

ACTIVITY RISK ASSESSMENT FORM

TASKS UNDERTAKEN/ACTIVITY ASSESSED: Operation of the school for teaching and learning
from January 2021 (School Partial Closure)

RISK ASSESSMENT REF:

MB05

LOCATION: Churchill Gardens Primary Academy - Version 8 as of 7th January 2021

| HAZARDS IDENTIFIED | PERSON(S) AT RISK students/staff contractors/visitors | POTENTIAL HARM or LOSS | WORKPLACE PRACTICES RISK CONTROL PROCEDURES | Severity | Likelihood | Risk Factor | Acceptable | Additional Controls 0 to 5 no further action 6 to 11 consider action >12 Further actions MUST be implemented | |
|---|---|--|--|---------------------|------------|-------------|------------|---|--|
| | | | | (1-5) | (1-5) | (S x L) | Y/N | | |
| What can actually cause the harm or loss? Most hazardous harm or loss first. | What can actually cause the harm or loss? Most hazardous harm or loss first. | What would be the type of outcomes if the hazard was realised? Types of injuries. Types of damage. | Prioritise your controls 1. Can we eliminate the hazard? 2. Can we reduce the hazard or use something else?? 3. Can we control the hazard through an engineered solution: barriers/isolate? 4. Can we use administration controls: signage/ rules/ monitoring/training/emergency procedures? 5. What PPE is required? /Emergency processes? | From the grid below | | | | | What else can we do to reduce the risk to a lower level? |
| 1 Direct and indirect transmission of the Covid-19 virus | Staff, students, visitors, contractors, Governors, Trust representatives | Infection with Covid-19 symptoms including but not limited to: Breathlessness Coughing Fever Fatigue Muscle cramps Major organ complications Fatality | <ul style="list-style-type: none"> The virus is now in general transmission so cannot be eliminated Reduction is through following Government, NHS, PHE and DfE guidance for each facet of operation, including the Government guidance for the full opening of schools issued on 2 July 2020 Physical working practices from timetables, screens and social distancing to furniture placement will be implemented as detailed for each key area All stakeholders will be trained in the new practices and protocols, with | 5 | 2 | 10 | Y | | |

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| | | | <p>regular reminders and signage displayed</p> <ul style="list-style-type: none"> PPE will be assessed for specific requirements and procured in accordance with risk assessment, PPE regulations and the Government guidance Emergency response protocols in place for anyone suspected of developing symptoms in the day Protocol for those feeling unwell before attending Protocol for informing staff and students who have close contact with a potential case Visitors to wear face coverings and limited to essential visitors only. Permitted visitors are to include enrichment teachers and supply teachers. No school tours to occur until the national lockdown has ended. | | | | | |
| 2 Transmission – General controls | | | <p>The reduction in general transmission will be through:</p> <p>1. For staff and students:</p> <ul style="list-style-type: none"> Numbers reduced by only allowing children of critical workers and vulnerable children to attend. Each Key Stage will have separate classroom areas. | 5 | 2 | 10 | Y | <ul style="list-style-type: none"> Staff allocated where possible to one group, taking into account the subject specific teaching and the consequent need to change teachers during the day Agree all comms and consultations |

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| | | | <ul style="list-style-type: none"> Staff to remain with the same group of children where possible, e.g. EYFS group, KS1 group or KS2 group Washing of hands on arrival and departure, change on location, at breaks, and after any use of shared equipment Children and staff to use the same computer at all times throughout the week. <p>2. Academy classroom arrangements will be amended to include: - see Section 18</p> <p>3. School day arrangements and structures will be amended to include:</p> <ul style="list-style-type: none"> - Pupils line up distanced in the main playground - Parents to follow a one way system <p>4. Teaching staff</p> <ul style="list-style-type: none"> Teachers will be teaching remotely, in school (in their own classrooms) or from home. Lessons streamed to children on computers. | | | | | |

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| | | | 5. Other <ul style="list-style-type: none"> - Staff training will be refreshed regularly - Communication to staff, students, and parents sent regularly on processes | | | | | |
| 3 Transmission of virus and exacerbation of current condition in students and staff identified as “Clinically extremely vulnerable” (shielded) | | | <ul style="list-style-type: none"> • New questionnaires to go out to staff and we will review what, if any, accommodations need to be made for staff to return to work. New personal risk assessments will be made, where appropriate. | 5 | 2 | 10 | Y | |
| 4 Transmission of virus and exacerbation of current condition in students and staff identified as “Clinically vulnerable” | | | <ul style="list-style-type: none"> • The same approach as above will be applied | 5 | 2 | 10 | Y | |
| 5 Transmission of virus and exacerbation of current condition in BAME staff | | | <ul style="list-style-type: none"> ▪ As of Jan 2021 there is no official Government guidance on BAME staff. However, the same approach as above applies. In addition, we will contact all BAME staff, even if they are not on the clinically vulnerable or | 5 | 2 | 10 | Y | |

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| | | | extremely clinically vulnerable list, to ascertain if they have any specific worries and will work hard to address these. | | | | | |
| 6 Transmission to householder who is designated as clinically extremely vulnerable | | | <ul style="list-style-type: none"> We will assess such individuals. It is anticipated that staff will now be able to return to the school with reassurances put in place as appropriate, and advice given to follow the appropriate hygiene protocols and social distancing | 5 | 2 | 10 | Y | |
| 7 Transmission to householder who is designated as clinically vulnerable (including pregnant women) | | | <ul style="list-style-type: none"> As above | 5 | 2 | 10 | Y | |
| 8 Minimising contact with individuals who are unwell at home | | | <ul style="list-style-type: none"> Communications were sent to parents and staff in Autumn 1 to emphasise that if their children or anyone in their household is symptomatic, then they must self – isolate, and not bring their child to school. Comms to include the testing process referred to below, and that the parent or member of staff must report the result of the test to the school asap | 5 | 2 | 10 | Y | Comms to parents and staff |

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| 9 Minimising contact with individuals who become unwell at school – students | | | <ul style="list-style-type: none"> • Any child who becomes unwell at school will be sent home immediately and advised to follow the government Covid 19 guidance • Whilst waiting for the parent to collect the child: <ul style="list-style-type: none"> - The child will be moved to the science lab where they can be isolated, with appropriate adult supervision as required. - If they need to go to the bathroom whilst waiting, the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else - Appropriate PPE will be worn by the member of staff looking after the child if a distance of 2 metres cannot be maintained - We will call 999 if we believe that the child is seriously ill - Staff will wash their hands for 20 seconds if they have been in contact with someone who has been unwell | 5 | 2 | 10 | Y | |

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| 10 Minimising contact with individuals who become unwell at school – staff/adults | | | <ul style="list-style-type: none"> If a staff member becomes ill, with a new, continuous cough or a high temperature, they will be sent home immediately and advised to follow the Government Covid 19 guidance No staff should go within 2m of the staff member who is unwell, unless in case of emergency | 5 | 2 | 10 | Y | |
| 11 Minimising transmission following an individual becoming unwell | | | <ul style="list-style-type: none"> Staff and students who are displaying symptoms will be sent home to take a test. The school will report to Public Health England any confirmed positive tests of students and staff in school to the DfE, and to Public Health England where the threshold is met: <ol style="list-style-type: none"> 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 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 3 (or more) bubbles within your school contain at least one confirmed case | 5 | 2 | 10 | Y | |

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| | | | <p>4. There have been any admissions to hospital in your students or staff members due to COVID-19</p> <ul style="list-style-type: none"> As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole bubble Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. Staff must inform HR of the result of the test Parents must inform the school of the results of the student's test Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. | | | | | |

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| | | | <ul style="list-style-type: none"> Where the child, young person or staff member tests positive, they must self-isolate for 14 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. | | | | | |
| 12 Adverse impact on the emotional well-being and mental health of the students, and risk of the children not socially distancing | | | <ul style="list-style-type: none"> Form time is on all timetables each day. Teachers to call pupils who have been absent from lessons at the end of the day. Vulnerable children invited in to school provision. MIND will provide support remotely for more specific/delicate issues. | 5 | 2 | 10 | Y | |
| 13 Transmission during travel to and from the site | | | <ul style="list-style-type: none"> Staff to work from home where possible. The communications to staff and students will include reference to the Government guidance on travel Staff are recommended to use personal cars, cycles, or walking as a means of transport where possible to the School Students and staff who arrive wearing a face mask will be advised | | | | | |

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| | | | to dispose of disposable face masks in a separate bin, or put reusable masks in a plastic bag in their bag that they can take home with them, and wash their hands again before heading to the classroom. If a student or member of staff says that they want to keep wearing their mask when at school, they will be asked why, and encouraged to take it off, but they will be allowed to continue wearing the mask if they feel that they must | | | | | |
| 14 Failure to socially distance during access, egress and transit around the school | | | <ul style="list-style-type: none"> ▪ Neither parents nor other external visitors will be allowed inside the school grounds without an appointment. Parents and external visitors will have to phone or e-mail the school office. Parents will have to drop off and pick up their children at the school entrance. ▪ Parents will be encouraged to maintain the 2m distance and follow the one way system where applicable ▪ Parents are advised to wear masks | 5 | 2 | 10 | Y | |
| 15 Failure to socially distance during breaks | | | <ul style="list-style-type: none"> ▪ Breaks and meal times in the canteens will be staggered during the day | 5 | 2 | 10 | Y | |

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| 16 Failure to socially distance during lunch Direct contact during lunch service | | | <ul style="list-style-type: none"> ▪ Staggered meal times and socially distanced queuing system at the canteens in the school ▪ Hygiene of seating area and in-between settings cleaning ▪ Schedule for handwashing and toilet use | 5 | 2 | 10 | Y | <ul style="list-style-type: none"> ▪ Catering supplier to apply appropriate protocols |
| 17 Failure to socially distance during assembly/shared use spaces/staff room | | | <ul style="list-style-type: none"> ▪ No assemblies ▪ Signage to remind all staff of rules ▪ Ground floor staff room made accessible for additional space ▪ Remove chairs from main staffroom ▪ Wipes in all shared spaces for shared use – staff must wipe down before and after use Cleaning throughout the day and between sessions | 5 | 2 | 10 | Y | |
| 18 Failure to socially distance during classroom-based lessons | | | <ul style="list-style-type: none"> ▪ Excess furniture will be removed from all classrooms to allow desks to be spread out as much as possible, and to allow for easy cleaning and social distancing ▪ The teacher will teach from the front of the classroom, and will limit close one-to-one intervention ▪ Seating spaces facing forward ▪ Allocated seating for all students ▪ Use of individual only IT and other equipment ▪ Access to handwashing facility and | 5 | 2 | 10 | Y | |

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| | | | antibac in each class <ul style="list-style-type: none"> Appropriate ratio of staff Signage | | | | | |
| 19 Failure to socially distance during practical based lessons | | | <ul style="list-style-type: none"> Limited practical based lessons Pupils wear PE kit throughout the day Singing on site to be held in the hall with pupils spread out and windows open. Greenhouse sports have their own RA | N/A | N/A | N/A | N/A | |
| 20 Indirect contact via surfaces | | | <ul style="list-style-type: none"> Stock of Visors for staff on Reception to be replenished | 5 | 2 | 10 | Y | <ul style="list-style-type: none"> Revised Cleaning schedule to be agreed |
| 21 Indirect contact via shared resources | | | <ul style="list-style-type: none"> Workstations and equipment allocated to one person or cleaned between sessions No shared resources to be taken home No sharing of items such as stationary Children will have their own stationary packs | 5 | 2 | 10 | Y | <ul style="list-style-type: none"> Revised Cleaning schedule for workstations and equipment to be agreed |
| 22 Sports/Changing rooms | | | <ul style="list-style-type: none"> No changing for PE PE to be outdoors where possible. Windows open if the hall is used | 5 | 2 | 10 | Y | <ul style="list-style-type: none"> Cleaning schedules to be revised |
| 23 Poor hygiene | | | <ul style="list-style-type: none"> Daily timetable will include provision for hand washing at the start of the day, before and after lunch, before and after using the toilet, moving | 5 | 2 | 10 | Y | <ul style="list-style-type: none"> Staff will be trained / provided with correct cleaning equipment to clean down classrooms |

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| | | | rooms and at the end of they day <ul style="list-style-type: none"> A wash, use, wash policy for staff and pupils in toilets Hand sanitiser available in each classroom and in communal areas Use of Catch It, Bin It, Kill It signage and bins | | | | | between lesson change overs in KS2, if there are not sufficient cleaners available to do so |
| 24 Contact or transmission via delivery drivers | | | <ul style="list-style-type: none"> Delivery drivers will be allowed onto the school premises if they are wearing a mask. They must leave items in the front lobby | 5 | 2 | 10 | Y | <ul style="list-style-type: none"> Stock of PPE to be replenished for those staff who have medical responsibilities in looking after children |
| 25 Transmission where social distancing is not possible such as welfare emergency | | | <ul style="list-style-type: none"> PPE is to be procured for those staff who have medical responsibilities in looking after children PPE only to be identified, procured, issued and training given for: “children, young people and students 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>“a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If</p> | 5 | 2 | 10 | Y | |

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| | | | contact with the child or young person is necessary, then gloves, an apron and a face mask will 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 will also be worn” | | | | | |
| 26 Poor housekeeping and inappropriate cleaning standards | All | | <ul style="list-style-type: none"> ▪ Protocols and Covid-Secure commitment from cleaning contractors ▪ Cleaning contractors to follow their own professional guidance issued by the Government and that of the most up to date version of the document Covid-19: Cleaning of non-healthcare settings guidance ▪ Protocols for cleaning toilets, handwashing facilities, catering, workshops, labs, furniture ▪ It is for the cleaners to clean the school, not the teachers. We have received feedback from teachers that they would appreciate having a pack of antibacterial wipes that they can use e.g. to wipe down their work station after they have finished their lessons in a classroom. We will replenish the stock of antibacterial wipes ▪ Covid 19 Secure certificate obtained | 5 | 2 | 10 | Y | ▪ |

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| | | | <ul style="list-style-type: none"> from the cleaners and on Display Soap and paper towels to be regularly refreshed by premises | | | | | |
| 27 Transmission of Covid 19 while using shared areas for breaks | Staff | | <ul style="list-style-type: none"> Staff should only use shared areas if absolutely necessary and for as little time as possible Chairs and desks layout changed to enforce social distancing Specific advice on display in shared areas on protocols Additional cleaning for staff room and staff toilets | 5 | 2 | 10 | Y | <ul style="list-style-type: none"> Signs to be displayed in all shared areas |
| 28, Trips | All | | <ul style="list-style-type: none"> No trips to occur | | | | | |
| 29. Inappropriate facilities management | All | | <ul style="list-style-type: none"> Mandatory and statutory testing to be continued Protocols and Covid-Secure commitment from facilities contractors All relevant mandatory and statutory testing and recording is completed Good ventilation maintained, windows open as a standard Water system maintained in good health Doors propped open where possible and not contravening fire or safeguarding strategy | | | | | |

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| 30. Communication - parents and students | Parents and students | | <ul style="list-style-type: none"> Form time is to be used to regularly revisit key messages about hygiene and social distancing <p>Families receive regular school updates and advice as DfE directives change</p> | 5 | 2 | 10 | Y | |
| 32. Communication with staff | Staff | | <p>Communication to parents to also be sent to staff.</p> <p>Staff to be given summaries of all interactions with, and advice from, the DfE.</p> | 5 | 2 | 10 | Y | |
| 33. Non-compliance with face covering requirements | All | | <p>Signs to on school gates and walls.</p> <p>A member of SLT to stand at the gate at dismissal reminding parents to wear face coverings.</p> <p>Video (via text) and letters (via email) sent to all parents regarding wearing of face coverings.</p> <p>Staff advised to wear face coverings at dismissal.</p> | 5 | 2 | 10 | Y | |
| 34. Transmission and failure to distance during parental engagement sessions | Staff | | <p>No parental engagement sessions to be conducted in person. Online events only.</p> | 5 | 8 | 40 | N | Parent events to be remote |
| 35. Transmission of Covid19 through indirect contact while making beverages | Staff | | <p>Staff to wash hands before and after making beverages in the staffrooms.</p> <p>Staff to use staffrooms in their own bubbles where possible.</p> | 5 | 2 | 10 | Y | |

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| 36. Transmission of Covid19 in shared reprographic areas | Staff | | Photocopier to be regularly cleaned by onsite cleaning staff. Staff to sanitise before and after use. | 5 | 2 | 10 | Y | |
| 37. Indirect transmission of Covid19 from visitors to reception | Office staff | | - Office closed to non-essential visitors. Screen erected to form a barrier between receptionist and visitors. No visitors allowed in the back office. - Only 1 additional person in the office at a time | 5 | 2 | 10 | Y | |
| 38.. Indirect transmission of Covid19 from staff, students and visitors and contractors using toilets | All | | Handwashing before and after use Regular cleaning Visitors and contractors to only use toilets when in school for extended visits, i.e. over 2 hours. | 5 | 2 | 10 | Y | |
| 39. Mixing bubbles causing cross transmission – eg intervention spaces | All | | Intervention spaces to be used only within bubbles, e.g. EYFS to use EYFS rooms only. Rooms to be regularly cleaned. | 5 | 2 | 10 | Y | |
| 40. Transmission through use of play or gym equipment internally | Pupils | | Equipment to be used in bubbles – no sharing of equipment between bubbles. Hand cleaning before and after sport. | 5 | 2 | 10 | Y | |
| 42. Transmission through use of play or gym equipment externally | Pupils | | Play equipment to be separated by bubbles (i.e. different toys for KS1 and KS2) Pupils to wash hands before and after break. | 5 | 2 | 10 | Y | |

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| 43. Deterioration in metal health | All | | Perkbox support service to be signposted to staff – Health Assured (0800 030 5182) Mind and outbreak counselling for high needs pupils. | 5 | 2 | 10 | Y | |
| 44. Transmission during 1-2-1, counselling and guidance sessions | 3 pupils who use Anna Freud, and the counsellor | | Mind and outbreak staff to remain at least 2m away from pupils at all times. Windows to be opened in room to allow ventilation. | 5 | 2 | 10 | Y | |

FOR CALCULATION OF RISK FACTOR FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES

| SEVERITY | | | | | LIKELIHOOD | | | | |
|--------------------------|--------------|---|--------------|-------------------|--|----------|--|--------|------------------------------------|
| 5 | 4 | 3 | 2 | 1 | 5 | 4 | 3 | 2 | 1 |
| FATAL | MAJOR INJURY | MEDIUM INJURY | MINOR INJURY | TRIVIAL/NO INJURY | LIKELY | PROBABLE | POSSIBLE | REMOTE | HIGHLY UNLIKELY |
| <i>Fatality - RIDDOR</i> | | <i>Major - Fracture/Amputation - RIDDOR</i> | | | <i>Medium - Significant sprain/Digit fracture/Significant burn - possible RIDDOR</i> | | <i>Minor - Minor sprain/Small burn</i> | | <i>Trivial/No injury - Scratch</i> |

AUTHORED BY: Liane Tylee / Rob Williams

DATE: 07.01.2021 **REVIEW DATE:** Ongoing