



**Acorn**  
Education Trust

# COVID-19 Risk Assessments

Reviewed 7.1.21

Reviewed 2/3/21

## **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.

1. Safeguarding	Page 3
2. Attendance	Page 8
3. Social distancing	Page 13
4. First Aid	Page 17
5. Human Resources	Page 22
6. Estates and Site Cleaning	Page 28
7. Catering	Page 33
8. Messy Play	Page 35

# 1. Safeguarding Risk Assessment

<b>GENERAL RISK ASSESSMENT FORM</b>  <b>FOR SCHOOLS</b>	<b>RA1</b>
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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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<b>1.5 What other factors may contribute to the likelihood of any harm occurring?</b>	
<b>Area of Concern</b>	<b>Control measures</b>
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	Ensure ALL staff have had basic training and reminded of policies and procedures.
Pupils who are known to be vulnerable (CP, CiN, LAC, general concerns)and who need to self isolate.	Schools should RAG rate all pupils based upon vulnerability.  All vulnerable pupils should be attending school from 8 <sup>th</sup> March. Should a vulnerable child need to self- isolate, daily contact will be maintained with the child and (as long as the child is not too ill) and with parents/carers. Regular contact shall also be maintained with the social worker.
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.
Staff Recruitment	All existing processes of KCSIE 2020 must continue to be applied and followed. Volunteers must not be left unsupervised and all the usual checks must be completed prior to a volunteer entering the school. 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. The Single Central Record must continue to be updated to reflect all staff/volunteers working in the school. Any new member of staff/volunteer must undergo relevant safeguarding induction.
Online Safety	Ensure staff are familiar with the code of conduct and user agreements. Update Online Safety Policy if it does not already support remote learning.

	Complete DPIA for any new software/hardware where information about an individual will be processed.
Children Moving Schools/Transition	Ensure any relevant information is passed to the new school. Securely transfer relevant CP ,PEP, CiN, EHCP, social worker details and records.
First Aid	In Primary settings and Nurseries ensure there is a Paediatric First Trained member of staff in school. 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. In all settings ensure there is a member of staff with a First AID certificate available during school hours.

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

### 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:**

06/05/20

Reviewed 12.1.21

Reviewed 2/3/21

<b>Review Date:</b>	<b>Signature:</b>	<b>Review Date:</b>	<b>Signature:</b>

## 2. Attendance Risk Assessment

**GENERAL RISK ASSESSMENT FORM  
FOR SCHOOLS**

RA2

**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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<b>2.5 What other factors may contribute to the likelihood of any harm occurring?</b>	
<b>Area of Concern</b>	<b>Control measures</b>
Vulnerable Pupils	Continue to follow flow chart procedures for child with CiN or CP Plan.  Daily contact with social worker and parent/carer for any pupil not in school who should be.  Attendance for vulnerable pupils should be prioritised.
Part time timetables and staggered starts.	Ensure registration procedures take into consideration different arrival and departure times.
Recording Attendance	<ul style="list-style-type: none"> <li>• All children are still expected to attend school – usual attendance codes will be used.</li> <li>• Pupils who are self-isolating should be marked as Code X. They are not attending because they are following public health advice.</li> </ul>
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.
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.

<b>2.6 a) Do you assess these measures as being adequate?</b>	<b>YES</b>	<b>NO</b>
<b>2.6 b) If 'NO' what additional measures are necessary?</b>		
<b>Action required:</b>	<b>By Whom</b>	<b>By When</b>

**Risk/ Priority Indicator**

<b>Severity</b>
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)

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

<b>LIKELIHOOD</b>	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

<b>2.8 Risk Assessment Statement – Please tick ONE box only</b>	
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.	

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
		<b>06/05/20</b> <b>Reviewed 12.1.21</b> <b>Reviewed 2/3/21</b>

<b>Review Date:</b>	<b>Signature:</b>	<b>Review Date:</b>	<b>Signature:</b>

### 3. Social Distancing Risk Assessment

**GENERAL RISK ASSESSMENT FORM  
FOR SCHOOLS**

RA3

**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"> <li>● Screens for Main Reception</li> </ul>	Perspex or glass screen to be installed. Business and teaching staff to remain behind the screen whilst in reception area.
<ul style="list-style-type: none"> <li>● Zone and mark drop off and pick up areas and publish maps on website</li> </ul>	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"> <li>● One-way systems for parents at drop off</li> </ul>	One way to avoid any unnecessary congestion. To be marked out and labelled for parents
<ul style="list-style-type: none"> <li>● Classrooms overcrowding or not sticking to restricted areas</li> </ul>	Each classroom that is used to have seating plan.

<ul style="list-style-type: none"> <li>Office space and staff room overcrowding</li> </ul>	Offices to be restricted to one member of staff at any time in the space <b>Discussion with Exec Head – fine for 2 people to be in either office as 2m apart so not overcrowding.</b>
<ul style="list-style-type: none"> <li>Where possible one-way system for pupils in corridors</li> </ul>	Signage to direct flow and No Entry signs visible. Hazard tape on floors to promote 2m distancing. <b>Face coverings to be worn by all staff in all inside areas when not teaching and at the start and end of the school day at the school gates.</b>
<ul style="list-style-type: none"> <li>Toilet arrangements and supervision</li> </ul>	Pupils must clean hands with soap and warm water for minimum of 20 secs <b>Discussion with Exec Head 4.6.20 – reduce cleaning of toilets – clean when possible.</b>
<ul style="list-style-type: none"> <li>Medical room facilities</li> </ul>	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"> <li>Intimate care</li> </ul>	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.
<ul style="list-style-type: none"> <li>Playground zoning</li> </ul>	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"> <li>Lunchtimes and breaktimes</li> </ul>	Allocated play areas for each group. Children to bring packed lunch and eat lunch in classroom. 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"> <li>Clear signposting for adults and children on social distancing in classrooms / corridors / halls / office spaces</li> </ul>	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. <b>Face coverings to be worn by all staff in all areas when not teaching</b>

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


### 3.7 Risk/ Priority Indicator

<b>Severity</b>
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)

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

<b>LIKELIHOOD</b>	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
		<b>SEVERITY (CONSEQUENCE)</b>				

Likelihood X Severity = Risk rating

3 x 4 = 12

<b>3.8 Risk Assessment Statement – Please tick ONE box only</b>	
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.	

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
		06/05/20  Reviewed 2/3/21

<b>Review Date:</b>	<b>Signature:</b>	<b>Review Date:</b>	<b>Signature:</b>
12.1.21	C Godfrey		

## 4. First Aid Risk Assessment

**GENERAL RISK ASSESSMENT FORM  
FOR SCHOOLS**

RA4

**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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<b>4.5 What other factors may contribute to the likelihood of any harm occurring?</b>	
<b>Area of Concern</b>	<b>Control measures</b>
<p>Main actions to reinforce daily are not being followed. They are:</p> <ol style="list-style-type: none"> <li>1. Minimise contact with those who are unwell</li> <li>2. Clean hands more often than usual</li> <li>3. Promote catch it, bin it, kill it</li> <li>4. Clean frequently touched surfaces</li> <li>5. Minimise contact</li> </ol>	<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 same, small group, in same room. Staggered arrivals, breaks etc.</p>
Uncertain who First Aiders are and how to contact	First Aiders are – Emma Stevens, Jane Park, Fiona Burnard If First Aid staffing is less than normal minimise hazardous training which may result in an injury.
Enough PPE equipment	Check daily Person responsible for checking is Paula Bligdon
Staff don't know PPE where equipment is	On training ppt for all staff Regular reminders
All staff who need to wear PPE are unsure	On line training provided – <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a> Register and date recorded
Separate Covid 19 medical room identified	Cleaned daily Cleaned after suspected case
Child/student has Covid 19 symptoms	<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</p>

	<p>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	<p>Follow school procedures</p> <p>Mask on child and First Aider. Further PPE equipment to be used as needed.</p>
Major first aid incident	<p>Call 999</p>
Testing for Covid	<p>All staff have been trained in use of Lateral flow test. These are carried out twice a week.</p> <p>Support is available via Acorn HR post test results</p>
Monitoring of Covid cases	<p>Any positive case must be reported to Acorn HR</p> <p>Support available to parents and staff on how to take a test</p> <p>Staff and parents are aware of what to do if they or a member of the household display symptoms</p> <p>Any updates are communicated to all</p>

4.6 a) Do you assess these measures as being adequate?	YES	NO
4.6 b) If 'NO' what additional measures are necessary?		
<b>Action required:</b>	<b>By Whom</b>	<b>By When</b>
Training for all staff on the above procedures prior to school commencing back		
Sufficient supply of PPE and cleaning materials		

#### 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.	
This activity/event/situation is not to go ahead unless the additional action identified in 4.6b) above is in place.	

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
J Evans		06/05/20 Reviewed 2/3/21

<b>Review Date:</b>	<b>Signature:</b>	<b>Review Date:</b>	<b>Signature:</b>
12.1.21	C Godfrey		

## 5. Human Resources Risk Assessment

**GENERAL RISK ASSESSMENT FORM  
FOR SCHOOLS**

RAS

**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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<b>5.5 What other factors may contribute to the likelihood of any harm occurring?</b>	
<b>Area of Concern</b>	<b>Action</b>
<b>Staff availability to ensure schools are able to function safely</b>	
<b>Area of Concern</b>	<b>Control measures</b>
The availability of teaching staff is lower than required to adequately teach children / students in a setting.	<ul style="list-style-type: none"> <li>• The health status of staff is reviewed regularly and updated and records kept.</li> <li>• Staff who are shielding / vulnerable and are well will be engaging with online teaching.</li> <li>• Teaching assistants to be used to help with classes under the supervision of teachers.</li> <li>• Staff need to be tested should they display symptoms</li> <li>• Children and students continue with both face to face teaching and online learning</li> <li>• Schools need to reduce the number of children / students in should staffing levels fall below required level.</li> </ul>
There are staff with underlying health issues	<ul style="list-style-type: none"> <li>• All schools have been sent a spreadsheet to record those shielding, at high risk or living with someone in that category.</li> <li>• All staff have been asked to tell Heads if they are pregnant and will then isolate.</li> <li>• 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.</li> <li>• Staff in categories have been told to work from home to support colleagues in schools and to support home learning.</li> <li>• Current government guidelines are being applied.</li> </ul>
Staff with symptoms who need to obtain a test.	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff struggling to access a computer to have support from school admin.</li> <li>• Staff have had clear communication on self-isolation with symptoms</li> <li>• Staffing to be reviewed in light of absence due to isolation.</li> </ul>
Recruitment is unable to take place due to lack of availability of staff	<ul style="list-style-type: none"> <li>• A separate guidance sheet has been produced for conducting interviews remotely</li> <li>• Safeguarding checks can be done in line with new guidelines</li> <li>• New staff induction needs to be modified.</li> </ul>

<b>Staff wellbeing and mental health.</b>	
<b>Area of Concern</b>	<b>Control measures</b>
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"> <li>• Staff have been encouraged to focus on their wellbeing</li> <li>• Line managers have been encouraged to make regular contact during lockdowns</li> <li>• Senior staff have communicated regularly with all staff</li> <li>• Phone calls have been made to those staff without access to technology</li> <li>• Staff have been signposted to useful websites and resources and have been encouraged to communicate if issues.</li> </ul>
Staff mental health and wellbeing have been affected by working from home	<ul style="list-style-type: none"> <li>• Staff have had regular meetings / catch ups with line managers and teams</li> <li>• Technology such as teams has been encouraged.</li> <li>• Workload has been monitored by line managers</li> <li>• Staff have been encouraged to take regular breaks/ exercise and to consider all other aspects of their lives.</li> </ul>
Staff mental health and wellbeing will be affected due to the reopening of schools	<ul style="list-style-type: none"> <li>• All risk assessments to be communicated to staff</li> <li>• All plans/ processes to be shared.</li> <li>• Staff to receive training before student's return</li> <li>• Staff to be encouraged to share their concerns</li> <li>• Staff to be phased back to work slowly if needed.</li> </ul>
Staff shielding or in high risk categories will feel isolated or excluded	<ul style="list-style-type: none"> <li>• Schools need to make extra efforts to ensure all staff are included in any communication</li> <li>• Staff who are well need to be given additional tasks or can support home learning</li> <li>• Regular contact with SLT / head and line managers needed to ensure they still feel a part of a school</li> <li>• Provision will be made for access to online resources and OH to support mental health and wellbeing.</li> </ul>
Staff suffer bereavement as a result of COVID-19	<ul style="list-style-type: none"> <li>• There is some Trust support for bereavement</li> <li>• The Trust can use outside organisations if required.</li> </ul>

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

5.6 a) Do you assess these measures as being adequate?	YES	NO
5.6 b) If 'NO' what additional measures are necessary?		
<b>Action required:</b>	<b>By Whom</b>	<b>By When</b>
Training for all staff on cleaning and fire drill procedures.		15.1.21

### 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)



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

<b>LIKELIHOOD</b>	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

<b>5.8 Risk Assessment Statement – Please tick ONE box only</b>		
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 <b>5.6b</b> above must be undertaken within the timescales given.	✓	
This activity/event/situation is not to go ahead unless the additional action identified in <b>5.6b</b> above is in place.		
<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
J Evans		06/05/20

<b>Review Date:</b>	<b>Signature:</b>	<b>Review Date:</b>	<b>Signature:</b>
12.1.21	C Godfrey		

## 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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<b>6.5 What other factors may contribute to the likelihood of any harm occurring?</b>	
<b>Area of Concern</b>	<b>Control Measures</b>
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	<b>Weekly checks to continue.</b> 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	<b>Whole school fire alarm practice week beg 8/3/21.</b>
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	<b>Regular cleaning of surfaces</b> 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. Daily deep clean of areas used by keyworker children.
Use of bins in classrooms	In addition to normal bin pedal bin to be provided for disposal of used tissues. Where insufficient pedal 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	Encourage parents and staff to wash clothes each 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

<b>6.6 a) Do you assess these measures as being adequate?</b>	<b>YES</b>	<b>NO</b>
<b>6.6 b) If 'NO' what additional measures are necessary?</b>		
<b>Action required:</b>	<b>By Whom</b>	<b>By When</b>

### 6.7 Risk/ Priority Indicator

<b>Severity</b>
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)

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

<b>LIKELIHOOD</b>	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
		<b>SEVERITY (CONSEQUENCE)</b>				

Likelihood X Severity = Risk rating

3 x 4 = 12

<b>6.8 Risk Assessment Statement – Please tick ONE box only</b>	
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 <span style="background-color: #FF00FF;">6.6b</span> above must be undertaken within the timescales given.	
This activity/event/situation is not to go ahead unless the additional action identified in <span style="background-color: #FF00FF;">6.6b</span> above is in place.	

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
J Evans		06/05/20
		2/3/21 reviewed

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<b>Review Date:</b>	<b>Signature:</b>	<b>Review Date:</b>	<b>Signature:</b>
12.1.21	C Godfrey		

# 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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<b>7.5 What other factors may contribute to the likelihood of any harm occurring?</b>	
<b>Area of Concern</b>	<b>Control measures</b>
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.	Pre-served hot lunches to be collected from New Close School. TBC Lunches available for all year groups.
Clinically extremely vulnerable staff	These individuals are not to be in work.
Cleaning whilst staff kitchen is in use	Wedging doors open, where appropriate, to reduce touchpoints. <b>Does not apply to fire doors.</b> Stringent cleaning in kitchen areas at all times and additional cleaning and disinfection at end of shift. Bins disposed of regularly (min daily) Kitchen staff to wash hands before handling food, plates, hor lunch packs. Frequency of hand washing throughout the day
Distribution of food (schools)	Food boxes/ containers to be wiped down after use by the school School staff to wash hands before distributing food to pupils.

<b>7.6 a) Do you assess these measures as being adequate?</b>	<b>YES</b>	<b>NO</b>
<b>7.6 b) If 'NO' what additional measures are necessary?</b>		
<b>Action required:</b>	<b>By Whom</b>	<b>By When</b>
Training for all staff on the above procedures prior to school commencing back		5.1.21
Sufficient supply of PPE and cleaning materials		05/1/21

### 7.7 Risk/ Priority Indicator

<b>Severity</b>
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)

<b>Likelihood</b>
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

<b>7.8 Risk Assessment Statement – Please tick ONE box only</b>	
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.	

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
J Evans		06/05/20  Reviewed 2/3/21

<b>Review Date:</b>	<b>Signature:</b>	<b>Review Date:</b>	<b>Signature:</b>
12.1.21	C Godfrey		

# 8. Messy Play Risk Assessment

**GENERAL RISK ASSESSMENT FORM  
FOR SCHOOLS**

RA8

**8.1 What is being assessed (task/activity)?**

Messy Play

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

Spreading of the coronavirus to pupils and staff

**8.3 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	

**8.4 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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8.5 What other factors may contribute to the likelihood of any harm occurring?	
Area of Concern	Control measures
Cleaning the play equipment	Only water and play dough will be used until further notice. The play dough will only be used by one group of children; no one else outside that group will be permitted to play with it. The play dough will be replaced every six weeks or sooner and at the start of term a new order will be placed.
	Children will be washing their hands before and after messy play
	Frequently touched surfaces and resources will be wiped down before and after use.
	Toys used for water and play dough to be cleaned in mild detergent after each group has used them.
	Mild Dish detergent will be added to the play water as an extra precaution.

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

### 8.7 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

**8.8 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 8.6b) above must be undertaken within the timescales given.	
This activity/event/situation is not to go ahead unless the additional action identified in 8.6b) above is in place.	

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
		2/3/21

<b>Review Date:</b>	<b>Signature:</b>	<b>Review Date:</b>	<b>Signature:</b>
	C Godfrey		