

COVID-19 Lockdown 3 Risk Assessment - January 2021 v3

School Name Roseberry 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		
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 	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 ensure external equipment is not used and resources are restricted to bubbles for breaktimes (in specific bubble buckets). Cleaning routines will be maintained indefinitely.	✓	<ul style="list-style-type: none"> Cleaning routines will be maintained for the duration of the pandemic. 	M		
	M	Hygiene practices and procedure established for essential contractors and visitors who will be in school building(s). Hand sanitiser stations 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 	M		
	M	Additional sanitiser stations and substances have been provided in various areas around school building(s). Each classroom has own hand sanitiser station provision and handwashing area.	✓	<ul style="list-style-type: none"> Additional handwashing stations will be provided for the duration of the pandemic. 	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 those visiting will provide their own risk assessment 	M		
	M	Staff aware of identifying symptoms and action to take if there is a suspected case within school.	✓	<ul style="list-style-type: none"> 	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 use of rooms or areas. Areas, rooms or buildings with no unauthorised access will be clearly labelled.	✓	<ul style="list-style-type: none"> 	L		
M	Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances.	✓	<ul style="list-style-type: none"> 	L			

	M	Substances for cleaning have been risk assessed and communicated to those who use the substances. COSHH information for hand sanitiser in the school office.	✓	<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 	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"> 	M
	H	Soft furnishing, toys and resources are removed from rooms. Larger items such as sofas and chairs are covered and away from activities. Reading books and library books to be placed in a 'holding' box for at least 72 hours when returned to school from home. Staff to implement timetable for receiving book bags into school and changing books (children place the books from their bookbag into the holding box themselves to avoid staff handling possibly contaminated items).		<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 	M
	H	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"> 	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. 	M
	H	Staff made aware of isolation procedure for those who develop symptoms whilst at work. Flow chart in office and staffrooms for all to access.	✓	<ul style="list-style-type: none"> WCs and isolation rooms are identified and communicated to all staff 	M
	H	Non-essential business-related travel not permitted. Use of public transport is not recommended.	✓	<ul style="list-style-type: none"> 	M
	H	Toilets are cleaned regularly, handwashing regimes are in place, allowing different groups to share toilet blocks. Majority of toilets are not shared between bubbles. Ladies' toilets in lower school limited to one person at a time to ensure social distancing.	✓	<ul style="list-style-type: none"> 	M
	L	Clinically Extremely Vulnerable people are away from school where a medical practitioner advises.	✓	<ul style="list-style-type: none"> Medically vulnerable will have specific risk assessment 	M
	H	Academy maintains distinct groups that do not mix and only access specific areas of the school. Groups are easily identifiable in case anyone may need to self-isolate.	✓	<ul style="list-style-type: none"> Reviewed frequently 	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"> 	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"> 	L

H	Implementation of year group sized 'bubbles'. Wherever possible, bubbles will be kept apart - limited interaction, sharing of rooms and social spaces between bubbles wherever possible. Bubbles arranged in 'locations' to enable shut down of areas in the event of an outbreak (this means that some bubbles are slightly above 20% of the whole school NOR)	✓	•	M
H	When a child is awaiting collection, they are taken to an isolation area 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.	✓	•	M
H	Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.	✓	• <i>Children activities will be monitored throughout the day</i>	M
H	Admin staff to ensure glass security screens are closed when talking to visitors or others in academy main entrance.	✓	• <i>Measures in place for the duration of the pandemic.</i>	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	✓	• <i>Reviewed frequently</i>	M
H	Children are in their class groups for the majority of the classroom time, and wraparound care (Breakfast Club) is split into bubbles.	✓	• <i>Monitoring and supervision of mixed groups to reinforce social distancing</i>	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.	✓	•	L
H	Shared staff spaces are timetabled to help staff to distance from each other.	✓	•	L
H	When timetabling, groups are kept apart and movement around the school site kept to a minimum. Children are not permitted to 'wander' the school.	✓	•	L
H	Strict protocols for drop off and pick up outlined to parents verbally and in writing – blog, newsletter, displays around building exterior and Principal on duty before and after school to enforce.	✓	• <i>Measures in place for the duration of the pandemic.</i>	L
H	Moving of unnecessary furniture out of classrooms to make more space will be implemented.	✓	•	L
H	Staff will constantly reinforce social distancing and ensure that children and parents are made aware.	✓	•	L
H	Teachers and TAs will remain with one group but can still work across groups if that is needed to enable a full educational offer.	✓	• <i>Detailed records of staff who work across groups are retain for T&T</i>	M
H	Practicable measures and plans are in place to avoid creating busy corridors, entrances and exits.	✓	•	L
H	Staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups) are in place.	✓	•	M
H	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.	✓	•	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.	✓	•	M
	H	Parents are asked to disclose any Test and Trace results immediately to the school – on newsletters	✓	•	M
	H	Partial closure contingency plans in place if staffing levels fall below a critical level or there is snow and staff are unable to get to school.	✓	•	M
	H	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>	M
	H	Practicable arrangements in place for mealtimes – hot and cold lunches, inc zoned halls, outdoors and classroom use.	✓	• <i>Detailed arrangements on academy provision plan</i>	M
	H	Booking visits with an overnight stay is cancelled until further notice	✓	• <i>Review in line with HMG guidance</i>	L
	H	Limited meetings, visits and unnecessary contact on Trust premises	✓	•	M
	H	New and expectant mothers will have a specific individual risk assessment. Pregnant ladies not to work with full classes during third 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.	✓	•	L
	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.	✓	•	M
	M	PPE is worn by contractor or employee when it's identified on any other risk assessment.	✓	•	M
	M	Procedures are in place to limit or restrict access to parts of buildings i.e. installation of signage and barrier.	✓	•	M
	M	Contractors to be issued or show RAMS to ensure infection prevention is acknowledge and understood.	✓	•	M
	H	External providers coming into school to support will provided a risk assessment which is ratified by academy to ensure adequate control measures are agreed.	✓	• <i>Reviewed frequently</i>	M
4. Coming into contact with persons who have possible symptoms	H	When a child is awaiting collection, they are taken to the isolation area in the lower school front main entrance, where they can be isolated behind two access controlled closed doors, next to an external entrance/exit and at least 2m from other people. Supervision is provided for the children whilst awaiting pick up. Signs will be posted on the doors stating that the area is out of bounds.	✓	•	M
	H	If a child needs to go to the toilet while waiting to be collected, they must use the single adult male toilet in the lower school corridor. The toilet is labelled as out of use and then cleaned and disinfected before being used by anyone else.	✓	•	M

	H	Procedure in place and is communicated with all employees within school.	✓	•	M
	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.	✓	•	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	NHS/ELT test and trace flow chart in circulation, employees will inform school if contacted by NHS test and trace.	✓	•	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	Training providers will issue their own risk assessment and safe system of work prior to any external training.	✓	•	M
	M	First aid procedures and risk assessment in place and followed by first aiders.	✓	• 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) haven'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.	✓	•	M
H		Lettings will cease until the government guidance/tier system indicates it's safe to resume	✓	•	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
	H	Staff encourage to avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)	✓	•	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	✓	•	M
	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	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	✓	• <i>Principal to assess, prioritise and authorise the need for any visit</i>	M
	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	✓	•	M
	H	Academy to record which rooms/classes/contacts have been visited	✓	•	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	✓	•	L
	H	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
	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> NB This Risk Assessment replaces the risk assessments in place from March 2020.				
Date of Assessment:	06/01/2021	Carried out by:	Helen Channing	Date Review Completed:	6.1.21
Date of next review:	As and when Government guidelines / infection rates change				

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