




General Details

Assessor	Vanessa Bragg
Assessment Date	10/06/2020
Assigned Reviewer	Hazel Richardson
Next Review Date	14/02/2022

Signed Off By	Hazel Richardson
Signed Off On	07/01/2021

Operation Assessed	Aspire Risk Assessment for Phased Opening of Schools During COVID19
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Associated with specific area

 Aspire Academy Trust Head Office

 Primary

 All

Description of work area and/or activity assessed


Our schools have all created individual risk assessments. These have been created using the DfE Guidance, DfE Planning Tool, Local Authority Model Risk Assessments and The Health and Safety Executive. This summary identifies the risks associated with opening our schools and the measures we are able to put in place to manage the risk. From this we have identified the level of risk - high, medium, low. This information in this summary document is taken from our detailed assessments. Our risk assessments are subject to change as new guidance becomes available and we review our practices.

Overall Current Risk

Medium/High





Persons Affected

 Cleaners

 Contractors




 Lone Workers


 Members of the Public




 Pupils


 Staff

 Visitors / Public

Current Rating	Hazard Information	Task Status
Medium 	 Access / Egress Entrance and exit to the school site causing large groups of parents inside school grounds and compromising social distancing requirements.	
Measures Currently in place to prevent risk of injury		
Stagger drop-off and collection times and use of multiple drop off/collection points. Parents will be directed to bring children to the allocated entrance and queue, maintaining 2m distance. Signage will be clear and there will be a member of staff on duty at each entrance to direct and disperse parents from outside of the school. A member of staff from each pod will ensure that children are escorted safely into class. Parents will be expected to leave immediately after drop off and not arrive too early for collection. Make clear to parents that they cannot gather at entrance gates or doors, or enter the school building (unless they have a pre-arranged appointment, which should be conducted safely). Parents advised to wear masks if social distancing cannot be maintained during drop off and collection times Staff will wear masks on gate duty.		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	 Infection Increased numbers of pupils and staff in school	
Measures Currently in place to prevent risk of injury		
Pods will not mix at any point in the school day. Staff can work between pods but must maintain social distancing where ever possible. Staggered break times / designated zones so each group knows where they should be to avoid cross pod contamination. Staggered lunchtimes and in set groups with handwashing. Children will be reminded of the need to socially distance at social times. Children will use designated exit/entrances to the playground and this will be taken into account when planning the staggered times. The designated first aiders would need to treat any emergencies and these may be outside of their pod. If so, they would wear appropriate PPE (Mask, gloves, goggles, apron) and wash hands before and after.		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Buildings Changes to building use being safe for pupils & staff e.g. storage, one way systems, floor tape.	
Measures Currently in place to prevent risk of injury		
Each pod will have their own dedicated classroom and cloakroom space. Soft furnishings or items that are difficult to clean have been removed from the classroom and stored away from the children. Some furniture has been removed from classrooms to allow social distancing. All children will be shown the correct route to use to access the toilets whilst maintaining social distancing. Floor tape will mark out safe zones to wait in and move around the school building.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low 	Buildings Staff congregating in staff rooms and offices	
Measures Currently in place to prevent risk of injury		
Number of people in an area at one time reduced by staggered break and lunch times. A reduction in the amount of people allowed in smaller spaces according to social distancing. Staff to wear masks in communal areas or when social distancing cannot be maintained.		

Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Ventilation Lack of air movement in rooms risks spread of virus	
Measures Currently in place to prevent risk of injury		
Good ventilation will be encouraged at all times with windows and internal doors being opened. Fire doors will have controls to ensure safety. Windows in occupied rooms to be open at all times. High level windows to be used where possible. All windows and doors to be open when pupils are away from the classroom to allow for increased air flow.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Infection Contaminated surfaces in classrooms and school building risk spreading the virus.	
Measures Currently in place to prevent risk of injury		
<p>Unnecessary and difficult to clean items have been removed from classrooms and stored away from the children. Surfaces in classrooms and any communal areas to be kept clear for easy cleaning. Extra cleaning of all touch surfaces including door handles, light switches, tables and chairs will be completed by the cleaning contractor and once a day by academy staff.</p> <p>Teachers instruct and remind pupils to adopt the 'catch it, bin it, kill it' approach for coughs and sneezes. Clear posters in every pod, shared areas and wider site to remind children of hygiene procedures. All tissues are to be disposed of into a bin, and hands washed for 20 seconds. Children will be directed to wash their hands regularly.</p>		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Infection Using play equipment and the risk of spreading the virus.	
Measures Currently in place to prevent risk of injury		
<p>Equipment can only be used if it can be appropriately cleaned using the correct chemical between pods and only one group at a time. Outdoor play equipment e.g. footballs will be cleaned after each pod use. Outdoor play equipment e.g. fixed equipment climbing frames can only be used if allocated strictly to one pod.</p>		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Cleaning Additional cleaning required above existing contract	
Measures Currently in place to prevent risk of injury		
<p>Glen Cleaning contract has been amended and they will complete a thorough end of day cleaning of each room/area being used. Senior leaders will monitor the standard of cleaning.</p>		




Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>


Current Rating	Hazard Information	Task Status
Medium 	Hygiene Poor hand washing hygiene	
Measures Currently in place to prevent risk of injury		
<p>Throughout the day, children will wash their hands multiple times using warm water and soap 20 second rule. Hand sanitiser will also be based in some classrooms for use throughout the day plus in high use areas. Additional time for staff and pupils to carry out hand washing requirements Time for frequent hand cleaning is built into every part of the school day in line with the Government guidance. Hands will be washed;</p> <ul style="list-style-type: none"> - on entry into school at the start of the day - before and after handling and eating food. - after using the toilet - after being outside at playtimes, lunchtimes and after outdoor activities - after coughing, sneezing and blowing noses - by staff, also after dealing with any first aid/illness cases. -when pupils move rooms within the school. <p>Handwashing posters will be displayed in toilets and by classroom sinks and will be referred to. Teachers will use 'ebug' resources. Parents asked to reinforce handwashing</p>		




Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>


Current Rating	Hazard Information	Task Status
Medium 	Supervision Shortage of teachers and support staff to maintain staff to pupil ratio and provide services such as first aid; cleaning; safeguarding support and 1:1 LSA support where required.	
Measures Currently in place to prevent risk of injury		
<p>The completion of staff audits has identified available staff capacity which was based on the Department for Education planning document that advises on staff to pupil ratios. Staff are able to work between pods so that ratio's can be maintained.</p>		




Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>


Current Rating	Hazard Information	Task Status
Low 	 Welfare Anxiety levels of staff members on returning to school/ extending additional provision	
Measures Currently in place to prevent risk of injury		
Communication of key information to staff will be regular, clear and detailed. This will increase confidence. Thorough training given to all staff about health and safety, key changes to timetabling and rotas and the schools risk assessment. Additional support provided to staff via the Aspire HR department and Health & Wellbeing Champions		

Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	 Violence to staff Parent aggression to staff and others due to anxiety and stress of the situation	
Measures Currently in place to prevent risk of injury		
Staggered drop off and collection times will be communicated to parents/carers as well as protocols for minimising adult to adult contact. Staff will follow the Aspire policies for dealing with violence, threatening behaviour and will report any abuse following any incidents of parental aggression.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low/Medium 	 Welfare Pupils and staff who are in the government defined "Clinically Extremely Vulnerable" category.	
Measures Currently in place to prevent risk of injury		
Individual risk assessments have been completed for all staff defined as clinically extremely vulnerable with measures put in place to minimise the risk to them from working in school. Clinically extremely vulnerable staff will work from home during as and when required to by the Government guidance.		

Potential Rating	Additional Controls Required
Low/Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Pupils Risk to Children with EHCP	
Measures Currently in place to prevent risk of injury		
Individual risk assessments will be completed before deciding on attendance or what additional control measures need to be introduced		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium/High 	Infection Increased risk to BAME (Black and minority ethnic) staff and pupils.	
Measures Currently in place to prevent risk of injury		
Individual staff/pupil risk assessment on a case by case basis		

Potential Rating	Additional Controls Required
Medium/High 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Pupils Pupils not following guidance.	
Measures Currently in place to prevent risk of injury		
<p>Clear expectations of children will be communicated to parents, staff and children</p> <p>Staff will regularly revisit rules and responsibilities as well as talking about responsibilities for all to keep each other safe.</p> <p>Safe staff ratios have been planned by the school.</p> <p>Senior leaders will be informed of any breach of the behaviour policy as soon as it is safe to do so and safety needs have been prioritised.</p> <p>Staff training will ensure that staff are confident with the expectation and strategies to use to support this.</p> <p>Children, who are at risk of not following guidance or do not follow guidelines during the day, will be individually risk assessed and use of exclusion per the behaviour policy could apply.</p>		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Infection Child showing symptoms associated with with COVID19 whist at school.	
Measures Currently in place to prevent risk of injury		
We will follow the DFE guidance which states: If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. A COVID safe area has been set up in each school. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Parents will be contacted immediately to collect their child. The room will be cleaned thoroughly after use including the toilet if it has been used.		



Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Low 	Infection Staff or pupil testing negative for COVID 19 after being in school	
Measures Currently in place to prevent risk of injury		
Anyone with suspected COVID-19 symptoms must not come into school, self isolate and obtain a test as soon as possible. When the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.		



Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium/High 	Infection Staff or pupil testing positive for Covid 19.	
Measures Currently in place to prevent risk of injury		
Where the child or staff member tests positive, the rest of their pod will be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.		



Potential Rating	Additional Controls Required
Medium/High 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
<p>Low</p> 	<p>Hygiene Lack of PPE</p>	
<p>Measures Currently in place to prevent risk of injury</p>		
<p>Stocks of PPE are in schools and additional emergency kits have been proved to all schools. Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way.</p>		

Potential Rating	Additional Controls Required
<p>Low</p> 	<p>No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
<p>Medium</p> 	<p>Food Hygiene Virus transmission during food service</p>	
<p>Measures Currently in place to prevent risk of injury</p>		
<p>Access to the kitchen will be prohibited to all other than kitchen staff. Where possible 2 m social distancing to be adhered to at all times. Normal food hygiene procedures should be followed. Food service is to be staggered to avoid pods mixing.</p>		

Potential Rating	Additional Controls Required
<p>Medium</p> 	<p>No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
<p>Medium</p> 	<p>Parents/visitors Visitors: parents, contractors, staff and visitors entering school not complying with external requirements for staff safety.</p>	
<p>Measures Currently in place to prevent risk of injury</p>		
<p>Communication has been sent out to all parents & visitors that entry is not allowed into the school building unless by prior arrangement.</p>		

Potential Rating	Additional Controls Required
<p>Medium</p> 	<p>No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Safeguarding Increased Safeguarding risks associated with lack of attendance.	
Measures Currently in place to prevent risk of injury		
Attendance registers will be taken on a daily basis with numbers reported to the Department for Education. Although parents will not be fined for poor attendance during the COVID situation, staff are still expected to follow up non-attendance, especially where there are safeguarding concerns. Safeguarding concerns will continue to be dealt with as usual by the DSL and supported by Children Services.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Human Factors Lack of trust and confidence in the school, Trust, pupil, family from parents/staff/media following a confirmed COVID case in the school which has spread to others.	
Measures Currently in place to prevent risk of injury		
The risk of spread has been considered and actions will be taken in line with the government guidance. Actions have been implemented as far as is reasonably practicable. Communications manager prepared in the event of an outbreak within a school, enabling swift communication were it to be needed. Parents have been kept informed of the Trusts actions at all times.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Pupils Priority order for Key Worker and Vulnerable pupils should Academies have more requests for spaces then are available.	
Measures Currently in place to prevent risk of injury		
Aspire Academy Trust will allocate spaces to pupils according to the following categories: 1. Significantly vulnerable children (CP, CIC,EHCP) 2. Other vulnerable children 3. Both parents/carers or single parent/carer are critical workers 4. One parent is a critical worker		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

