



RISK ASSESSMENT: COVID - 19 LOCKDOWN FEBRUARY 2021

RISK ASSESSMENT FOR: Whole Trust	COVID Safe e.g. Educating, supporting, arranging contractors, cleaning duties, clearing waste, controlling access to rooms – whilst distancing etc.	
Discovery MAT	Assessment by: CHIEF EXECUTIVE OFFICER/ FACILITIES & MANAGER	Date: 24/2/21
Assessed Risk Rating:	Trust Approval:	Date:24/2/21

Hazard / Risk	Who is at Risk?	Pre-Risk Rating Likelihood x Severity	How can the hazards cause harm?	Normal Control Measures	Additional Control Measures	Final Risk Rating Likelihood x Severity
Access and egress – to site and buildings. Groups gathering, lack of social distancing, contact with surfaces, doors, handles	Staff Pupils Visitors Contractors Persons away from school site	4 X 5 = 20 HIGH	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> All personnel who have access to the school continue to focus on the 4 key points of infection control: <ul style="list-style-type: none"> Avoiding contact with anyone with symptoms Frequent hand cleaning and good respiratory hygiene practices Regular cleaning of settings Minimising contact and mixing Declutter and reduce sharing All children, parents, carers, or any visitors, such as suppliers or contractors, have been informed not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19) Pupils & Staff who display symptoms on arrival entry to school should not be permitted and self-isolate for 10 days. (day of onset plus 7 days) The rest of their household should isolate for 10 days. 	<ul style="list-style-type: none"> Access to the schools will only be permitted to staff, identified professionals and key contractors carrying out routine Compliance Checks. Signage will be placed on all entrance doors/toilet facilities and around the school for all to follow. Receptions will be closed to the parents unless in an emergency. Contact with the school will be via telephone call to the following: Weston Mill – 017523 65250 Oakwood - 01752 775478 Beechwood – 01755706361 	3 X 5 = 15 MED

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				<ul style="list-style-type: none"> • Information has been communicated to all parents via social media and letters. This includes: <ul style="list-style-type: none"> ○ Maintain social distancing in schools grounds ○ Not to group or gather around the school gate ○ Only one parent to drop or collect children ○ To wear a mask on school premises ○ To contact the school via telephone or email and not to come into the building • All visitors, suppliers, and contractors will have pre-arranged appointments prior to being allowed on site. They will follow the Visitors protocol. Receptions will be locked with School contact details displayed on main entrance, • Visits and deliveries to be arranged for quiet times or outside school hours. No contractor / delivery should be in close proximity to pupils / in protective groups with pupils. 	<ul style="list-style-type: none"> • All communications with parents to be logged on a Behaviourwatch. • Parents asked to followed clear markings for in / out of grounds as well as adhering to the STOP instruction at each doorway. • All parents and those on school premises asked to wear a mask outside during school drop off and collection. Ongoing monitoring and review. • Staff to remain in their allocated year groups at all times, unless in exceptional circumstances where they must follow hygiene guidelines if movement between groups is required. • Additional visitors and contractors log to be in place with appropriate protocols identifying safe working practices. In an emergency, contractors will be allowed on site, following the protocol, accompanied and pupils will be moved to another area (outside if protected) to facilitate emergency works. • Volunteers working in school will be asked to undertake Lateral Flow tests and resport to HoS in the usual manner. 	

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Safe and Secure Premises and buildings – defective, untested equipment, slips, trips, unavailable routes or exits	Staff Pupils Visitors Contractors Persons away from school site	$3 \times 5 = 15$ MED	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> • All Compliance Checks continue to be in place and logged in the Site Control Log. To cover the following requirements: • Monthly <ul style="list-style-type: none"> ○ Extinguishers ○ Emergency Exits ○ Fire Doors ○ Ventilation ○ Water Temperatures • Weekly <ul style="list-style-type: none"> ○ Fire Alarms • Daily <ul style="list-style-type: none"> ○ Site Security ○ Extraction systems ○ Electrical Fittings. ○ External checks of playground and equipment and free from debris, rubbish and animal faeces, slips, trips and falls. ○ Internal checks on all exit points, passageways and safety routes. • Sufficient number of trained fire marshals as per staff rota. 	<ul style="list-style-type: none"> • Site Manager/Caretaker to produce Site Control Logs for inspection at the end of each month for Compliance Check. • Minimum 2 x Trained Fire Marshals to be onsite at all times. • Facilities Manager to complete lockdown opening report for CEO/Trustees for all schools. • Weekly meeting of Trustees to review the Risk report and progress of school opening. • Weekly monitoring by CEO of buildings provision and use. 	$1 \times 4 = 4$ LOW
Entrance and egress to Schools Large groups of people inside grounds compromising social distancing	Staff Pupils Visitors	$4 \times 5 = 20$ HIGH	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> • Pupils to enter via the designated marked entrances allocated to different year groups. • Some groups at Weston Mill will have staggered start and finish times to reduce congestion. • Parents to be separated with floor markings to maintaining social distancing rules. • Each door to have a nominated monitor with 'STOP' tape for parents. Pupils to be called forward by Staff. • Both Oakwood and Weston Mill Car parks will be closed (except for breakfast club). This will be maintained by the Premises Team. • Social distancing to be monitored by the Premises Team. • Door monitors for each entrance doors. 	<ul style="list-style-type: none"> • CEO to undertake monitoring to ensure compliance. • WM review with parents to ensure support for siblings starting at different times. • Entry and exit points as well as walkways to be part of the weekly review. 	$3 \times 5 = 15$ MED

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Passageways and Corridors	Staff Pupil Visitors	3 X 5=15 MED	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> All passageways are to remain clear. Keep to the left when transiting through the school, close to walls where possible. Floors to be marked with distancing tape where required. Coats and book bags are to remain with the pupil and stored in lockers (WM) and in pods (OW & BW) ensuring no trip hazard. 	<ul style="list-style-type: none"> CEO to monitor compliance. Clear markings in corridors will help all to follow designated one-way systems. Staff should not work in any corridor spaces with their pupils but can take them to allocated spare classrooms, maintaining social distancing where practicable. 	2 X 4=8 MED
Class, Classrooms, and equipment. Groups gathering, lack of social distancing, contact with surfaces, doors, handles	Staff Pupils Visitors Contractors Persons away from school site	4 X 5=20 HIGH	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> Classes will be the normal allocated class for that year group. Classrooms to consist of tables and chair and pupils will have all of their equipment in a tray on their table. All tables will be forward-facing. All other furniture has been removed where it is not required. Direct access to classrooms from outside where possible. All year groups to stay in their designated area. There will be no assemblies during this period. Staggered break times (including lunch), so that all children are not moving around the school at the same time. Same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. Staff to maintain pupil social distancing in class and not mix with other year groups / staff. Pupils requested not to touch staff and other pupils where this is possible. All IT equipment to be thoroughly cleaned after every use. All soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have been removed from class. 	<ul style="list-style-type: none"> Table plans of who sits where, completed by Teachers and maintained. Pupils will enter the room in a specified order to minimise congestion and contact. All resources to be managed correctly and limited to the user. Each item must be cleaned at the end of day. All resources should be collected for the day either at the beginning or end of the day. Staff should not be out of their group areas. Designated staff areas (hashed on plan) where social distancing cannot be maintained and in areas of high staff traffic, require the wearing of a face mask. Mask to be provided to all staff. Staff may wear a plastic visor in classes, but these should be supplemented with a mask to cover the nose and mouth fully in designated staff areas. 	3 X 4=12 MED

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				<ul style="list-style-type: none"> Each class to consist of 2 waste bins with lids. 1 x food 1 x paper. 		
Outdoor Play Areas	Staff Pupils	3 X 5=15 MED	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> Each group has been allocated a section of the playground. Barriers are in place to prevent cross contamination where necessary. Staff to monitor pupil gathering. Any play equipment used must be reported for cleaning and where possible allocated to individual groups. 	<ul style="list-style-type: none"> HOS to plan a schedule to ensure separation of use of outside space. All PE and outdoor activities should be non-contact. 	2 X 4=8 MED
Hygiene practices –		4 X 5=20 HIGH		<ul style="list-style-type: none"> Sufficient handwashing facilities are available and will be routinely checked by the Premises Team. Where possible, provide additional hand sanitiser where classroom may not have a sink Additional cleaning should take place throughout the day to provide cleaning of everyday items used by pupils at all settings. All adults and children to: <ul style="list-style-type: none"> frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning clean their hands-on arrival at the setting, before and after eating, before and after playing outside and after sneezing or coughing are encouraged not to touch their mouth, eyes, nose and mask wash hands before and after marking books, or handing out equipment. use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') Ensure that bins for tissues are emptied throughout the day Where possible, all spaces should be well ventilated. Prop doors open, where safe to do so, open windows 	<ul style="list-style-type: none"> Classroom doors may be left open to support ventilation, where staff are confident that their group are adhering to health and safety requirements. Corridor fire doors MAY NOT be propped open. As the weather improves all windows should be opened to support improved ventilation. 	2 X 5 = 10 MED

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				(bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation <ul style="list-style-type: none"> Staff to maintain personal hygiene, ensure they follow government guidelines 		
Cleaning –	Staff Pupils Visitors Contractors Persons away from school site	2 X 5=10 MED	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> follow the COVID-19: cleaning of non-healthcare settings guidance All Cleaning Staff to wear disposable or washing-up gloves and aprons for cleaning Waste bins to be emptied at least daily Waste bins for tissues may need emptying more frequently Ensure all waste is bagged, sealed and removed on a daily basis. Outdoor play equipment to sanitised daily and in-between groups. Site Manager to monitor supplies and order as required. 	<ul style="list-style-type: none"> Clean and disinfect equipment, toys, and surfaces more regularly. This includes keyboards, mouse, tables, chairs, door handles, light switches, and bannisters. Each classroom has been provided additional cleaning products to use as required. All classrooms to have a bucket containing cleaning solution and cloths. This to be refilled as required. All staff to have capacity to clean hands as required, including leaving the classroom to access other areas. Additional cleaning routines in place for staff designated areas and toilets over the lunchtime period. 	1 X 5 = 5 LOW
Suspected Covid 19 patients	Staff Pupils Visitors	5 X 5= 25 HIGH	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> Anybody presenting symptoms during the school day are to be moved to Covid-19 Room within their designated area, isolating from other pupils. Staff to wear full PPE when providing treatment. (See First Aid Requirements) Restricted Access Only to nominated staff. Parents will be immediately informed to collect their child. The room will have good ventilation with windows open. Room to be completely sanitised after use. 	<ul style="list-style-type: none"> Covid – 19 protocol in place to advise the process in case of symptoms and shared with all staff. ‘Walkie-talkies’ to be placed in the Covid-19 rooms to aid communication and reduce need to leave the room by staff. 	2 X 5 =10 MED

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				<ul style="list-style-type: none"> • If a child needs to use a toilet this should be separate and cleaned accordingly. Head of school to be informed immediately if this is required. • Record of events placed on BehaviourWatch to include who they were in immediate contact with. • Nominated person to call 111 if pupil is suffering extreme symptoms of Covid-19 • Anybody with any symptoms should self-isolate for 10 (day of onset plus 7) days and their household for 10 days. • Anybody in close contact with a pupil/staff who contracts confirmed Covid-19 are to self-isolate for 10 days. • Trust will follow the 'PHE South West guidance for Educational settings in the management of Covid 19' • Any person suffering with Covid-19 will be RIDDOR Reportable with the first 10 days. Notify CEO/FM 		
First Aid, Intimate Care	Staff Pupils Visitors Contractors Persons away from school site	4 X 5 = 20 HIGH	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> • Covid -19 Rooms have been setup for the use of a suspected confirmed cases of Covid – 19. (See attached plan) <u>Symptoms</u> <ul style="list-style-type: none"> ○ High Temperature that does not come down with paracetamol ○ Continuous Cough ○ Rash ○ Loss or change in taste and smell • All areas are thoroughly cleaned and checked for additional hazards at the start and end of the day, and after use • Adequate first aid trained staff on site • First Aid points will remain the same for all other unrelated injuries not attached to Covid-19 • Stocks checked and resupplied as required. • Site Manager to maintain sufficient stock of Personal Protective Equipment. • Nominate Covid-19 Rooms (Please see attached Site Drawings.) 	For Info: First Aid/ PPE to consist of: <ul style="list-style-type: none"> ○ Face Masks (Fluid resistant) ○ Aprons ○ Gloves ○ Clinical Waste Bags ○ Sanitiser Wipes. ○ Eye protection (where required) 	2 X 5=10 MED

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PPE		2 X 5=10 MED		<ul style="list-style-type: none"> PPE will be supplied to the following areas: <ul style="list-style-type: none"> Food preparation such as kitchens will fall under CaterEd Risk Assessments. Breakfast Clubs / Distribution of lunches to designated children- disposable gloves, disposable apron. First Aid delivery – disposable gloves, disposable apron. (Eye protection also, if required) Intimate care – disposable gloves, disposable apron, facemasks. Physical restraint – disposable gloves, disposable apron. Facial tissues will be distributed to all areas. If staff / pupils arrive at school with face masks, guidance will be given on their safe disposal and hygiene routines. 	<ul style="list-style-type: none"> Additional training provided to those staff directly involved in wearing and disposing of equipment. Masks are required in the hashed areas of the schools and during meetings where safe distancing cannot be maintained. Visors may be worn, as staff discretion, in all other school spaces. 	1 X 5 =5 LOW
Toilets being overcrowded	Staff Pupils	3 X 5=15 MED	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> Staff to limit children or young people who use the toilet facilities to one at a time. 	<ul style="list-style-type: none"> Pupil toilets to be allocated to classrooms, to minimise contact across groups. 	1 X 5 =5 LOW
Children with EHCP/ Additional needs who may find being in school challenging	Pupils			<ul style="list-style-type: none"> Risk Assessment to be carried out prior to attendance and agreed with parents / carers. 	<ul style="list-style-type: none"> Professionals supporting pupils with additional needs will be able to visit the school, but will be required to adhere to social distancing and risk assessments. This should be reviewed with parents following any breach of guidelines / incidents. CEO to be informed of any child who is unable to adhere to H&S guidelines and who is therefore unable to be in school. 	
Anxiety levels of staff and community - causing	Staff	3 X 5=15 MED	Stress	<ul style="list-style-type: none"> Regular staff updates. Robust safety measures Set timetables 	<ul style="list-style-type: none"> Supervision for all staff where requested and on-going (where required) 	2 X 3=6 MED

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breakdown in staffing ratios, compromising sizes.				<ul style="list-style-type: none"> All staff to maintain social distancing when circumstances allow for children but AT ALL TIMES with other adults. All staff to limit personal belongings in class spaces, including mobiles. Correct staffing ratios Staff have been made aware of support available to them and staff plans developed, where appropriate. 	<ul style="list-style-type: none"> Safeguarding and premises update for all staff. Regular contact and updates for all from CEO. 	
Staff Rooms / Offices - to comply with social distancing.	Staff Pupils Visitors	3 X 5 = 15 MED	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> Staff on a rota system to allow social distancing avoiding unnecessary gathering. Small offices work on a 1 in/out basis. Avoid equipment sharing. 	<ul style="list-style-type: none"> Additional cleaning resources in staff rooms. Allocated seating / areas for rest breaks for staff separately for all year groups. Masks to be worn in designated areas. 	1 X 5 = 5 LOW
Catering Facility	Staff Pupils	4 X 5 = 20 HIGH	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> Kitchen staff to wear correct level of PPE <ul style="list-style-type: none"> Hats Apron Gloves. Correct food hygiene measures in place. All staff to wear gloves during food services. No Buffet service until further notice. All food to be plated up, desert served on request. Where possible lunches will be delivered to class. All food preparation surfaces that have been used must be sanitised at end of each service. 	<ul style="list-style-type: none"> All Breakfast Club will be run for all pupils in school and parents will be required to book a place to ensure that groupings are maintained. Pupils to sit in allocated seats (in rows if possible) and maintain groupings. All staff to wear gloves when preparing food. 	1 X 5 = 5 LOW
Mealtimes – to comply with social distancing	Staff Pupils	4 x 5 = 20 HIGH	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> The Dining Hall and hall will be used to eat lunch for designated groups. Other groups will eat in their classrooms. Pupils to maintain distancing from adults when queuing for lunch. Staggered Lunches Tables laid out in dining areas to ensure distancing of groups. 	<ul style="list-style-type: none"> All classroom will have disposable cups which can be used by staff and pupils during the day. These should be kept on individual desks and thrown away at the end of each day. Markings in dining room will support distancing when collecting lunches (where applicable) 	1 X 5 = 5 LOW

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				<ul style="list-style-type: none"> All food handlers/MTAs to wear gloves/aprons, when handling meals and dispensing fruit from the fruit and veg scheme. All tables/chairs to be sanitised after service. Food bins have been supplied to each class where meals are taken, which are emptied on completion of lunch. 	<ul style="list-style-type: none"> Pupils will keep their lunch boxes in their lockers (WM) and in pods (OW & BW) to minimise pupil movement. All staff advised, but not requested to keep their own water bottles / hot drink cups in the staffroom areas to prevent infection passing. 	
Lifts- to comply with distancing	Staff Pupil's	2 x 5 = 10 MED	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> Lifts should only be used to those who essentially need to use them. Due to the close proximity, masks must be used when accompanying a passenger 		1 X 5 = 5 LOW
Fire Safety and lockdown	Staff Pupils	2 X 5 = 10 MED	Fire/ Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> All fire doors/windows to be closed at the end of day. Assembly points remain the same but social distancing must be observed. During a lockdown, all personnel to stay in their designated area under notified differently. 	<ul style="list-style-type: none"> Fire wardens to be designated to areas in the settings. Assembly points reviewed following monitoring to improve distancing requirements. 	1 X 5 = 5 LOW
Impact on learning / school engagement.	Pupils	4 X 4 = 16 MED	Capacity to develop skills to be successful at school and later life.	<ul style="list-style-type: none"> All teachers to follow the 'Remote Education Policy' and provide 'normal' lessons for pupils in school which are replicated at home through eSchools for those pupils who are not in school. Pupils identified who cannot access home learning have alternative provision and are contacted via telephone at least twice a week to support learning. Pastoral support to be re-established (as Summer 2020) and contact registers and returns submitted to HoS /CEO 	<ul style="list-style-type: none"> Use additional staff capacity to support emotional well-being (See Policy) as impacts on learning. EYFS to continue to focus on Prime areas of learning. KS1 / 2 to ensure that gaps in phonics, reading, vocabulary, writing and maths are addressed within a broad curriculum. Ongoing monitoring by SLT / Learning & Standards committee. Continuation of CPD / Staff development linked to SIP's. 	3 X 3 = 9 MED

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Transmission of virus for those who are asymptomatic	Staff / Pupils/ Community	4 x 4 = 16	Transmission of the virus can increase	<ul style="list-style-type: none"> Staff and pupils following hygiene and risk assessment procedures. All school community engage with Test and Trace and self-isolation guidelines as well as PHE directives 	<ul style="list-style-type: none"> Staff and regular volunteers will be offered Lateral Flow Tests to be undertaken twice weekly, if full time, and once a week, if part time following PHE and DfE guidelines. Subject to receipt of test this will begin w/c 25/1/21. Recording and monitoring of results will be provided to DfE to support monitoring and control of the virus. 	2 x 4 = 8 MED

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
All control measures will be implemented during the staff meeting sessions with Hos/TL.	HoS	Ongoing		
DATE OF NEXT REVIEW: 30/3/21	COMMENTS:			

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

RATING	
HIGH RISK	Intolerable - Do not start
MED RISK	Tolerable - Reduce ALARP. Review
LOW RISK	Tolerable - Monitor. Review