


RISK ASSESSMENT DETAILS		RISK RATING & EVALUATION OF RESIDUAL RISK																															
	Ebor Academy Trust																																
Academy	Riston Church of England Primary Academy																																
TITLE OF RISK ASSESSMENT	Covid 19 Risk Assessment – September 2021																																
DETAILS OF ACTIVITY																																	
A full site Covid Risk Assessment following Government Guidance after 'Step 4' of the recovery plan.																																	
RISK ASSESSMENT LOG REF																																	
OTHER RISK ASSESSMENTS CROSS REFERENCED*																																	
WORKPLACE INSTRUCTION REF																																	
DATE OF ASSESSMENT	01.09.2021																																
MANAGER CARRYING OUT RISK ASSESSMENT	Andy Roberts, Ebor Health and Safety Officer																																
NAME OF EMPLOYEE CONSULTED	Jennifer Marsden (Headteacher) Bridgit Rodgers (SBM)																																
LOCATION OF ACTIVITY	Riston Church of England Primary Academy																																
Headteacher Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.																																	
Signature	Date																																
	4.9.21																																
		Assessing level of residual risk = impact x likelihood																															
		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2" style="text-align: left;">IMPACT</th> <th colspan="3" style="text-align: left;">LIKELIHOOD</th> </tr> </thead> <tbody> <tr> <td>Catastrophic</td> <td>People in immediate danger (5)</td> <td>Highly Probable</td> <td>The event is extremely Foreseeable (5)</td> <td>More likely to occur</td> </tr> <tr> <td>Major</td> <td>Harm is more likely than not (4)</td> <td>Probable</td> <td>The event is very Foreseeable (4)</td> <td rowspan="3" style="text-align: center; vertical-align: middle;"> <div style="font-size: 2em;">↓</div> </td> </tr> <tr> <td>Moderate</td> <td>Harm is likely (3)</td> <td>Possible</td> <td>The event is Foreseeable (3)</td> </tr> <tr> <td>Minor</td> <td>Harm is unlikely (2)</td> <td>Unlikely</td> <td>The event is not very Foreseeable (2)</td> </tr> <tr> <td>Insignificant</td> <td>Remote chance of dangerous harm (1)</td> <td>Remote</td> <td>The event is unforeseeable (1)</td> <td>Less likely to occur</td> </tr> </tbody> </table>				IMPACT		LIKELIHOOD			Catastrophic	People in immediate danger (5)	Highly Probable	The event is extremely Foreseeable (5)	More likely to occur	Major	Harm is more likely than not (4)	Probable	The event is very Foreseeable (4)	<div style="font-size: 2em;">↓</div>	Moderate	Harm is likely (3)	Possible	The event is Foreseeable (3)	Minor	Harm is unlikely (2)	Unlikely	The event is not very Foreseeable (2)	Insignificant	Remote chance of dangerous harm (1)	Remote	The event is unforeseeable (1)	Less likely to occur
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		<div style="background-color: #007bff; color: white; text-align: center; padding: 10px; margin-top: 20px;"> What the final score tells you in relation to level of risk </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tbody> <tr> <td style="width: 30%;"></td> <td style="width: 20%; text-align: center;">1 – 5</td> <td style="width: 50%; text-align: center;">Very Low</td> </tr> <tr> <td style="background-color: #00ff00;"></td> <td style="text-align: center;">6 – 10</td> <td style="text-align: center;">Low</td> </tr> <tr> <td style="background-color: #ffff00;"></td> <td style="text-align: center;">12 – 15</td> <td style="text-align: center;">Medium</td> </tr> <tr> <td style="background-color: #ffa500;"></td> <td style="text-align: center;">16 – 20</td> <td style="text-align: center;">High</td> </tr> <tr> <td style="background-color: #ff0000;"></td> <td style="text-align: center;">21 - 25</td> <td style="text-align: center;">CRITICAL</td> </tr> </tbody> </table>					1 – 5	Very Low		6 – 10	Low		12 – 15	Medium		16 – 20	High		21 - 25	CRITICAL													
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In welcoming back all of our pupils to school, it is critical that safety and wellbeing is at the forefront of all of our thinking. The guidance and actions for schools from 17th August 2021 can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

The 4 control measures for the return to school are to:

- 1) Ensure good hygiene for everyone.
- 2) Maintain appropriate cleaning regimes.
- 3) Keep occupied spaces well ventilated.
- 4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

In putting the risk assessment together we have taken on board the Government guidance and advice, updated on 17th August 2021.

You should ensure that key contractors/visitors to settings are aware of the school's control measures and ways of working.

In the event of a local outbreak we will follow the 'Local Outbreak Management Plan' and consult with Public Health England.

As Covid-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children's and young people's education.

Schools should aim to deliver face-to-face, high quality education to all pupils.

This risk assessment should be treated as a 'living' document with regular review and updates, as appropriate.

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

Hygiene remains an important control measure and enhanced cleaning procedures must remain central to all activities.

Where it becomes difficult to mitigate or reduce the risk,; e.g. lack of cleaning staff; or a measure is not deemed appropriate, you must note your reasoning. CST will then work with you to consider the best course of action which could include:

- a) Transfer the risk e.g. contract a company to clean and manage waste, engage with Department of Public Health
- b) Accept the risk; this may be where the cost or impact on people is greater than the risk of transmission

Although we have produced this generic document, we recognise that every school is different, and we therefore expect each school to take a rigorous approach to interpreting risks in the context of their schools and to add any additional risks they may identify.

The risk assessment is a critical step in ensuring safety, so you must make sufficient time to ensure this is completed thoroughly and by staff who have been trained in undertaking a risk assessment. If unsure please contact Andy Roberts for guidance.

Despite putting the measures in place, there is always going to be a residual level of risk. Having reflected on the preventative measures you will put in place, please score the residual risk in terms of the likelihood of the risk manifesting and the impact.

Risks change so you must review risks on an on-going basis and put measures in place to ensure safety, and also check that the measures put in place are working to ensure the controls are:

- ***effective***
- ***working as planned***
- ***updated appropriately considering any issues identified***

RISK BEING ASSESSED	PERSONS AT RISK & HOW e.g. employees, pupils, customers, contractors, members of public, other	MEASURES TO REDUCE RISK	HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES. <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>	PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT. <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
ENSURE GOOD HYGIENE FOR EVERYONE https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure				
Hand washing doesn't happen leading to spread of germs	Staff Pupils Visitors/Volunteers Contractors	Cleaning teams to ensure all hand washing stations and hand sanitisers are kept well stocked. Teachers/Support staff to instigate and supervise handwashing at regular key points throughout the day. All persons present on premises will follow hand washing protocol at regular key points throughout the day.	Children to wash their hands - sinks in each classroom to facilitate - at the following key points during the day: <ul style="list-style-type: none"> • start of the school day • before lunch or snack times • at the start of afternoon session • following coughing or sneezing All classes to revisit hand washing protocols on return to class on Tuesday 6th September.	
Lack of availability of hand sanitiser means sanitising not possible	Staff Pupils Visitors/Volunteers Contractors	Sanitiser made available at appropriate locations	Sanitiser at entrance / exit to the school.	
The practice of 'Catch it, bin it, kill it'	Staff Pupils	Tissues made available for coughs and sneezes.	Tissues in each classroom and children aware of location.	

isn't followed leading to spread of virus	Visitors/Volunteers Contractors	Encourage coughing/ sneezing into the elbow if tissues are not to hand. Dispose of waste immediately in the appropriate receptacle. Staff education Posters to reinforce Safe handling and disposal of waste	Classteacher to check these are available and re-stocked. Children to be reminded of how to cough or sneeze if they do not have a tissue to hand. Staff reminded of protocols and the 'catch it, bin it, kill it' message. Posters displayed in classrooms and in communal areas.	
Lack of information regarding hygiene means people are not aware of what they need to do, and the virus spreads	Staff Pupils Visitors/Volunteers Contractors	Signage to remind everyone about hygiene in key areas: ie: near sinks, WC's, in corridors, etc Refresh existing posters regularly.	Posters refreshed around school. RA shared with staff on Monday 6th September and reviewed at staff meetings as a weekly agenda item.	
Inability to use PPE leads to spread of virus and nervousness amongst staff	Staff Pupils Visitors/Volunteers Contractors	Communicate use of PPE guidance to staff (personal choice to wear) Ensure adequate PPE in stock for staff members to sue as required.	SBM to regularly review PPE stocks. All staff re-trained 6/9/21 and advised on use of PPE	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood		Impact	Score
	5		3	15
AREAS OF CONCERN				

MAINTAIN APPROPRIATE CLEANING REGIMES https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings				
Virus transmissible via 'touch points' that aren't cleaned sufficiently	Staff Pupils Visitors/Volunteers Contractors	Enhanced cleaning at key points during the day should continue - Ideally timed after school arrival time and after lunchtime session. Record kept of cleaning undertaken	Cleaning checklists refreshed weekly to be signed daily. Enhanced cleaning after lunch of touch points and toilets. Lights not switched off (if not automatic) and doors and windows left open where possible. Wipes in each class for regular cleaning during the day.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)		Likelihood 5	Impact 3	Score 15
AREAS OF CONCERN Focus cleaning on doors which cannot be left open e.g. toilet areas and main entrance.				
KEEP OCCUPIED SPACES WELL VENTILATED https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm				
Lack of air flow / ventilation enables the virus to spread	Staff Pupils Visitors Contractors	All areas are well ventilated and a comfortable teaching environment is maintained.	Caretaker to open windows and close windows at the start and end of the school day. Internal doors to classrooms are to be left open in most cases as they are not fire doors.	

		<p>External windows opened to increase natural air flow within rooms.</p> <p>opening internal doors (if they are not fire doors and where safe to do so).</p>	External doors may be opened where the site is secure.	
Air flow changes when ad-hoc groups gather, enable the virus to spread	Staff Pupils Visitors Contractors	Identify when and where ad-hoc groups may congregate and decide what additional measures may be required to ensure air flow	Staff rooms are not well-ventilated - groups advised to use the classroom as a more ventilated area for gathering.	
Air ventilation systems that don't work adequately enables the virus to spread, or cause other health issues	Staff Pupils Visitors Contractors	Ensure air ventilation systems are fit for purpose	NA	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 4	Impact 3	Score 12
AREAS OF CONCERN				
Other risk areas				
Spread of virus through inappropriate handling of	Staff Pupils Visitors/Volunteers	<p>Make isolation room available</p> <p>Ensure PPE available for staff handling the case</p>	Isolation room (The Hive) to be used if a child develops symptoms during the school day.	

someone with covid symptoms		Education of staff on the process		
CEVs contract covid – which could be as a result of inappropriate review of controls required to keep them safe	Staff Pupils Visitors/Volunteers	All CEV must review their personal risk assessments	CEV reviewed RA 6.9.21	
Staff sickness absence increases due to covid related stress	Staff	Ensure regular one to ones to identify issues Ensure all staff are aware of support channels	Weekly staff meetings and support teams developed	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 4	Impact 3	Score 12
AREAS OF CONCERN				