



Acorn
Education Trust

COVID-19 Risk Assessments



The
Avenue
Primary
School
& Children's Centre

Rationale

The purpose of a risk assessment in any Acorn School is to ensure that the workplace is safe to work in and all individuals involved are appropriately protected from areas of concern. The process of a risk assessment involves firstly identifying areas of concern within a work place, and then subsequently implementing control measures, which minimises the level of risk. By doing so, we have created a safer and healthier workplace.

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1. Safeguarding Risk Assessment

GENERAL RISK ASSESSMENT FORM FOR SCHOOLS	RA1
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1.1 What is being assessed (task/activity)?

Safeguarding

1.2 What sort of harm can you foresee from this situation/activity?

Pupils may be at risk of physical, sexual, emotional harm or neglect

1.3 Which individual or group(s) of employees or non-employees may be harmed?

Individual employee		Individual pupil	✓	Contractors	
Employees generally		Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

1.4 Is there any heightened risk to:

New or expectant mothers (employees)		Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓
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1.5 What other factors may contribute to the likelihood of any harm occurring?	
Area of Concern	Control measures
No clear procedures for safeguarding.	Ensure an up to date Child Protection Policy is in place and has been made available to all staff and volunteers and is on the school website.
Safeguarding during Covid-19	Ensure there is an appendix attached to the Child Protection Policy which outlines the most up to date safeguarding information and outlines processes during the time of covid-19.
No Designated Safeguarding Lead	Ensure a Designated Safeguarding Lead or Deputy is in school at any time whilst pupils are. Ensure all staff know who this is at any time. If no DSL/DDSL is available in school hours, then ensure all staff know how to contact either the school DSL or the Trust's DSL to report concerns. DSL must continue to manage allegations and make referrals where needed.
Staff Training	Prior to opening ensure ALL staff have had basic training and reminded of policies and procedures. If DSL/DDSL training lapses during this period, the expectation is that they continue to hold responsibility for safeguarding. Arrange Training as soon as this is possible.
Pupils who are known to be vulnerable (CP, CiN, LAC, general concerns)	Schools should RAG rate all pupils based upon vulnerability. Those deemed at risk and for any pupil who has a social worker should be attending school daily. If it has been agreed with the social worker that is safer for a pupil to remain at home, regular contact should be made with the pupil and social worker. For any vulnerable pupil who should be attending school but is not, daily contact with the social worker should be sought and with parents/carers.
Local authority/Multi Agency working	Irrespective of Covid-19 work with other agencies should continue and core group meetings etc. attended by school representative.
Alterations to how pupils/parents enter site	Give due consideration to pupil, staff and site safety.
Pupils not expected to attend school and remain home schooled.	It would be worth every pupil getting a phone call/video call from class teacher/tutor to check in with them. Ensure all pupils and families have access to National helplines.

Staff Recruitment	<p>All existing processes of KCSIE 2019 must continue to be applied and followed.</p> <p>Volunteers must not be left unsupervised and all the usual checks must be completed prior to a volunteer entering the school.</p> <p>DBS should still be sought – there is a live video scan for documents and on first day of attending work the new member of staff must produce their physical documents.</p> <p>The Single Central Record must continue to be updated to reflect all staff/volunteers working in the school.</p> <p>Any new member of staff/volunteer must undergo relevant safeguarding induction.</p>
Online Safety	<p>Ensure staff are familiar with the code of conduct and user agreements.</p> <p>Update Online Safety Policy if it does not already support remote learning.</p> <p>Complete DPIA for any new software/hardware where information about an individual will be processed.</p>
Children Moving Schools/Transition	<p>Ensure any relevant information is passed to the new school.</p> <p>Securely transfer relevant CP ,PEP, CiN, EHCP, social worker details and records.</p>
First Aid	<p>In Primary settings and Nurseries ensure there is a Paediatric First Trained member of staff in school. The Government has extended PFA qualifications for 3 months. Organise training for any who need it ASAP.</p> <p>If PFA trained member of staff is not able to be in school, then a risk assessment should be completed and a duty PFA trained person available on phone. This could be across HUBS and should be discussed with Exec Head.</p> <p>In all settings ensure there is a member of staff with a First AID certificate available during school hours.</p>

1.6 a) Do you assess these measures as being adequate?	YES	NO
1.6 b) If 'NO' what additional measures are necessary?		
Action required:	By Whom	By When
Training for all staff on the above procedures prior to school commencing back	SLT	01/06/20
Identified DSL/DDSL/Trust DSL and PFA on Duty and shared with staff	CT	01/06/20
RAG rate all pupils to identify Vulnerable pupils.	SF/AW/ VH/SLT	01/06/20

1.7 Risk/ Priority Indicator

Severity
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Likelihood X Severity = Risk rating

$$3 \times 4 = 12$$

1.8 Risk Assessment Statement – Please tick ONE box only	
This activity/event/situation can go ahead with no additional action(s)	
This activity/event/situation can go ahead, but the additional action(s) identified in 1.6b) above must be undertaken within the timescales given.	✓
This activity/event/situation is not to go ahead unless the additional action identified in 1.6b) above is in place.	

Name of Assessor:	Signature:	Date:
Caroline Thomas		28/05/20

Review Date:	Signature:	Review Date:	Signature:

2. Attendance Risk Assessment

GENERAL RISK ASSESSMENT FORM FOR SCHOOLS	RA2
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2.1 What is being assessed (task/activity)?

Attendance

2.2 What sort of harm can you foresee from this situation/activity?

Pupil at risk of significant harm

2.3 Which individual or group(s) of employees or non-employees may be harmed?

Individual employee		Individual pupil	✓	Contractors	
Employees generally		Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

2.4 Is there any heightened risk to:

New or expectant mothers (employees)		Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓
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2.5 What other factors may contribute to the likelihood of any harm occurring?	
Area of Concern	Control measures
Registration arrangements	<p>Make it clear who is responsible for taking registers and where and when this is completed.</p> <p>Allocate a lead member of staff to plan return registrations procedures.</p> <p>Clarity on roles and responsibilities in terms of recording attendance and any phone calls.</p>
Vulnerable Pupils	<p>Continue to follow flow chart procedures for child with CiN or CP Plan.</p> <p>Daily contact with social worker and parent/carer for any pupil not in school who should be.</p> <p>Attendance for vulnerable pupils should be prioritised.</p>
Part time timetables and staggered starts.	Ensure registration procedures take into consideration different arrival and departure times.
Recording Attendance	<p>At the moment we are still awaiting official DfE guidance on coding attendance from 1st June 2020.</p> <p>In the meantime, continue to use 'Y' code for any pupil not expected to be in school.</p> <p>For pupils not in school who are expected to attend and parents have confirmed illness use 'I'. This code should also be used for suspected Covid-19 and diagnosed Covid-19. Any suspected cases should be accessing testing.</p> <p>For pupils who have not turned up at school and are expected use 'N' code and make phone call home to clarify situation.</p> <p>For parents who decide not to allow their child to return to school who is in a Year group that is expected to attend – advice at moment is to use 'N' until DfE guidance is produced.</p>
Parental advice	Ensure parents have been informed of absence notification procedures for the school. Who should they contact and by what time?
CME	For any pupil who is classed as 'Missing' (10 consecutive days of school missed with no contact from parent/carer) should be referred to the EWO as a CME in the usual way.
LA Transport/Parental transport	Check with the LA regarding school transport provision – will this run daily and at what times?
Known poor attenders prior to Covid-19	Make contact with those families whose absence levels were high prior to lockdown and support the return to regular attendance.

Late arrivals and early departures	For those pupils who arrive late to school or need to leave early with permission, ensure a system of signing in/out is available but ensure this is completed under safe social distancing.
Non-attenders	For pupils expected in school who are not attending at all it is worth contacting the EWO. This is not for Fixed Penalty or court action but for advice and support.
Positive case of Covid-19	Ensure plans are shared and understood with all staff and parents regarding a possible positive diagnosis of Covid-19 amongst a member of attending school population or member of staff who has been attending school. JE will have produced clear plans regarding health and safety requirements should this happen.

2.6 a) Do you assess these measures as being adequate?	YES	NO
2.6 b) If 'NO' what additional measures are necessary?		
Action required:	By Whom	By When
Ensure roles and responsibilities have been clearly agreed in terms of registering.	CT/HN	01/06/20
Ensure all staff are aware of timings of school day and statutory registration times.	SLT	01/06/20
Information is shared with parents for those pupils expected to attend regarding drop off arrangements and collection.	CT	01/06/20
Information is shared with parents regarding how they notify the school of nonattendance.	CT	01/06/20
Contact County regarding transport provision.	N/A	N/A

2.7 Risk/ Priority Indicator

Severity
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Likelihood X Severity = Risk rating

3 x 4 = 12

2.8 Risk Assessment Statement – Please tick ONE box only	
This activity/event/situation can go ahead with no additional action(s)	
This activity/event/situation can go ahead, but the additional action(s) identified in 2.6b) above must be undertaken within the timescales given.	✓
This activity/event/situation is not to go ahead unless the additional action identified in 2.6b) above is in place.	

Name of Assessor:	Signature:	Date:
Caroline Thomas		29/05/20

Review Date:	Signature:	Review Date:	Signature:

3. Social Distancing Risk Assessment

GENERAL RISK ASSESSMENT FORM FOR SCHOOLS	RA3
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3.1 What is being assessed (task/activity)?

Social distancing

3.2 What sort of harm can you foresee from this situation/activity?

Spreading of the coronavirus to pupils and staff

3.3 Which individual or group(s) of employees or non-employees may be harmed?

Individual employee	✓	Individual pupil	✓	Contractors	
Employees generally	✓	Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

3.4 Is there any heightened risk to:

New or expectant mothers (employees)	✓	Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓
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3.5 What other factors may contribute to the likelihood of any harm occurring?

Area of Concern	Control measures
<ul style="list-style-type: none"> Screens for Main Reception 	Perspex or class screen to be installed. Business and teaching staff to remain behind the screen whilst in reception area.
<ul style="list-style-type: none"> Zone and mark drop off and pick up areas and publish maps on website 	Designated drop off and pick up area outside the school. Member of staff to direct pupils into the school where they will line up maintaining social distancing
<ul style="list-style-type: none"> One-way systems for parents at drop off 	One way to avoid any unnecessary congestion. To be marked out and labelled for parents
<ul style="list-style-type: none"> Classrooms overcrowding or not sticking to restricted areas 	Each classroom that is used to have seating plan. Front row not to be used to maintain 2m gap. Hazard tape or

	desks to be used to designate staff and pupil areas. Pupils to stay in their own desk all day
<ul style="list-style-type: none"> Office space and staff room overcrowding 	Offices to be restricted to one member of staff at any time in the space
<ul style="list-style-type: none"> Canteen/hall/dining room overcrowding 	Seating plan maintaining 2m distance to be agreed and adhered to by pupils and staff. Markings with hazard tape as required
<ul style="list-style-type: none"> Where possible one-way system for pupils in corridors 	Signage to direct flow and No Entry signs visible. Hazard tape on floors to promote 2m distancing.
<ul style="list-style-type: none"> Corridor supervision 	Corridor duty supervision to be in place. A “walk on the left policy” to be implemented if a one-way system is not possible. Flow must be maintained and staff to direct pupils.
<ul style="list-style-type: none"> Toilet arrangements and supervision 	Pupils to use one at a time. One in and one out system to be used. Must maintain 2m distance whilst queuing. Toilet to be cleaned hourly. Pupils must clean hands with soap and warm water for minimum of 20 secs
<ul style="list-style-type: none"> Medical room facilities 	Separate room to be used for medical care. Door to remain open to protect member of staff. Any chair table to be wiped down after each pupil has left with Selgiene liquid and disposable cloth
<ul style="list-style-type: none"> Intimate care 	First aider to wear PPE to include; Face visor, face mask, protective suit/ apron, gloves. Pupil to wear face visor and face mask. Visor to be cleaned after use with Selgiene liquid and disposable cloth all other equipment to be disposed of.
<ul style="list-style-type: none"> Playground zoning 	Pupils to remain in teaching groups whilst outside. Designated areas for each group which are clearly marked/ defined. Staff duty rota to be drawn up and adhered to. No pupils to be left unsupervised.
<ul style="list-style-type: none"> Lunchtimes and breaktimes 	Staggered break and lunch times. Allocated play areas for each group. Children to bring packed lunch and eat lunch in classroom or consider using school grounds for ‘picnic lunches’ whilst retaining 2m distancing. Games which encourage social distancing. Staff supervision to maintain standards. If hot meals are provided, transport safely to classroom or if canteen is available, remove unused tables and apply 2 metre rule. Any crockery/cutlery used must be cleaned thoroughly.
<ul style="list-style-type: none"> Clear signposting for adults and children on social distancing in classrooms / corridors / halls / office spaces 	Social distancing to be explained to pupils. Hazard tape to be used on floors to ensure 2m social distancing is clearly marked. Regular signage at key points in classrooms/ corridors/ halls and offices

3.6 a) Do you assess these measures as being adequate?	YES	NO
3.6 b) If 'NO' what additional measures are necessary?		

Action required:	By Whom	By When
Training for all staff on the above procedures prior to school commencing back	SLT	01/06/20
Adequate number of staff to supervise break/ lunch times	SLT	01/06/20
Sufficient supply of PPE and cleaning materials	JE	01/06/20
Regular cleaning of all areas used by staff and pupils	Cleaning Team	01/06/20

3.7 Risk/ Priority Indicator

Severity
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)


Likelihood
1. Improbable/very unlikely
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LIKELIHOOD	5	5	10	15	20	25
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	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Likelihood X Severity = Risk rating

3 x 4 = 12

3.8 Risk Assessment Statement – Please tick ONE box only	
This activity/event/situation can go ahead with no additional action(s)	
This activity/event/situation can go ahead, but the additional action(s) identified in 3.6b) above must be undertaken within the timescales given.	✓
This activity/event/situation is not to go ahead unless the additional action identified in 3.6b) above is in place.	

Name of Assessor:	Signature:	Date:
Caroline Thomas	Highlighted points are not yet in place 	01/06/20

Review Date:	Signature:	Review Date:	Signature:

4. First Aid Risk Assessment

GENERAL RISK ASSESSMENT FORM FOR SCHOOLS	RA4
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4.1 What is being assessed (task/activity)?

First Aid

4.2 What sort of harm can you foresee from this situation/activity?

Spreading of the coronavirus to pupils and staff

4.3 Which individual or group(s) of employees or non-employees may be harmed?

Individual employee	✓	Individual pupil	✓	Contractors	
Employees generally	✓	Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

4.4 Is there any heightened risk to:

New or expectant mothers (employees)	✓	Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓
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4.5 What other factors may contribute to the likelihood of any harm occurring?	
Area of Concern	Control measures
<p>Main actions to reinforce daily are not being followed. They are:</p> <ol style="list-style-type: none"> 1. Minimise contact with those who are unwell 2. Clean hands more often than usual 3. Promote catch it, bin it, kill it 4. Clean frequently touched surfaces 5. Minimise contact 	<p>Remind staff; posters around school. Regular review mtgs. Key areas to reinforce: Those who have Coronavirus symptoms or member of the family stay at home Wash hands every hour, for 20 seconds under running water, with soap or use alcohol sanitiser/gel Cleaning programme in place, see separate RA Bins in all rooms/use "pooh bags" if no pedal bin. Children/students taught in small group, in same room. Staggered arrivals, breaks etc.</p>
<p>Uncertain who First Aiders are and how to contact (certificate extended for 3 months)</p>	<p>First Aiders are Mrs Holdsworth & Mrs Fox for week 1 First Aiders will be identified weekly Train additional staff if needed If First Aid staffing is less than normal minimise hazardous training which may result in an injury.</p>
<p>Enough PPE equipment</p>	<p>Check daily Person responsible for checking is Mrs Holdsworth & Mrs Fox Log book signed daily</p>
<p>Staff don't know PPE where equipment is</p>	<p>On training ppt for all staff Regular reminders</p>
<p>All staff who need to wear PPE are unsure</p>	<p>On line training provided – https://www.youtube.com/watch?v=-GncQ_ed-9w Register and date recorded</p>
<p>Resource Base Not enough PPE for all staff</p>	<p>Check PPE equipment daily</p> <p>First aider to wear PPE to include; Face visor, face mask, protective suit/ apron, gloves. Pupil to wear face visor and face mask. Visor to be cleaned after use all other equipment to be disposed of.</p> <p>Order new equipment weekly? Training on how to wear equipment completed https://www.youtube.com/watch?v=-GncQ_ed-9w</p>
<p>Medical room to be used for non Covid symptoms</p>	<p>Cleaned daily Social distancing in place (where possible)</p>
<p>Separate Covid 19 medical room identified</p>	<p>Cleaned daily Cleaned after suspected case</p>
<p>Child/student has Covid 19 symptoms</p>	<p>All staff and children know procedure if they feel unwell while at school.</p> <p>A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p>

	<p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>In an emergency call 999</p>
Minor first aid incident	Follow school procedures Mask on child and First Aider. Further PPE equipment to be used as needed.
Major first aid incident	Call 999
Testing for Covid	The guidance has been explained to all staff during induction training Support is available via Acorn HR post test results
Monitoring of Covid cases	Any positive case must be reported to Acorn HR Support available to parents and staff on how to take a test Staff and parents are aware of what to do if they or a member of the household display symptoms Any updates are communicated to all

4.6 a) Do you assess these measures as being adequate?	YES	NO
4.6 b) If 'NO' what additional measures are necessary?		
Action required:	By Whom	By When

Training for all staff on the above procedures prior to school commencing back	SLT	01-06-20
Sufficient supply of PPE and cleaning materials	JE	01-06-20

4.7 Risk/ Priority Indicator

Severity
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)


Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Likelihood X Severity = Risk rating

4 x 4 = 16

4.8 Risk Assessment Statement – Please tick ONE box only	
This activity/event/situation can go ahead with no additional action(s)	
This activity/event/situation can go ahead, but the additional action(s) identified in 4.6b) above must be undertaken within the timescales given.	X
This activity/event/situation is not to go ahead unless the additional action identified in 4.6b) above is in place.	

Name of Assessor:	Signature:	Date:
Caroline Thomas	<p>Highlighted points are not yet in place</p> 	01/06/20

Review Date:	Signature:	Review Date:	Signature:

5. Human Resources Risk Assessment

GENERAL RISK ASSESSMENT FORM FOR SCHOOLS	RA5
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5.1 What is being assessed (task/activity)?

The deployment of staff across a school or nursery as settings begin their reopening.

5.2 What sort of harm can you foresee from this situation/activity?

Spreading of the coronavirus to pupils and staff

5.3 Which individual or group(s) of employees or non-employees may be harmed?

Individual employee	✓	Individual pupil	✓	Contractors	✓
Employees generally	✓	Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

5.4 Is there any heightened risk to:

New or expectant mothers (employees)	✓	Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓
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5.5 What other factors may contribute to the likelihood of any harm occurring?	
Area of Concern	Action
Staff availability to ensure schools are able to function safely	
Area of Concern	Control measures
The availability of teaching staff is lower than required to adequately teach children / students in a setting.	<ul style="list-style-type: none"> • The health status of staff is reviewed regularly and updated and records kept. • Staff who are shielding / vulnerable and are well will be engaging with online teaching. • Teaching assistants to be used to help with classes under the supervision of teachers. • Staff need to be tested should they display symptoms • Children and students continue with both face to face teaching and online learning • Schools need to reduce the number of children / students in should staffing levels fall below required level.
There are staff with underlying health issues	<ul style="list-style-type: none"> • All schools have been sent a spreadsheet to record those shielding, at high risk or living with someone in that category. • All staff have been asked to tell Heads if they are pregnant and will then isolate. • Staff not shielding but at high risk have been asked to obtain medical advice and to state that they work in a school. They must share the advice with leaders. • Staff in categories have been told to work from home to support colleagues in schools and to support home learning. • Current government guidelines are being applied.
Staff with symptoms who need to obtain a test.	<ul style="list-style-type: none"> • All staff have been made aware of how to obtain a test and the experiences of those who have can be shared to reduce anxiety. • Staff struggling to access a computer to have support from school admin. • Staff have had clear communication on self-isolation with symptoms • Staffing to be reviewed in light of absence due to isolation.
Recruitment is unable to take place due to lack of availability of staff	<ul style="list-style-type: none"> • A separate guidance sheet has been produced for conducting interviews remotely • Safeguarding checks can be done in line with new guidelines • New staff induction needs to be modified.

Staff wellbeing and mental health.	
Area of Concern	Control measures
Staff mental health and wellbeing have been affected by not being physically at work and by the COVID-19 situation in general	<ul style="list-style-type: none"> • Staff have been encouraged to focus on their wellbeing • Line managers have been encouraged to make regular contact during lockdowns • Senior staff have communicated regularly with all staff • Phone calls have been made to those staff without access to technology • Staff have been signposted to useful websites and resources and have been encouraged to communicate if issues.
Staff mental health and wellbeing have been affected by working from home	<ul style="list-style-type: none"> • Staff have had regular meetings / catch ups with line managers and teams • Technology such as teams has been encouraged. • Workload has been monitored by line managers • Staff have been encouraged to take regular breaks/ exercise and to consider all other aspects of their lives.
Staff mental health and wellbeing will be affected due to the reopening of schools	<ul style="list-style-type: none"> • All risk assessments to be communicated to staff • All plans/ processes to be shared. • Staff to receive training before student's return • Staff to be encouraged to share their concerns • Staff to be phased back to work slowly if needed.
Staff shielding or in high risk categories will feel isolated or excluded	<ul style="list-style-type: none"> • Schools need to make extra efforts to ensure all staff are included in any communication • Staff who are well need to be given additional tasks or can support home learning • Regular contact with SLT / head and line managers needed to ensure they still feel a part of a school • Provision will be made for access to online resources and OH to support mental health and wellbeing.
Staff suffer bereavement as a result of COVID-19	<ul style="list-style-type: none"> • There is some Trust support for bereavement • The Trust can use outside organisations if required.

Practical issues for staff on site

Area of Concern	Control measures
The sharing of food and drink is an additional risk	<ul style="list-style-type: none"> There is no provision for food and drink on site All staff to bring their own and not to share
The not wearing of clean clothes could increase the risk of infection	<ul style="list-style-type: none"> Staff dress code still applies however less formal Staff must ensure clothes are washed at the end of each day.
Staff rooms and will be used as social gatherings and thus increasing the risk of infection	<ul style="list-style-type: none"> Staff rooms are not be used for socialising and may be reconfigured as potential workspaces with social distancing in place Staff can't socialise in groups and must adhere to social distancing. Staff have been informed of this in the plans to return
Untidy classrooms do not allow for sufficient cleaning.	<ul style="list-style-type: none"> Staff to clear everything from classroom desks and floors to allow for cleaning.
Staff administering first aid and intimate care	<ul style="list-style-type: none"> Please see additional risk assessments on health and safety

5.6 a) Do you assess these measures as being adequate?	YES	NO
5.6 b) If 'NO' what additional measures are necessary?		
Action required:	By Whom	By When
Training for all staff on cleaning and fire drill procedures prior to school commencing back	SLT	01/06/20
Full communication on the planned reopening will be shared with all staff	CT	01/06/20

5.7 Risk/ Priority Indicator


Severity
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Likelihood X Severity = Risk rating

3 x 4 = 12

5.8 Risk Assessment Statement – Please tick ONE box only	
This activity/event/situation can go ahead with no additional action(s)	<input type="checkbox"/>
This activity/event/situation can go ahead, but the additional action(s) identified in 5.6b) above must be undertaken within the timescales given.	<input checked="" type="checkbox"/>
This activity/event/situation is not to go ahead unless the additional action identified in 5.6b) above is in place.	<input type="checkbox"/>
Name of Assessor:	Signature:
Caroline Thomas	
Date:	28/05/20

Review Date:	Signature:	Review Date:	Signature:
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6. Estates & Site Cleaning Risk Assessment

**GENERAL RISK ASSESSMENT FORM
FOR SCHOOLS**

RA6

6.1 What is being assessed (task/activity)?

Cleaning/ estates /site for Covid 19

6.2 What sort of harm can you foresee from this situation/activity?

Spreading of the coronavirus to pupils and staff

6.3 Which individual or group(s) of employees or non-employees may be harmed?

Individual employee	✓	Individual pupil	✓	Contractors	✓
Employees generally	✓	Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

6.4 Is there any heightened risk to:

New or expectant mothers (employees)	✓	Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓
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6.5 What other factors may contribute to the likelihood of any harm occurring?	
Area of Concern	Control Measures
Arrange (deep) clean of premises	All areas to have been deep cleaned since 20 th March when schools were fully open.
Ensure all outside (play) areas are clear of debris	Outdoor areas to have been cleaned and removal of any debris such as tree branches.
Check classroom for damage	All classrooms to be risk assessed for any deterioration to structure and fittings.
Legionella checks (eg All water outlets thoroughly flushed/All water outlet temperatures are within limits and TMVs working correctly etc)	All checks undertaken and any readings outside the limits outlets are cleaned and reinstated.
Fire alarm check	Weekly checks to be reinstated where building has not been in use. Recording of checks on the fire alarm form.
Check gas/boilers/heating systems etc	Check servicing of all boilers and heating systems. Ensure water and heating running to temperature.
Adjust evacuation procedures to reflect social distancing rules	Review evacuation procedures and use 2m rule to check class numbers upon evacuation.
Consider additional nearest exit areas	Evacuation routes to reflect areas of the school being used. Ensure new procedures are communicated to staff.
Consider additional fire marshall training	Provide training to new members of staff or staff with a new role in the evacuation process. To include a walk-through of the evacuation procedures.
Plan additional fire drills to take place to ensure all pupils and all staff are updated on new arrangements	To undertake a fire drill in the first week of June with new evacuation process procedures.
Check council/provider refuse collection timetables and collection type	Ensure a minimum fortnightly collection of refuse to keep sites clean.
Arrange new daily cleaning schedule in line with government guidance. Increase levels of cleaning staff both during the school day and end of day	Schools to employ cleaner throughout the day. To clean surfaces such as tables, chairs, toilets, doors and door handles using Selgiene cleaner and disposable cloths. End or start of the day cleaning to include the above as well as deep clean of toilet areas.
Insufficient handwashing and hygiene facilities increase the risk of transmission.	Hand gel dispenser outside of all classrooms. Re-fills kept safely in each classroom. Children to handwash on entry to school, before and after each break and lunch, leaving school and after using toilet. Extra signage for washing hands. Supplies of tissues and lidded bins in each teaching space and classroom. Ensure help is available for children who cannot clean their hands independently. Parts of school uniform which cannot be machine washed should not be worn. Ensure supplies of suitable soap.
Insufficient cleaners	Confirm available cleaning staffing levels before re-opening. Use of contractors or other school staff for cleaning. Agree the new cleaning requirements and additional hours for this. PPE to be worn by cleaning staff as dictated by risk assessment. Leave resources to de-contaminate for 72 hours if possible. Deep clean of areas used by keyworker children before reopening.
Use of bins in classrooms	In addition to normal bin swing bin to be provided for disposal of used tissues. Where insufficient swing bins can be sourced

	tissues to be put into small pooh bag and disposed of in classroom bin. Classroom bin to be emptied daily.
Identify equipment/play equipment that will require increased levels of daily cleaning	Indoor play equipment to be reduced to a minimum to avoid risk of contact by multiple pupils. Pupils to have their own stationary equipment where possible. Any shared equipment to be cleaned between use by different pupils.
Check all internal and external play equipment is safe, any remedial identified from recent inspections are complete or item removed/made safe	Fixed play equipment to be put out of use. Soft toys and difficult to clean play equipment to be removed. Individual items of play equipment to be cleaned between each use.
Consider the ease of laundering school uniforms for pupils/business clothes for staff so that newly washed clothes can be worn each day	Schools to have a flexible uniform policy so parents/carers can wash clothes at the end of the day and have clean set ready for subsequent day
Ensure that there are sufficient supplies of toiletries and handwashing soap, loo roll etc	Acorn Education Trust to provide PPE and cleaning equipment for teaching or business staff. External contractors to provide equipment for end of the day cleaning
Ensure staff kitchen areas are clear and clean including fridges	All fridges to be cleared and deep cleaned before school reopens.

6.6 a) Do you assess these measures as being adequate?	YES	NO
6.6 b) If 'NO' what additional measures are necessary?		
Action required:	By Whom	By When
Training for all staff on cleaning and fire drill procedures prior to school commencing back	SLT	01/06/20
Communication with parents regarding non-school uniform and regular (daily) washing of it.	CT	01/06/20
Sufficient supply of PPE and cleaning materials from Acorn Education Trust	JE	01/06/20
Regular cleaning of all areas used by staff and pupils	Cleaning Team	01/06/20

6.7 Risk/ Priority Indicator

Severity
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)


3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

<p>Likelihood X Severity = Risk rating</p> <p>$3 \times 4 = 12$</p>
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6.8 Risk Assessment Statement – Please tick ONE box only	
This activity/event/situation can go ahead with no additional action(s)	
This activity/event/situation can go ahead, but the additional action(s) identified in 6.6b) above must be undertaken within the timescales given.	✓
This activity/event/situation is not to go ahead unless the additional action identified in 6.6b) above is in place.	

Name of Assessor:	Signature:	Date:
Caroline Thomas	Highlighted points are not yet in place 	01/06/20

Review Date:	Signature:	Review Date:	Signature:

7. Catering Risk Assessment

**GENERAL RISK ASSESSMENT FORM
FOR SCHOOLS**

RA7

7.1 What is being assessed (task/activity)?

Catering

7.2 What sort of harm can you foresee from this situation/activity?

Spreading of the coronavirus to pupils and staff

7.3 Which individual or group(s) of employees or non-employees may be harmed?

Individual employee	✓	Individual pupil	✓	Contractors	
Employees generally	✓	Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

7.4 Is there any heightened risk to:

New or expectant mothers (employees)	✓	Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓
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7.5 What other factors may contribute to the likelihood of any harm occurring?	
Area of Concern	Control measures
Communication to catering providers are expected provision as numbers grow in school	Head of Support Services to liaise with Catering Manager and headteachers
Agree plans and phased increase of on-site food provision.	Plans to provide packed lunches initially and then increase provision of hot food over time
FSM for those not in school during the phased return	FSM vouchers to be disseminated by business staff in each setting
Ensure vouchers still available during phased return	Business staff to manage provision and liaise with parents and Headteacher
Before returning. Kitchens are clean and safe and ready for use	Deep clean all areas of the kitchen to be used Check ventilation and extraction systems.
Clinically extremely vulnerable staff	These individuals are not to return to work
Social distancing in the kitchen	Reducing the number of people each person has contact with by using 'fixed teams or partnering Allowing kitchen access to as few people as possible. Minimising interaction between kitchen staff and other workers, including when on breaks. Putting teams into shifts to restrict the number of workers interacting with each other. Spacing workstations 2m apart as much as possible, recognising the difficulty of moving equipment such as sinks, hobs and ovens. Where difficult to work 2m apart use back-to-back or side-to-side working (rather than face-to-face) whenever possible. Providing floor and wall signage to signal distances of 2m apart. Using 'one way' traffic flows to minimise contact. Minimising access to walk-in pantries, fridges and freezers, for example, with only one person being able to access these areas at one point in time. Minimising contact at 'handover' points with other staff, such as when presenting food to serving staff and delivery drivers.
Cleaning whilst kitchen is in use	Wedging doors open, where appropriate, to reduce touchpoints. Does not apply to fire doors. Stringent cleaning in kitchen areas at all times and additional cleaning and disinfection at end of shift. Bins for collection of used towels and staff overalls. Bins disposed of regularly (min daily) Kitchen staff to wash hands before handling food, plates, cutlery and packed lunch bags. High frequency of hand washing throughout the day
Distribution of food (delivery)	Minimising contact between kitchen workers and delivery driver. Having zones from which delivery drivers can collect packaged food items and return empty food boxes. Food boxes/ containers to be wiped down before and after transporting food Delivery staff to wash hands before distributing food.

Distribution of food (schools)	<p>Minimising contact between school staff and delivery driver. Having zones from which delivery drivers drop off and can collect packaged food. Food boxes/ containers to be wiped down after use by the school School staff to wash hands before distributing food to pupils.</p>
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7.6 a) Do you assess these measures as being adequate?	YES	NO
7.6 b) If 'NO' what additional measures are necessary?		
Action required:	By Whom	By When
Training for all staff on the above procedures prior to school commencing back	Acorn	01/06/20
Adequate number of staff to work in the kitchen	Acorn	01/06/20
Sufficient supply of PPE and cleaning materials	Acorn	01/06/20

7.7 Risk/ Priority Indicator

Severity
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
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LIKELIHOOD	5	5	10	15	20	25
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	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Likelihood X Severity = Risk rating

$3 \times 4 = 12$

7.8 Risk Assessment Statement – Please tick ONE box only

This activity/event/situation can go ahead with no additional action(s)

This activity/event/situation can go ahead, but the additional action(s) identified in 7.6b) above must be undertaken within the timescales given.

✓

This activity/event/situation is not to go ahead unless the additional action identified in 7.6b) above is in place.

Name of Assessor:

Signature:

Date:

Caroline Thomas



28/05/20

Review Date:

Signature:

Review Date:

Signature: