

# Covid-19 Operational Risk Assessment

Under the Management of Health and Safety at Work (MHSW) Regulations employees are required to assess the risks to themselves and others from their activities. This includes assessing activities such as Home Visits and Lone Working, Practical lessons in DT or manual handling, responsibility is generally designated to the Line Manager or the person who allocates their work.

<b>Name of Risk Assessment:</b> Covid-19 Operational Risk Assessment (March Full Reopening 2021)		<b>Ref:</b> RA0084a DSE05/20
<b>Academy Name:</b> Dudley Infant Academy	<b>Academy Assessment by:</b> Stuart Maclean (Principal), Jo Luke (Assistant Principal), Alecia Price (Business Manager), Julia Froude (PA to Principal)	<b>Date:</b> 22 <sup>nd</sup> February 2021
<b>Review Date:</b>	<b>Approved by:</b>	<b>Date:</b>

Hazard/Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information)</i>	Additional Control Measures <i>(To take account of local/individual circumstances)</i>
Government and DfE guidance etc is updated frequently and sometimes information does not make its way to the academy. Risk that the academy is unable ensure that all recommended measures are in place before the reopening date	Staff, Pupils	The academy has the most recent information from the government, and this is distributed throughout the academy. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a> <ul style="list-style-type: none"> <li>Principal to ensure daily checks are made with Government updates</li> <li>Any changes in information to be shared with all SLT members and passed on to parents by email if appropriate and key tasks delegated to members of staff</li> <li>Website information is automatically updated</li> <li>Parents and carers are updated accordingly</li> </ul>	<ul style="list-style-type: none"> <li>Senior leaders to remain alert to any key updates</li> <li>Academy Principal to continue attending twice weekly UoBAT SMT meetings to ascertain key information and share best practice</li> <li>The academy is registered with all relevant online Covid 19 information sharing platforms</li> <li>DfE updates and guidance remains a standing item on the SLT weekly meeting agenda</li> </ul>
Covid 19 precautionary measures are not being followed in academy	Staff, Pupils	All students and all staff working with students are adhering to current advice from the government, trust and unions and to the academy's reopening plan.	<ul style="list-style-type: none"> <li>Trust financial support continues to be needed for additional cleaning staff to ensure the</li> </ul>

		<p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a></p> <ul style="list-style-type: none"> <li>• Posters around academy including Reception, classrooms, dining hall, corridors and other shared areas</li> <li>• Teachers to reiterate 'Catch it, bin it, kill it' message in class time: <ul style="list-style-type: none"> <li>○ Covering your cough or sneeze with a tissue</li> <li>○ Then throwing the tissue in a bin</li> <li>○ Avoid touching your eyes, nose, mouth with unwashed hands</li> </ul> </li> <li>• Coronavirus information is on the Trust website <ul style="list-style-type: none"> <li>○ Website documents in place and updated accordingly</li> </ul> </li> <li>• Estates Team to follow advice from NHS/Trust on the cleaning products we should be using in academy to ensure that these meet necessary standards <i>Follow additional Trust guidance document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</i></li> <li>• Cleaning Staff: Follow additional Trust guidance document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus) <ul style="list-style-type: none"> <li>○ Ensure that all toilet/bathroom facilities are well stocked</li> <li>○ Ensure that cleaners' resources are adequate and are effective against Coronavirus. Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled.</li> <li>○ To provide hand sanitizer stations for reception area.</li> </ul> </li> </ul>	<p>academy is compliant with enhanced cleaning expectations</p> <ul style="list-style-type: none"> <li>• Weekly checks and ordering of cleaning products undertaken to maintain stock levels</li> <li>• Support in place for vulnerable children to understand the precautionary measures</li> </ul>
Specific guidelines regarding academy trips aren't followed	Staff, Pupils	<p>National guidelines state that in after school activities – students must wash hands and after any travel on public transport - this is adhered to by all staff leading sports clubs</p> <ul style="list-style-type: none"> <li>• Usual risk assessments apply</li> <li>• Staff follow updated national guidelines on travelling to busy places</li> <li>• Academy can provide hand sanitizer for students and adults to use after travelling on public transport</li> </ul>	<ul style="list-style-type: none"> <li>• No trips are organized for the foreseeable future in line with current government guidance</li> </ul>
Staff do not report sickness  Staff are unwell but attend Academy	Staff	<p>National Guidelines: People who feel unwell should stay at home and should not attend work or any education or childcare setting. Follow-</p>	<ul style="list-style-type: none"> <li>• Academy to work in line with partnered school (West St Leonards) for support if required</li> <li>• Timely reminders and updates to be sent to staff in relation to changes in government/Trust guidance sent</li> </ul>

Staff absence increases		<p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a></p> <ul style="list-style-type: none"> <li>• Principal will: <ul style="list-style-type: none"> <li>○ Communicate to staff the importance of following national guidelines in Staff Briefings and provide copies of risk assessments to staff</li> <li>○ Remind staff of the sickness policy during any lockdown period or staff self-isolation</li> </ul> </li> <li>• Staff to undertake LFD testing twice weekly and record their results as per government and Trust expectations</li> <li>• Staff to inform the senior leader on duty immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice.</li> <li>• Staff to be made aware of responsibility with relation to test and trace.</li> <li>• In an event of teaching staff absence: <ul style="list-style-type: none"> <li>○ Academy to reorganise teaching staff accordingly</li> <li>○ Academy may bring in Supply Teachers to cover absence</li> <li>○ In the event of significant staff absence, the Principal supported by the Trust and PHE will review the viability of the academy remaining open. The Principal will consult with the Trust and PHE. If the academy is to be closed then this will be communicated to staff and parents via email, letter and the school website as part of the suspension plan.</li> </ul> </li> </ul>	
<p>Staff do not report travel plans to/ from an area which requires a maximum 10 days self isolation.</p> <p>A member of their household has travelled to a country which requires self isolation for 10 days as it is not a travel corridor.</p>	Staff, Pupils	<p><b>National Guidelines:</b> People who have returned from a country not in the travel corridor should self-isolate for 10 days and should ring NHS 111 for advice. People who are <b>symptomatic</b> (dry cough, fever, breathlessness, loss of smell/taste) after visiting a country not in the travel corridor should self-isolate and should not attend work or any education or childcare setting and should ring NHS 111 for advice. See link below for specified countries <a href="https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors##countries-and-territories-with-no-self-isolation-on-arrival-in-england">https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors##countries-and-territories-with-no-self-isolation-on-arrival-in-england</a></p> <ul style="list-style-type: none"> <li>• <b>Estates Team</b> to remind contractors to follow guidelines in accordance with National Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Principal will:</b> <ul style="list-style-type: none"> <li>○ communicate to staff the importance of following national guidelines in weekly PDMs</li> <li>○ remind staff to follow the sickness policy</li> </ul> </li> </ul>
Capacity of the academy staff team to achieve all expectations and manage work load	Staff	<ul style="list-style-type: none"> <li>• In the event of key staff absence, staff will be reorganized to ensure essential tasks are carried out. (Attendance, First aid, Salaries/Payroll, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• For significant leadership absence, the partnership school (WSL) will be contacted for support.</li> </ul>

		<ul style="list-style-type: none"> <li>• If the Principal is unwell, the Assistant Principal and other senior leaders supported by the Trust will lead the academy.</li> <li>• In the event of an academy or bubble closure with staff and students at home who are not ill and still able to access education, remote learning will be set as per strategies used during partial opening and in line with government expectations</li> <li>• Students will be encouraged and supported to complete tasks at home.</li> <li>• To support staff wellbeing, employee and safety risk assessment will be completed as well as KIT meetings, calls, and one to ones. Line Managers to diarise regular and appropriate contact.</li> </ul>	
Siblings at another School report unwell and parents/carers are unsure as to appropriate action	Parents/ Carers, Pupils	<p>The Academy has the most recent information from the government, and this is distributed throughout the school community if applicable to setting.</p> <ul style="list-style-type: none"> <li>• Principal will: <ul style="list-style-type: none"> <li>○ obtain updated advice from Public Health England and Coronavirus hotline – to inform families immediately</li> <li>○ Regular communication with Junior partner academy</li> </ul> </li> </ul> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a></p>	<ul style="list-style-type: none"> <li>• Agreed protocol with All Saints Junior Academy regarding information sharing remains in place as per previous strategies</li> <li>• Timely reminders and advice sent to parents and carers regarding the reporting of any Covid 19 cases in siblings to the academy immediately</li> </ul>
Potential transmission to clinically vulnerable staff and pupils	Staff, Pupils	<p>Academy communicate appropriately with their most vulnerable students; Health care plans are updated and instruction from GPs followed.</p> <ul style="list-style-type: none"> <li>• Guidance is available in the <a href="#">Restricting attendance during the national lockdown: schools</a> guidance</li> <li>• Pastoral Team identify the most vulnerable students and staff from current medical information</li> </ul> <p><b><u>Pupils:</u></b></p> <p>Where a critical worker parent or carer notifies a school that their child requires full-time on-site provision, the school will make this available.</p>	<ul style="list-style-type: none"> <li>• To ensure that any updated pupil medical information is shared with class teachers for full reopening</li> <li>• <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> </ul> <p>Potential transmission to clinically vulnerable staff and pupils</p> <p>Guidance is available in the <a href="#">Restricting Pupils:</a></p>

It will remain a priority for primary educational providers and local authorities to support vulnerable children to attend full-time on-site provision where it is appropriate for them to do so.

If vulnerable pupils do not attend school, academy leaders will work with the LA and the social workers (where applicable) to explore the reason for absence with the parents/carers

**Staff:**

- The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures.
- Leaders will pay regard to the work-life balance and wellbeing of all staff including the Principal. Academy leaders will ensure they have explained to all staff the measures they are proposing putting in place and have involved all staff in that process
- Systems to support the well-being of staff who may be anxious will be reviewed. Information about the [extra mental health support for pupils and teachers](#) is available. [The government has just launched the Wellbeing for Education Return programme.](#)
- Supply teachers and other temporary or peripatetic teachers (p5 of [Restricting attendance during the national lockdown: schools](#)) can move between schools, but leaders will consider how to minimise the numbers of visitors to site where possible.

Shielding advice is currently in place across the country, and so all children still deemed clinically extremely vulnerable are advised not to attend school.

Pupils who are under the care of a specialist health professional:

- Request parents discuss their child's care needs with their health professional to ensure appropriate risk controls. Further advice is available from the Royal College of Pediatrics and Child Health.
- Ensure these pupils have the support they need to ensure they are able to access remote learning

**Staff:**

Conduct individual staff risk assessments for COVID-19 in line with the latest guidance. *Guidance on completing an individual risk assessment and templates are available on the web shop.*

- Clinically Extremely Vulnerable (CEV) employees will work from home during the period of national restrictions
- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)
- Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.
- Consideration for staff who may otherwise be at increased risk from COVID-19. PHE's [COVID-19: review of disparities in risks and outcomes report](#). Academy leaders will consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. They can be found here: <https://www.bameednetwork.com/>

			<ul style="list-style-type: none"> <li>● People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace (Where it is appropriate to do so, appropriate PPE should be worn)</li> </ul>
<p>Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)</p> <p>A child or adult has a confirmed case of coronavirus</p>	<p>Staff, Pupils</p>	<p>All staff understand the symptoms of COVID-19 and follow academy agreed process.</p> <ul style="list-style-type: none"> <li>● Staff report to the Principal</li> <li>● Advice on cleaning spaces will be given by PHE – await advice. PHE contact information – <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a></li> <li>● Staff to self- isolate – journey home by car</li> <li>● Child reported to the Principal and taken to designated area (any available room where a child/student can be isolated until further notice)</li> <li>● Parents informed immediately and asked to collect immediately and seek test and trace (Section 7)</li> </ul> <p>School leaders MUST ensure they understand the NHS Test and Trace process and how to contact the local <a href="#">Public Health England health protection team</a>. (see contact details on the first page of this document)</p> <ul style="list-style-type: none"> <li>● Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: <a href="#">book a test</a>, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance</li> <li>● If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19).</li> <li>● Other members of their household (including any siblings) should self-isolate starting from the day the individual’s symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.</li> </ul>	<ul style="list-style-type: none"> <li>● Effective communication protocols to staff, parents and carers.</li> <li>● Isolation area identified at the academy with appropriate PPE</li> <li>● Staff to undertake LFD testing twice weekly and record their results as per the government and Trust expectations</li> <li>● Timely reminders and updates to be provided to staff in relation to changes in government/Trust guidance sent</li> </ul>

- Revise control measures and source suitable PPE supplies (e.g. non latex gloves preferable) to be used by:
  - the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.
  - staff caring for pupils with routine intimate care needs that involve the use of PPE

The measures and plans should identify any likelihood of behavioural, SEND and possible use of physical intervention etc that may apply
- If a member of staff or pupil is displaying symptoms, they will isolate immediately to a room behind a closed door. If appropriate adult supervision will be arranged in line with guidelines. Window will be opened for ventilation. Separate bathroom facilities will be used if necessary, which will then be cleaned and disinfected before use by anyone else.
- Employers have a duty of care for all staff and will ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Academy leaders will communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.'
- If the school is notified of a positive COVID19 test result for a member of staff or a pupil, contact will be made with the DfE Helpline on 0800 046 8687 and advice on the action to take in response to a positive case adhered to. Leaders will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate the call to the PHE local health protection team.
- The school will take swift action when they become aware that someone who has attended has tested positive for Covid-19. Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Service Authority and can be reached calling the DfE Helpline on 0800 046 8687 and selecting option 1.
- PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice

		<p>on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff.</p> <ul style="list-style-type: none"> <li>In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others</li> </ul> <p>Call Surrey &amp; Sussex Health Protection Team (HPT) on 0344 225 3861 (0844 967 0069 out of hours) if:</p> <ul style="list-style-type: none"> <li>10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people</li> <li>10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60</li> <li>3 (or more) bubbles within your school/setting contain at least one confirmed case</li> </ul>	
<p>Risk of ongoing contamination from pupils and staff</p>	<p>All members of the school community</p>	<p>Follow the DfE’s guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance <a href="#">here</a></p> <p><i>The following control measures will be considered by academy leaders:</i></p> <p>(i) Movement around the School site,  (ii) General classroom activities,  (iii) Playground activities,  (iv) Play equipment  (v) Educational Visits</p> <p><i>The DfE advises against educational visits at this time. All overseas visits are prohibited as are residential visits until Easter 2021 when a review will be carried out.</i></p> <p><b><u>External Providers</u></b>  Schools may also continue to open up or hire out their premises for use by external wraparound childcare providers, such as after-school or holiday clubs, that offer provision to children of critical workers and/ or vulnerable children. In doing so, schools should ensure they work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance.</p>	<ul style="list-style-type: none"> <li>Staff to undertake LFD testing twice weekly and record their results as per government and Trust expectations</li> <li>Primary schools participating in the rapid asymptomatic testing programme should follow the <a href="#">Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools guidance</a>.</li> <li>The academy has a risk assessment in place for the staff rapid asymptomatic testing process</li> <li>Staff or pupils who wear face coverings on the way to school will follow the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on <a href="#">Restricting attendance during the national lockdown: schools</a> and <a href="#">Safe working in education, childcare and childrens social care</a></li> <li>Academy leaders will work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community PHE review of the impact of Covid-19 on BAME groups</li> </ul>



- Refer to the relevant guidance for those who run community activities, holiday clubs, after-school clubs etc as much of this will be useful in planning extra-curricular provision.
- Providers should ensure they have a risk assessment in place outlining the protective measures in place for the activity. The venue should have a risk assessment for the environment. These measures should be accessible to parent/carers.
- Where possible it is recommended that activities take place outside, where this is not possible inside spaces should be kept ventilated.
- Providers are advised to keep children in small groups with the same children each time whenever possible.
- Providers should work with parents, schools or settings to ensure that, as far as possible, children are kept in a group with other children from the same bubble they are in during the school day. Where it is not possible to keep children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups and frequently review these groups to minimise the amount of 'mixing'.
- Early Years are not required to keep children in small consistent groups.
- Records of attendance including staff and school name if from different schools should be held for a minimum of 21 days
- There is no requirement for anyone to wear a face covering during clubs; measures will be put in place if masks need to be removed on arrival.

#### Face Coverings

- Follow the Restricting attendance during the national lockdown: schools and Face coverings in education guidance
- In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), Principals' will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these

- Toilets will be cleaned regularly and pupils encouraged to clean their hands thoroughly.
- There will be ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for pupils and teachers is available. Additional support in place for pupils, parents and staff
- Appropriately sized bubble groups will be in place and social distancing encouraged in line with the detailed Restricting attendance during the national lockdown: schools guidance
- A review of timetables has been undertaken to identify activities that can take place outdoors and therefore reduce movement around the school buildings
- PE lessons will continue in consistent bubble or class groups
- For sports lessons, pupils will be in consistent groups, sports equipment will be thoroughly cleaned between each use by different individual groups.
- The school will hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within our system of controls. However, outdoor activities and sports will be prioritised where possible
- The school will work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that it is safe to do so.
- Use of staff rooms will be minimized via timetabling. Limits for numbers of staff in staffroom and offices will be in place. Staff will maintain social distancing during lunch and break times and moving between rooms.

	<p>circumstances. Children in primary school do not need to wear a face covering.</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>• speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <ul style="list-style-type: none"> <li>• When restrictions are in place, the academy will communicate quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances.</li> <li>• <i>The academy will have a small contingency supply available</i></li> <li>• <i>Schools should have a process for managing face coverings in school that is clearly communicated to all</i></li> <li>• <i>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use</i></li> </ul> <p><b><u>Pupils</u></b></p> <ul style="list-style-type: none"> <li>• Teaching groups are in line with guidance, keeping group sizes small where possible</li> <li>• Leaders have reviewed the NHS <a href="#">guidance on hand cleaning</a> Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times: <ul style="list-style-type: none"> <li>• arrival to school</li> <li>• returning from breaktime</li> <li>• before &amp; after eating</li> <li>• when they change rooms</li> </ul> </li> <li>• Younger children will be supervised when washing hands and supervision also ensured where necessary when hand sanitiser is being used given risks around</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews of risks assessments associated with wraparound provision and extra-curricular activity will be undertaken.</li> <li>• There will be ongoing leadership support for any emerging anxiety and/or wellbeing issues</li> </ul> <p><b><u>Buildings &amp; resources</u></b></p> <ul style="list-style-type: none"> <li>• Classrooms and other learning environments are organised to maintain space between seats and desks where possible.</li> <li>• Systems are in place to reduce congestion in corridors and access via external doors where possible</li> <li>• Furniture has been arranged to allow for improved social distancing measures where possible.</li> <li>• Unnecessary furniture has been moved out of classrooms to make more space</li> <li>• Kitchens comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>. The provision of food is in place to all pupils who want it, including FSM or universal infant free school meals.</li> <li>• To balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in ‘Keeping occupied spaces well ventilated’ in Part 8 of the <a href="#">Restricting attendance during the national lockdown: schools</a> will be used as appropriate to avoid build-up of viral load. Follow the specific HSE guidance on <a href="#">Air conditioning and ventilation during the coronavirus pandemic</a></li> <li>• Thorough cleaning of rooms and equipment will happen at the end of each day and between use by different groups in line with the academy cleaning schedule</li> <li>• Rotation of shared equipment to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</li> </ul>
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		<p>ingestion. Skin friendly skin cleaning wipes can be used as an alternative.</p> <ul style="list-style-type: none"> <li>• Older pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. <i>(this will not be possible for younger children and those with complex needs)</i>. Contact between groups will be avoided.</li> <li>• The school will have enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforcement of routines regarding using a tissue to cough or sneeze and bins for tissue waste will be in place</li> <li>• Timely reminders will be undertaken to children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.</li> <li>• Coordination of pastoral support for pupils (parents/carers and staff) who feel anxious</li> <li>• Appropriate support will be made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE <u>Restricting attendance during the national lockdown: schools P34 and the EEF guidance on making the best use of teaching assistants</u></li> <li>• Groups will be kept apart, meaning that schools should avoid gatherings such as assemblies or collective worship with more than one group.</li> </ul> <p><b><u>Staff</u></b></p> <ul style="list-style-type: none"> <li>• Appropriately sized bubble group will be in place with social distancing encouraged in line with the detailed actions within the <u>Restricting attendance during the national lockdown: schools guidance</u></li> <li>• All teachers and other staff can operate across different groups. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and pupils where possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils will limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and stationery. Book bags are allowed.</li> </ul> <p>• PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the Covid-19 pandemic. Academy leaders will work through them, adopting measures to the fullest extent possible. <u>Restricting attendance during the national lockdown: schools p8</u></p> <ul style="list-style-type: none"> <li>• Senior leaders and DSLs are appropriately up to date with the DfE <u>Restricting attendance during the national lockdown: schools guidance</u></li> <li>• Risk assessments will be kept under regular review in line with government guidance</li> <li>• Routine reviews to the school's staffing audit will be in place as situations may change. Consideration will be given to the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider.</li> <li>• Office protocols will be adapted to enable social distancing for teaching, admin and support staff where possible.</li> <li>• A trained DSL (or deputy) from the academy will be available during the academy day</li> </ul>
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		<ul style="list-style-type: none"> <li>• Staff to be made aware of DFE guidance that social distancing measures are to avoid close face to face contact and minimise time spent within 1m of anyone.</li> <li>• Reinforcing of learning and practice of good hygiene habits through games, songs and repetition</li> <li>• Assemblies, breaktime and lunchtimes and movement around the school are staggered so groups do not come into contact</li> </ul> <p><b><u>Buildings and resources</u></b></p> <ul style="list-style-type: none"> <li>• All of the usual building checks will be undertaken to make the school safe. Advice and actions detailed in <u>Legionella risks during the coronavirus outbreak will be followed.</u></li> <li>• Classrooms and other areas will be deep cleaned regularly</li> <li>• SLT and DSL roles have been adapted to the ongoing revisions to guidance during partial opening of the school in the summer term</li> <li>• Health and Safety, and safeguarding policies and practices are kept up to date in line with current DfE guidance. General information on how to make a workplace COVID-secure and risk assessments is provided by the HSE guidance on working safely and in Annex A <u>Restricting attendance during the national lockdown: schools</u></li> <li>• Pupils, parents/carers and any visitors, such as suppliers, are not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</li> <li>• Staff and visitor signing-in arrangements to ensure social distancing and hygiene e.g will be maintained.</li> </ul>	
<p>Risk of transmission between parents and pupils during school drop-off and collection times</p>	<p>All members of the school community</p>	<ul style="list-style-type: none"> <li>• Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain the 2 metre social distancing rule</li> <li>• Allocated drop off and collection times will remain in place and parents/carers have been informed of procedures including the protocols for minimising adult to adult contact</li> </ul>	<ul style="list-style-type: none"> <li>• Review and revise drop off and pick up protocols as necessary to minimise contact and support social distancing</li> <li>• Regular updates and reminders to parents and carers via Parentmail or newsletters</li> </ul>

		<ul style="list-style-type: none"> <li>Parents and carers are not to gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</li> <li>SLT supervise the drop off and collection of pupils and any issues are addressed.</li> </ul>	
Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<p><i>Face coverings:</i></p> <ul style="list-style-type: none"> <li>Academy adherence to the government guidance on face coverings included above</li> <li>Contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements</li> <li>Contractors made aware of any changes to school day – e.g. staggered lunchtimes and the local control measures in place.</li> <li>Minimisation of any visitors to the school and clear messages shared about social distancing procedures for adults. Records are kept of all visitors; names, dates, and contact details.</li> <li>The school will engage with local immunisation services and programmes as normal</li> <li>Parents and carers bringing or collecting pupils during the day must phone ahead and arrange to drop/collect safely and not enter the site if possible</li> <li>Strict handwashing procedures will be in place as soon as pupils/staff/visitors/contractors arrive in school</li> <li>The reception layout is compliant with social distancing guidance via screen</li> </ul>	<ul style="list-style-type: none"> <li>For any staff member or pupil who feels unwell, check for <u>recognised symptoms of COVID-19</u>.</li> <li>Children/staff will be isolated and sent home immediately if they display symptoms</li> <li>Ongoing reviews of the effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors.</li> <li>A copy of the COVID-19 specific risk assessment for catering contractors is kept by the school</li> </ul>
Academy doesn't follow appropriate actions in line with guidance (for symptomatic or confirmed cases)		<ul style="list-style-type: none"> <li>Estates Team: Advice on refuse which may have been contaminated: all waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of PHE. See further Trust guidance document - <i>Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</i></li> <li>A designated Isolation room used until parent collects – advice is for child to be supervised by a non-vulnerable adult – to sit 2 metres away. Room to be isolated. Avoid touching people, surfaces or objects and advised to cover their mouth and nose with a disposable tissue.</li> <li>Principal to get advice from local protection health team</li> </ul>	<ul style="list-style-type: none"> <li>For any staff member or pupil who feels unwell, check for <u>recognised symptoms of COVID-19</u>.</li> <li>Children/staff will be isolated and sent home immediately if they display symptoms</li> <li>All staff made aware by regular updates on actions needed for Covid 19 symptomatic cases</li> </ul>

		<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a>	
Staff and Parents/Carers do not engage with the academy's track and trace processes put in place during the start of holiday periods		<ul style="list-style-type: none"> <li>Academy leaders adhere to the 'on call' track and trace expectations as detailed by the DfE during the planned holiday periods in the academic year.</li> <li>A duty rota is established with senior leadership and administration staff members for the expected number of on call days during the holiday period</li> <li>Key information and contact details are sent to staff and parents/carers before the start of any holiday period</li> </ul>	<ul style="list-style-type: none"> <li>A contingency plan for the staff 'on call' is established in case of sickness during the holiday period. Other senior leaders are included within the plan and details of their track and trace responsibility is disseminated</li> </ul>
Catering staff absent – lunch no longer available	Staff, Pupils	<ul style="list-style-type: none"> <li>Catering team to share their risk assessment with academy.</li> <li>Catering Manager to work with the academy to ensure precautions are in place for all staff on site <ul style="list-style-type: none"> <li>Washing hand</li> <li>Use of sanitizer</li> <li>Wearing gloves and hair nets and uniform</li> <li>Thorough cleaning of kitchen at the end of every service</li> </ul> </li> <li>Ensure the kitchen space and lavatory for staff are being cleaned as appropriate.</li> <li>Inform Principal of any staff off sick with associated symptoms.</li> <li>If no kitchen staff available contact the Estates Director in the first instance.</li> <li>Universal Free School Meals to be supplied by hub kitchen or to close and parents informed to bring in packed lunch for their students</li> </ul>	<ul style="list-style-type: none"> <li>Catering staff to engage with the LFD testing and record results in line with government and Trust expectations .</li> <li>catering company have adequate staff available to run the kitchen and contingency plans are in place</li> </ul>
Cleaning staff absent – cleaning no longer available	Staff, Pupils	<ul style="list-style-type: none"> <li>The academy cleaning team will ensure precautions are in place for all staff on site <ul style="list-style-type: none"> <li>Washing hands</li> <li>Use of sanitizer</li> <li>Wearing gloves, hair nets and uniform</li> </ul> </li> <li>Ensure that cleaning staff contact the Principal by 9am on their day of work</li> <li>Make contact with local employment agencies to ascertain availability of agency staff to provide cover and likely lead in time for cover to be available.</li> <li>Outsourced cleaning company to be contacted to explore cover options and provide Covid-19 cleaning plan RA and control measures if required</li> </ul>	<ul style="list-style-type: none"> <li>Trust support from a finance point of view needed for additional cleaning staff.</li> <li>External agency to be utilised to cover any staff absence</li> </ul>

<p>Risk that contamination exists within the school environment due to ineffective hygiene measures. (Safe use of learning resources)</p>	<p>All members of the school community</p>	<ul style="list-style-type: none"> <li>Site staff follow <u>Restricting attendance during the national lockdown: schools</u> Section 4 – Operations and are aware of the <u>COVID-19: cleaning of non-healthcare settings guidance</u> which should be followed when there is a suspected or confirmed case</li> <li>All frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day.</li> <li>All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate</li> <li>Inspect daily to ensure good/effective hygiene levels</li> </ul>	<ul style="list-style-type: none"> <li>Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products.</li> <li>Equipment such as books and games, are regularly cleaned along with all touched surfaces.</li> <li>Any books that go between home and school are quarantined for 72 hours</li> <li>Ensure resources shared between classes or bubbles, (e.g. sports, art and science equipment) is cleaned frequently. It MUST be meticulously cleaned between its use by different bubbles or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics).</li> <li>Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers.</li> <li>Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance</li> </ul>
<p>Limited communication of Covid 19 processes and safety measures</p>	<p>Staff, Pupils, Parents/Carers</p>	<ul style="list-style-type: none"> <li>All staff/students/Parents &amp; Carers are aware of current actions and requirements.</li> <li>School community to be consulted and issued with published Risk Assessment.</li> <li>Students briefed in registration sessions and by the use of posters, signage etc.</li> </ul>	<ul style="list-style-type: none"> <li>Principal to send regular communication to staff and parents</li> <li>Full re-opening plan to be shared with parents before school restarts in March 2021</li> </ul>
<p>Pupils struggle to reintegrate into school routines and adapt to the changes implemented</p>	<p>Pupils, Staff</p>	<ul style="list-style-type: none"> <li>Review of behaviour policy to reflect current guidance and restrictions</li> <li>Review of individual behavior plans to reflect current guidance and restrictions</li> <li>Clear sharing of expectations and reasoning – identifying a group ‘charter’ for behavior</li> </ul>	<ul style="list-style-type: none"> <li>The academy staff team will be using the Zones of Regulation strategy to help reintegrate pupils</li> <li>Follow government guidance (Section 3) <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</a></li> </ul>
<p>A broad and balanced curriculum cannot be delivered or is not appropriate</p>	<p>Pupils, Staff</p>	<p>Academy staff identify an appropriate curriculum that meets the needs of the pupils in the academy</p> <ul style="list-style-type: none"> <li>Consider which aspects of the current curriculum are appropriate – with a focus on PSHE/ emotional needs</li> </ul>	<ul style="list-style-type: none"> <li>Follow government guidance <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-</a></li> </ul>

		<ul style="list-style-type: none"> <li>Consider curriculum areas that may need to be adapted considerably, such as PE</li> </ul>	<a href="#">for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</a>
The pupils still at home are disadvantaged due to school re-opening	Pupils	<p>Academy must provide learning activities for pupils that are not on-site in line with government guidance relating to remote learning</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a></p> <ul style="list-style-type: none"> <li>Communication regarding remote learning with parents to set clear expectations</li> </ul>	<ul style="list-style-type: none"> <li>Staff contingency plan in place to ensure bespoke remote learning is provided to children not in the academy in line with government guidance section 5.</li> <li>Scheduled staff/parent communication slots</li> </ul>
Pupils with Education, Health and Care Plans' needs are not met effectively	Pupils, staff	<ul style="list-style-type: none"> <li>Risk Assessments are already in place for these children and should be adapted should the children return to school</li> <li>Holistic approach to the provision for these children, considering the appropriateness of 1:1 support, as well as supporting their emotional needs</li> </ul>	<ul style="list-style-type: none"> <li>Inclusion lead to liaise with relevant agencies relating to children with EHC</li> <li>Reintegration plans are in place for specific vulnerable children</li> </ul>
Younger pupils and pupils with additional needs do not understand the concept of social distancing and, therefore, put others at risk	Pupils, staff	<p>Academy staff to make expectations very clear to all pupils:</p> <ul style="list-style-type: none"> <li>Communication to parents prior to re-opening and frequently when re-opened</li> <li>Reminders given each day to all pupils regarding expectations</li> <li>Signage around the academy</li> <li>Individual behavior plans/ provision maps to be updated</li> <li>Compilation of social stories to support some pupils</li> </ul>	<ul style="list-style-type: none"> <li>Adhere to government guidance –</li> <li><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>Rearrange classrooms to adhere to social distancing</li> <li>Academy layout/movement around the building to be altered as appropriate</li> <li>Stagger break and lunch times and pick up/drop off times</li> </ul>
Pupils with individual behavior plans require positive handling to keep themselves, staff and other pupils safe	Pupils, staff	<p>Positive Handling should only ever be used as a last resort in order to keep pupils and staff safe. This is more important than ever, as social distancing should be in place for all pupils.</p> <ul style="list-style-type: none"> <li>Review of Behavior Policy taking account of significant needs</li> <li>Review risk assessments and individual behavior plans</li> <li>Ensure that staff maximise use of de-escalation strategies</li> <li>Consider location of children in the academy building in order to provide a safe space where possible</li> </ul>	<ul style="list-style-type: none"> <li>New EYFS cohort – known vulnerable children joining the academy that have specific needs</li> </ul>



<p>Site Safety risks</p> <ul style="list-style-type: none"> <li>• Fire procedures</li> <li>• Lockdown</li> <li>• Movement for lunch / transitions</li> <li>• Toilets</li> <li>• Security including risk of theft</li> <li>• Data breaches</li> </ul>	<p>All members of the school community</p>	<ul style="list-style-type: none"> <li>• SLT lead identified</li> <li>• <u>attendance register</u> to be taken in line with expectations and following up any absences in line with statutory guidance.</li> <li>• School to follow risk assessments for premises and accessing outside equipment and areas.</li> <li>• Ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</li> <li>• Share updated fire evacuation information with all staff</li> <li>• Share updated fire evacuation information with children</li> <li>• Share lockdown procedures with all staff</li> <li>• Follow revised lunch and break rotas to ensure safe movement around school</li> <li>• Children to seek permission to use toilets to ensure staff know where children are at all times</li> <li>• High expectations of how children move around school upheld by all members of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</li> <li>• Arrange revised fire evacuation drills / lockdown drills regularly see <u>Restricting attendance during the national lockdown: schools</u></li> <li>• Reconsider e-safety policies and procedures in light of lessons learned during home learning</li> </ul>
<p>Initial Risk Score</p>			<p>Residual Risk Score</p>

**Scoring Matrix – Assess the Impact and Likelihood of Occurrence using the scoring Matrix**

↑ L I K E L I H O O D ↓	← IMPACT →				
	Very High (4)	4	8	12	16
	High (3)	3	6	9	12
	Medium (2)	2	4	6	8
	Low (1)	1	2	3	4
	Low (1)	Medium (2)	High (3)	Very High (4)	

Risk Score	Rating
0 – 3	Low
4 – 6	Medium
6 – 9	High
10 – 16	Very High

Risk Rating	Action Required
4 - VERY HIGH (VH) Strong likelihood and or fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
3 - HIGH (H) Possibility and or fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
2 - MEDIUM (M) Possibility and or significant injury or over 3 days absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
1 - LOW (L) Possibility and or minor injury only	No further action required.

Training Requirements	Renewal Frequency <i>(Years)</i>	Required For	Additional Notes	Name

<b>Reviews:</b>		
<b>Date of Review:</b>	<b>Reviewed by:</b>	<b>Comments</b>
<b>Date of Review:</b>	<b>Reviewed by:</b>	<b>Comments</b>

## Risk Assessment Procedure

### Introduction

The Management of Health and Safety at Work Regulations requires all risks arising out of work activities to be identified, assessed and controlled as required. Furthermore, legislation requires that risk assessments are recorded and reviewed periodically. However, risk assessments should not be arduous – they should be simple documents that capture risks and what should be put in place to reduce or eliminate risks.

Risk assessments help us focus on the risks that really matter in the workplace – the ones with the potential to cause real harm. In many instances, straightforward measures can readily control risks, for example ensuring spillages are cleaned up promptly so people do not slip, or cupboard drawers are kept closed to ensure people do not trip.

It should be noted that risk assessments not only apply to employees but also to others who may be affected by the Academies operations, such as visitors, pupils, and contractors.

The regulations require employers to give special consideration to new and young employees, new and expectant mothers and people with disabilities as these groups may be more vulnerable than the majority of the workforce.

The law does not expect all risks to be eliminated, but all Academies are required to do everything 'reasonably practicable' to protect people from harm.

### **How to Assess Health & Safety Risks in your Workplace**

A risk assessment is a careful examination of what, in your workplace, could cause harm to people. You can then decide whether you have taken enough precautions or need to do more to prevent harm occurring. It is this first step to making the workplace safe and healthy and the aim is to make sure that no-one gets hurt or becomes ill.

#### ***Follow the five steps:***

**Step 1:** Identify the hazards

**Step 2:** Decide who might be harmed and how

**Step 3:** Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done

**Step 4:** Record findings

**Step 5:** Review assessment and revise if necessary

### **Definitions**

Risk assessment terminology tends to be standard and will be familiar to many but to ensure clarity an explanation of each term follows:

- **Hazard** - A hazard or danger has the ***potential*** to cause harm.
- **Risk** - The risk or consequence of the harm, loss or damage that might be caused by the potential hazard.
- **Likelihood** - The likelihood is the probability of harm occurring despite the existing control measures being properly implemented.
- **Severity** - The severity rating is the assessor's judgment of the level of risk and the priority that needs to be given to dealing with it.
- **Review** - Risk assessments should be reviewed at least annually to ensure that the control measures are still adequate and effective. If the activity changes in some way then the assessment may need to be reviewed sooner.
- **Generic Assessments** - These are assessments that have been completed for activities which are common to many areas e.g. working in a kitchen environment. CBC health and safety have a list of generic risk assessments for Academies to adapt and use.

Care must be taken when using generic assessments to ensure that they are totally relevant to local conditions. The risk assessment should be

practical and should involve employees. Local knowledge is vital to enable the appropriate control measures/safe working practices to be put in place.

## **Responsibilities**

### ***Principals Responsibilities***

The Principal must ensure that:

- Risk assessments are carried out by someone who has undertaken some health and safety training and is aware of the activity being undertaken.
- All control measures identified by the risk assessments are implemented as necessary,
- Employees are consulted and made aware of the health and safety risks from the assessments and their findings and are given access to the assessments, and any preventative and protective measures.
- The assessments are kept up to date and are reviewed in accordance with these guidelines,
- All employees are aware of the local system for reporting hazards,
- There is consultation with trade unions as appropriate.
- They consider employee's capabilities when giving tasks, providing training when employees are recruited, when being exposed to new or increased risks or when activities are repeated periodically.

### ***Employees' Responsibilities***

Employees must:

- comply with the assessment findings and report any deficiencies or significant hazards that have not been identified,
- staff who are pregnant are advised to inform their manager at the earliest opportunity so that an individual risk assessment can be undertaken.
- Use equipment etc. in accordance with training and instructions provided.
- Inform the Principal about serious danger and health and safety shortcomings.

## **Training and Competence to Undertake Risk Assessments**

It is the Principals responsibility to ensure that all risk assessments are carried out by a competent person.

The competent person should have knowledge and understanding of the activities that s/he is assessing and be familiar with the principles of risk assessment. Academy environments are relatively low risk. In a Academy establishment it may be appropriate to delegate the task of risk assessment to particular teachers (i.e. science teachers for science risk assessments) as they will have the necessary insight into the various work activities for which they are responsible.

It is recommended that all employees undertake a basic health and safety training course where risk assessments are reviewed. Please consult training guidance and the Academies training matrix for more information.

Where specialist skills are required, as in the moving and handling of people, regular courses are also available for key individuals who will be taught the necessary skills. Academies must source their own health and safety training, it is no longer provided by CBC.

## **The Risk Assessment Process**

### ***Step One: Identify the Hazards***

When reviewing an activity, look at the potential hazards.

For example, if painting classrooms, possible hazards include:

- Falls from height
- Slips
- Fumes, solvents
- Lone working
- Over reaching on stepladders

Whilst the person carrying out an activity is likely to be most at risk it is also necessary to consider whether others might also be affected. A common example of this is the cleaning of floors in an Academy. Hazards will include the use of chemicals and moving of heavy equipment by the cleaners, but the matter of wet floors and potential for slips and trips by staff or pupils will also need to be taken into account.

### ***Step Two: Decide who might be harmed and how***

Remember that the aim is to identify additional control measures to reduce the risk so far as practicable.

The following is a hierarchy of control measures as specified in the HSE guidance on risk assessment:

- A. Elimination.** Redesign the job or substitute a substance so that the hazard is removed or eliminated. For example, duty holders must avoid working at height where they can.
- B. Substitution.** Replace the material or process with a less hazardous one. For example, use a small MEWP to access work at height instead of step ladders. Care

should be taken to ensure the alternative is safer than the original.

- C. Engineering controls.** Use work equipment or other measures to prevent falls where you cannot avoid working at height. Install or use additional machinery such as local exhaust ventilation to control risks from dust or fume. Separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
- D. Administrative controls.** These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage and performing risk assessments.
- E. Personal protective clothes and equipment.** Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

**Steps 3 and 4:**            *Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done. Record the findings.*

- Enter details of the activity to be assessed and consider who might be at risk.
- Lists the hazards (dangers) that have been identified.
- Assess the potential risks (outcomes) arising from those hazards.
- At this stage think carefully about the things that are already being done or need to be done to control the risk and list these. It is perfectly acceptable to state that there is compliance with an existing policy or procedure provided there are systems in place for monitoring that compliance.
- List the people who will need to know about the assessment. These will be those most directly affected but other teachers or volunteers might need to know.
- Finally sign and date the assessment and also enter the review date and any monitoring arrangements that might be considered necessary.

**Step 5: Review assessment and revise if necessary**

If risk assessments are to be effective, they must lead to real change and improvement. To achieve this, the following action should be taken:

- Inform all those who are affected by the most appropriate means e.g. a revised procedure, at a staff meeting. **It is highly recommended that all those to whom the risk assessment has been communicated sign a form to confirm they were made aware!**
- Where a need for training has been identified, arrange this as soon as possible and ensure that a record of the training is kept.
- Periodically check that the new procedures are being followed and check peoples understanding of them. If necessary, take disciplinary action where there is willful non-compliance.
- Review the risk assessment at least annually and more frequently if there is some significant change.

**Risk Assessment – As Useful Tool**

Apart from making working practices safer the risk assessment can also be used to reinforce requests for resources, changes to work practices and improvements to working environments.

Risk assessments can be used to justify the cessation of an activity if a significant risk is present and no control measures are reasonably practicable.

Risk assessments can be used to influence perceptions and so allow an activity to take place that might have been considered unsafe because the risks were not fully understood.