



# Risk Assessment - 2301RA

Information valid as of 05/03/2021 15:18:25

## Medium



### General Details

Assessor	Richard Pascoe
Assessment Date	04/03/2021
Assigned Reviewer	Richard Pascoe
Next Review Date	26/02/2022

#### Associated with specific area

Aspire Academy Trust Head Office > Primary > Connor Downs Academy

Assessment Title	Covid-19 response and pupil return to school on March 8th 2021.
------------------	---

#### Assessment Description

To set out the hazards and controls arising from Covid-19 pandemic and the return of pupils on March 8th.

# Risk Assessment - 2301RA

Information valid as of 05/03/2021 15:18:24

Medium  











## Overall Current Risk

# Medium





		Severity				
		Minor	Moderate	Significant	Serious	Major
Likelihood	Rare	1	2	3	4	5
	Unlikely	2	4	6	8	10
	Possible	3	6	9	12	15
	Likely	4	8	12	16	20
	Almost Certain	5	10	15	20	25

## Persons Affected

-  Cleaners
-  Contractors
-  Kitchen Staff
-  Members of the Public
-  Pregnant Staff
-  Pupils
-  Site Management Staff
-  Staff
-  Visitors / Public

## Hazards

Hazard Details	Likelihood	Severity	Risk Rating	Measures Currently in place to prevent risk of injury
 <b>Infection</b> Spread of Covid-19	Likely	Moderate	Medium 	Face masks to be worn by staff in public places, outside of classrooms, such as corridors and communal areas where social distancing cannot be maintained. Face mask can be worn for intervention where a staff member has frequent interaction with numerous pupils. Staff must wash hands before and after touching face masks. Hands must be washed for at least 20 seconds (or sanitiser used if soap and water is not available) on entering the school, before and after eating, after coughing or sneezing and whenever contact with others has taken place.

# Risk Assessment - 2301RA

Information valid as of 05/03/2021 15:18:24

Medium  


Hazard Details	Likelihood	Severity	Risk Rating	Measures Currently in place to prevent risk of injury
				<p>Distancing            2 m distance no longer 1+            EYFS – Close contact within 2 m of another for more than 15 minutes is calculated across the whole day.</p> <ol style="list-style-type: none"> <li>Promote distancing and reduce indoor contact to the lowest level.</li> <li>Distancing in classrooms where possible.</li> <li>Use of staff rooms must be minimised although staff must still have a break of a reasonable length during the day.</li> <li>Desks should be facing forward wherever possible.</li> <li>Social distancing in music, dance and drama lessons even if taking place in bubbles.</li> <li>Playing instruments (wind, brass and singing) need to use the largest room possible, ensure good ventilation and maintain social distancing. Pupils positioned back to back or side to side. Air from one instrument mustn't blow on to another person. No physical correction allowed. Pupil and teacher must be side to side in individual lessons.</li> <li>Schools should not hold performances with an audience.</li> <li>Reduce indoor contacts to the lowest level.</li> <li>All meetings via Teams</li> </ol> <p>Cleaning</p> <ol style="list-style-type: none"> <li>Frequent focussed cleaning on high hand touch surfaces is likely to be more effective than cleaning surfaces where contact with hands is rare.</li> <li>Extra cleaning of all touch surfaces should take place in communal areas including door handles, light switches, tables and chairs and equipment to be undertaken throughout the day. Sanitising sprays and wipes have been provided to all locations.</li> <li>Outdoor playground equipment cleaned more frequently including shared resources; minimise the level of equipment brought in by pupils and staff.</li> <li>Hand cleaning must take place on arrival, returning from breaks, when pupils or staff change rooms and before and after eating. Hands must also be washed before and after touching any external gates, padlocks or keypads.</li> <li>Waste from individuals with symptoms and waste from cleaning isolation areas must be double bagged and tied, kept in a secure place and marked for storage until test results are known. If positive keep for 72 hours before disposing of as normal.</li> </ol> <p>Bubbles are to remain intact with no cross-contamination.</p> <ol style="list-style-type: none"> <li>Teacher and other staff can operate across different classes/year groups to facilitate</li> </ol>

# Risk Assessment - 2301RA

Information valid as of 05/03/2021 15:18:24





Medium  


Hazard Details	Likelihood	Severity	Risk Rating	Measures Currently in place to prevent risk of injury
				<p>the delivery of the timetable and specialist provision but should minimise the number of interactions or changes wherever possible.</p> <p>b. Settings should minimise the number of visitors where possible, however, visiting specialists such as therapists, clinicians, peripatetic teachers, and other support staff for pupils with SEND should provide interventions as usual, including moving between settings as required. To use appropriate PPE for the interaction.</p> <p>Coughs and sneezes must be caught in a tissue or the crook of your arm, catch it, bin it, kill it.            Social distancing of 2 m between people must be maintained as far as you are able.            You must not enter or allow others to enter who are displaying symptoms.</p> <p>Anyone who develops symptoms whilst on site will be sent home and reminded of the need for isolation (see section below for managing this process).</p> <p>PPE is required if pupils/staff are symptomatic in school or during intimate care settings.            Sneeze guard installed in Reception areas - This will take the form of a solid wooden board to the rear of the area. Restrictors are fitted to Reception glass screens so only a small opening is available.</p> <p>Doors can be propped open where safe to do so but these MUST be closed at night, when the room is unoccupied and when the fire alarm sounds to contain any fire or smoke spread.            Open windows where available to aid ventilation and open these fully during lunch and breaks to let in fresh air.            Bins will be emptied by Glen cleaning.            The location of communal equipment such as photocopiers needs to be considered and regularly cleaned.            All deliveries must be sanitised or quarantined for 72 hours. These will be stored in the basement. Areas will be marked out and labelled to signify the different days.</p> <p>Groups gathering such as assemblies or training are not permitted. No performances with an audience are permitted.</p> <p>Bubbles will be full class sizes. Forward facing desks and seated side by side where possible (not EYFS). Volunteers are allowed in school with appropriate paper work in place.</p>

# Risk Assessment - 2301RA

Information valid as of 05/03/2021 15:18:24







Medium  


Hazard Details	Likelihood	Severity	Risk Rating	Measures Currently in place to prevent risk of injury
 <b>Access / Egress</b> Risk of Covid-19 transmission	Possible	Significant	Medium 	Maintain social distancing of 2 m for all people attending the premises including parents at drop off and pick up. Markings being placed around the school to enforce this. Staggering arrival and departure times to avoid parents congregating together. Different pods will have different arrival and departure times. Alternative entrance and exit points to be brought into use and parents must be encouraged to avoid congregating at the gate. Multiple entrance and exit points around the school will be brought into use for different pods. Only one parent to attend school for drop off and collection. Visits to school are by appointment only and only one parent to attend. Staff start and finish times may also need to be adjusted. Ensure iPad for signing in is sanitised after every use. All non essential visits should be stopped unless there is a need under safeguarding, child protection or medical.  Staggered start and finish times are to continue but teaching time must not be reduced. Parents must continue social distancing and make appointments to visit.
 <b>Pupils</b> Risk of infection transmission in schools	Possible	Significant	Medium 	Remind pupils of the need to stay at home if displaying symptoms. Letter sent out. Any pupils arriving to school with symptoms or developing symptoms on site will be sent home. All pupils to frequently wash hands throughout the day with help for younger pupils as required. Staggered breaks and lunch as well as movement around school to allow for social distancing. Please see attached document for details. Equipment can be shared within the bubble and no sanitising is required. External installed outdoor play equipment must not be used as it cannot be sanitised effectively. Number of pupils using toilets must be monitored and controlled. All water fountains have been taken out of use.  Year groups will form cohort bubbles. Bubbles can share toilets. Indoor PE for each bubble to be scheduled with limited use of equipment with TAs assigned to clean equipment after use. Should an additional room be used, thorough cleaning will have to take place.

# Risk Assessment - 2301RA

Information valid as of 05/03/2021 15:18:24





Medium  


Hazard Details	Likelihood	Severity	Risk Rating	Measures Currently in place to prevent risk of injury
 <b>Biological</b> Risks of infection transmission from people displaying symptoms.	Likely	Significant	Medium 	All staff or pupils displaying symptoms of Covid-19 must be sent home. If pupils develop symptoms whilst on site then they must be isolated, with a staff member as appropriate or kept 2 m from others. Windows should be opened for ventilation. The room will need to be cleaned after occupation. Covid-19 PPE may be required. The room to be used for this will be Adele's office. Should the pupil need the toilet then a separate toilet should be used if possible and cleaned thoroughly after use. Any staff members who have helped the pupil will only need to go home if they begin to display symptoms. Aspire health and safety team must be notified immediately. All unnecessary items, especially soft furnishings must be removed from classrooms. All shared equipment and surfaces must be sanitised after every use and toilets cleaned at least once during the day. Hand sanitiser will be provided where hand washing facilities are not available.  Staff must maintain social distancing with other staff as far as possible. Records of any close contact (1m of someone for more than 15 minutes must be kept).
 <b>Welfare</b> Risk to mental health and wellbeing	Possible	Significant	Medium 	Mental health and wellbeing awareness will be promoted to all staff. Regular communication with all staff members whether at school or working from home. Clinically vulnerable staff are to remain working at home if agreed following an individual risk assessment. Specific advice for individuals regarding returning or continuing at work will be provided by the HR or H&S teams. Risk assessment to be shared and signed by all staff.
 <b>Equipment Use</b> Lack of cleaning or PPE supplies.	Possible	Significant	Medium 	All stock of cleaning and sanitising products must be regularly reviewed. Requests for further stock must be notified to the health and safety team. Emergency PPE has been supplied to each setting in case of any Covid -19 infection. Disposable cleaning kits may be provided for staff use throughout the day. Extra lunchtime cleaning of toilets via contractors may be implemented for Infants. Equipment used during the day within bubbles doesn't need to be cleaned nor do games or toys. External installed play equipment must not be used. Resources shared between bubbles must be cleaned between use or left for 48hrs (72 hours for plastics).  Hot, soapy can be used for cleaning larger areas such as tables.

# Risk Assessment - 2301RA

Information valid as of 05/03/2021 15:18:24

Medium  


Hazard Details	Likelihood	Severity	Risk Rating	Measures Currently in place to prevent risk of injury
 <b>Food Hygiene</b> Virus transmission during food service	Possible	Significant	Medium 	<p>Normal food hygiene procedures should be followed.</p> <p>Staff to wash hands before and after preparing food.</p> <p>Food and utensils should not be shared. Cutlery trays will not be available so cutlery must be given with each meal. All other shared items such as salad bars are also to be removed from service.</p> <p>Food supplies to be regularly checked and food orders submitted as per Aspen procedures.</p> <p>Should food supplies become interrupted, alternative provision to be coordinated through the Aspire catering team.</p> <p>All tables, chairs, door handles and other touch surfaces must be cleaned between groups. - These will be cleaned before service starts by a bubble team member.</p> <p>Where possible 2 m social distancing to be adhered to at all times.</p> <p>Bubbles will each lunches in classrooms without the need to use the hall. Hot meal and universal FSM will be boxed and delivered to the classroom door by the catering staff.</p> <p>Surfaces in bubbles will be cleaned before and after lunch. Children and staff will wash their hand before and after eating.</p>
 <b>Fire Safety</b> Risk of injury and property damage from fire.	Possible	Significant	Medium 	<p>All schools must complete fire evacuation drills as soon as they are able covering all the different groups and timetables.</p> <p>Assembly/muster points must be considered to ensure social distancing can be maintained.</p> <p>All staff must be made aware of a suitable route to enable egress from the building in a controlled manner. Please contact H&amp;S Team if you need advice with this.</p> <p>PEEPS will need to be in place for any pupils or staff that require them.</p> <p>All doors and windows must be closed on exit of the building during a fire evacuation.</p> <p>Key staff to be made aware of how the fire panel works as Site Managers may not be available.</p> <p>Fire drills must be completed within the first week of term and sent to Hazel Richardson.</p>