul style="list-style-type: none"> • Hand sanitiser available in all areas of the school. 	M
	H	Soft furnishing, toys and resources are removed from rooms. Larger items such as sofas and chairs are covered and away from activities.		<ul style="list-style-type: none"> • Curtains, carpets and blinds are not removed 	M
2. Employees or pupils transmitting virus to others	H	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.	✓	<ul style="list-style-type: none"> • Clinical/contaminated waste bags use for tissues • Waste bin lids removed to reduce the need to touch. 	M
	H	Practicable procedures in place to minimise contact between individuals and maintain social distancing.	✓	<ul style="list-style-type: none"> • Class / year group bubbles • Adults avoid mixing with other colleagues • 2mtr distance maintained by all teaching staff and support staff 	M
	H	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"> • Reviewed and assessed on an individual case by case basis. • SEND children with complex needs have a COVID19 risk assessment • All physical contact / restraint will avoided but where essential for the safety of a child and others this will be recorded in the appropriate places. 	M
	H	Staff made aware of isolation procedure for those who develop symptoms whilst at work.	✓	<ul style="list-style-type: none"> • WCs and isolation rooms are identified and communicated to all staff • Staff are aware of procedures to be followed in the event of anyone showing symptoms of Covid-19. They are aware of ELT and flowchart and know to communicate this information to a member of SLT immediately (outlined at weekly meeting). 	M

	H	Non-essential business-related travel not permitted. Use of public transport is not recommended.	✓	<ul style="list-style-type: none"> Staff who were car sharing and don't live in the same household have been requested to postpone this 	M
	H	Toilets are cleaned regularly, handwashing regimes are in place	✓	<ul style="list-style-type: none"> Toilets are not shared as all classes have access to their own year groups Hand wash and sanitiser are fixed in all classrooms. Extra products will be available in areas without fixed points - such as KS1 entrance and sports hall. 	M
	L	Clinically Extremely Vulnerable people are away from school where a medical practitioner advises.	✓	<ul style="list-style-type: none"> <i>Medically vulnerable will have specific risk assessment</i> 	M
	H	Academy maintains distinct groups that do not mix. Groups are easily identifiable in case anyone may need to self-isolate.	✓	<ul style="list-style-type: none"> <i>Reviewed frequently</i> <i>Class groups</i> <i>Year group bubbles</i> <i>Teachers and TA's do not rotate</i> <i>SIMS register used daily to track attendance and identify children</i> 	M
	H	Smaller groups smaller than the size of a full class will be considered and implemented to allow further social distancing.	✓	<ul style="list-style-type: none"> <i>Limit to 15 children per class</i> <i>Spaced seating to minimise contact in classroom</i> 	M
	H	Large gatherings such as assemblies, school concerts or performances are not permitted. Virtual assemblies etc are implemented.		<ul style="list-style-type: none"> Whole school gatherings cancelled. 	L
	H	Implementation of year group sized 'groups. Year groups will be kept apart from other groups. Academy's will take steps to limit interaction, such as sharing of rooms and social spaces between groups.	✓	<ul style="list-style-type: none"> <i>Classes / year groups remain in their own classes at all times</i> <i>PE timetabled for the sports hall.</i> <i>Equipment cleaned after each use</i> <i>Library timetabled for year group use</i> <i>STEM lab timetables for year group use and all equipment cleaned after use.</i> 	M
	H	If showing symptoms: 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.	✓	<ul style="list-style-type: none"> <i>Isolation room clearly labled and positioned away from other classrooms.</i> <i>Children released to parents through conservatory door to ensure no contact with other children and staff</i> 	M

H	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"> Children activities will be monitored throughout the day Good Hygiene practices are encouraged and hand sanitisers available in all classrooms 	M
H	Admin staff to ensure glass security screens are closed when talking to visitors or others in academy main entrance.	✓	<ul style="list-style-type: none"> Measures in place for the duration of the pandemic. Masks are to be worn when speaking with visitors Admin staff work in own office with protective glass at point of contact. Admin staff will only allow entry to those with an agreed reason to be onsite and any other visitors will wait in external reception area and talk through doors/intercom. 	M
H	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"> Swimming currently cancelled for 2021 	M
H	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.	✓	<ul style="list-style-type: none"> Children are in classes no larger than 15 Seats are spaced and identified for the children All resources are available for the child on their table Children use own iPad which is wiped regularly 	L
H	Established plans on how shared staff spaces are set up and used to help staff to distance from each other.	✓	<ul style="list-style-type: none"> All breaks and lunchtimes are staggered so that areas are clear for social distancing 	L
H	When timetabling, groups are kept apart and movement around the school site kept to a minimum.	✓	<ul style="list-style-type: none"> PE, STEM lab and Library are all timetabled for yr group access. Whole school know the timetable so that cross contamination avoided Break / lunchtimes / entry and exit are all staggered 	L
H	Strict protocols for drop off and pick up outlined to parents verbally and in writing - letters and on display around building exterior.	✓	<ul style="list-style-type: none"> Measures in place for the duration of the pandemic. 	L
H	Staff will constantly reinforce social distancing and ensure that children and parents are made aware.	✓	<ul style="list-style-type: none"> Parents to be made aware/constantly reminded to wear a mask when on school site. Staff will constantly reinforce what a gap of '2m' looks like 	L

				<i>and ensure that children and parents queue using the 2m guide at all pinch points.</i>	
H	Teachers will remain with one group but can still work across groups if that is needed to enable a full educational offer.	✓		<ul style="list-style-type: none"> Detailed records of staff who work across groups are retained for T&T 	M
H	Practicable measures and plans are in place to avoid creating busy corridors, entrances and exits.	✓		<ul style="list-style-type: none"> Staggered movement through timetabling When moving around school everyone will walk on the left hand side of corridors and transition points. Stickers on hands will be given to younger children. 	L
H	Staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups) are in place.	✓		<ul style="list-style-type: none"> Extra support staff to ensure cleaning is completed of all dining tables between sittings Play equipment provided for year groups so not shared 	M
H	Arrangements for pick up/drop, queuing and one-way systems in place.	✓		<ul style="list-style-type: none"> Measures in place for the duration of the pandemic. 	L
H	Where employees or children mix with different groups, records available to ensure those who mix within groups are traceable.	✓		<ul style="list-style-type: none"> Clear PPA timetable with identified staff Adults mixing is minimised 	M
M	Older year groups encourage to walk or cycle home to prevent congestion around school gates and minimise gatherings at home time.	✓		<ul style="list-style-type: none"> SLT and teachers see children safely off the premise to support them resisting waiting for their friends 	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.	✓		<ul style="list-style-type: none"> Risk assessments clear and remote learning supported where appropriate 	M
H	Parents are asked to disclose any Test and Trace results immediately to the school	✓		<ul style="list-style-type: none"> Messages and images sent via dojo 	M
H	Partial closure contingency plans in place if staffing levels fall below a critical level.	✓		<ul style="list-style-type: none"> This is reviewed daily to ensure safe ratios across whole school 	M
H	Contact sports are avoided, and alternative sports or PE lessons are planned.	✓		<ul style="list-style-type: none"> Equipment is cleaned before each session and stored away from use afterwards 	M
H	Practicable arrangements in place for mealtimes	✓		<ul style="list-style-type: none"> Staggered lunch times No more than 4 children to a table Sitting in year groups only Staff to ensure distancing of children and themselves at all times 	M
H	Booking visits with an overnight stay is cancelled until further notice	✓		<ul style="list-style-type: none"> Review in line with HMG guidance 	L
H	Limited meetings, visits and unnecessary contact on Trust premises	✓		<ul style="list-style-type: none"> All communication will be done via email/phone – this will be 	M

				<ul style="list-style-type: none"> stressed in parent protocol. This will minimise the amount of people accessing the building. Teams meetings where possible Educational Psychologist assessments limited to most vulnerable children 	
	H	New and expectant mothers will have a specific individual risk assessment	✓	<ul style="list-style-type: none"> 3rd Trimester are to work from home Risk assessments completed for first and second trimester 	L
3. External contractors/providers transmitting virus to employees or students on site	M	Minor project works carried by contractors will be, weekend work and termly holidays only.	✓	<ul style="list-style-type: none"> Projects are limited to external buildings and emergency only 	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"> All projects are discussed and planned with ELT site manager 	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"> All classrooms will be clearly labelled so all on site can move directly to allocated work space. Isolation Room is clearly labelled and appropriately stocked. 	M
	M	PPE is worn by contractor or employee when it's identified on any other risk assessment.	✓	<ul style="list-style-type: none"> Masks are to be worn at all times 	M
	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"> All classrooms will be clearly labelled so all on site can move directly to allocated work space 	M
	M	Contractors to be issued or show RAMS to ensure infection prevention is acknowledged and understood.	✓	<ul style="list-style-type: none"> 	M
	H	External providers coming into school to support will provide a risk assessment which is ratified by academy to ensure adequate control measures are agreed.	✓	<ul style="list-style-type: none"> Reviewed frequently 	M
4. Coming into contact with persons who have possible symptoms	H	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"> Isolation room identified and appropriately stocked Access to outside space if required 	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.	✓	<ul style="list-style-type: none"> Toilet located next to isolation room and not accessed by others in school 	M
	H	Procedure in place and is communicated with all employees within school.	✓	<ul style="list-style-type: none"> All staff aware of protocol Staff provided with head thermometers so temperatures can be taken by all staff 	M

	M	Provision of suitable PPE for employees. PPE includes face shields, disposable gloves, aprons and masks.	✓	<ul style="list-style-type: none"> All PPE available in isolation room and around school 	M
	M	Communications procedures and arrangements with NHS, local authorities, local health advisors established.	✓	<ul style="list-style-type: none"> FLOW chart is accessible to all staff SLT are all well versed in procedures 	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.	✓	<ul style="list-style-type: none"> 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	✓	<ul style="list-style-type: none"> Staff training and discussions regularly about symptoms and processes. Flow charts always referred to 	L
	M	NHS/ELT test and trace flow chart in circulation, employees will inform school if contacted by NHS test and trace.	✓	<ul style="list-style-type: none"> All protocols in place and acted on 	L
	M	Deferral of close contact training will be rescheduled to a later date. Statutory or mandatory training will via e-learning or similar.	✓	<ul style="list-style-type: none"> Training via ZOOM and Teams accessed by all staff 	L
	M	Training providers will issue their own risk assessment and safe system of work prior to any external training.	✓	<ul style="list-style-type: none"> Training is planned and reviewed at all times 	M
	M	First aid procedures and risk assessment in place and followed by first aiders.	✓	<ul style="list-style-type: none"> 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.	✓	<ul style="list-style-type: none"> N/A 	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.	✓	<ul style="list-style-type: none"> N/A 	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) haven't been contacted by NHS test and trace or show symptoms.	✓	<ul style="list-style-type: none"> n/a 	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.	✓	<ul style="list-style-type: none"> n/a 	M
	H	Lettings will cease until the government guidance/tier system indicates it's safe to resume	✓	<ul style="list-style-type: none"> n/a 	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	✓	<ul style="list-style-type: none"> This is reviewed regularly 	M
	H	If car sharing, employees are advised to ensure good ventilation (i.e. keeping the windows open) and face away from each other	✓	<ul style="list-style-type: none"> Reviewed regularly 	M
	H	Staff encourage to avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)	✓	<ul style="list-style-type: none"> 	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	✓	•	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	✓	• Staff are invited via teams to school discussions so included in school process	M
	M	Discussions with individuals about the possibility that they may be affected, employees encourage to raise concerns	✓	• Daily SLT communication with staff to support as much as possible	L
	L	Employee involvement with completion of risk assessments so individuals can identify problems and solutions	✓	• Risk assessments shared with staff and available at all times on shared network	L
	L	Regular updates and guidance provided to all members of staff via academy or Trust	✓	• Emails sent • Discussions in meetings	L
	L	Training available for mental health available via Flick e-learning	✓	• All staff encouraged to complete the training	L
	L	Employees have access to occupational health advise and counselling	✓	• Westfield health available and signposted at all times	L
	9. Local infection rate is >50/100,00 – visits to school, trips	H	Visits to school restricted or reduced and only permitted where it's deemed to be absolutely necessary or essential for the school to operate. Exceptions for government agency visits (including HSE & Fire Authorities) and emergencies are permitted	✓	• Principal to assess, prioritise and authorise the need for any visit
H		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	✓	• Risk assessment and reviewed by Principal before visit	M
H		Academy to record which rooms/classes/contacts have been visited	✓	• SIMS register	M
H		Restricted access for visitors	✓	•	M
H		The use of Microsoft Teams meetings (or similar) is prioritised over face-to-face meetings.	✓	•	M
H		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	✓	• Central sign in system – records dates / times and who visited	L
H		Routine and non-essential visits will be rescheduled until the regional daily case rate is below 50.	✓	• Principal to assess, prioritise and authorise the need for any visit	L
H		In-house projects and non-emergency maintenance deferred until termly holidays. Exceptions for Trust capital related projects.	✓	•	M
H		Off-site visits/trips to be deferred.	✓	•	L
				•	
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.	<i>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.</i>				
Date of Assessment:	06/01/2021	Carried out by:	Vicky Galt	Date Review Completed:	
Date of next review:					
Other documents for reference	<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 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>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</p> <p>NHS test and trace https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>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</p> <p>Face coverings in education https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>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</p> <p>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</p> <p>Guidance: Test kits for school providers</p>				

<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)

<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