



# EMPOWER

## LEARNING ACADEMY TRUST

### RISK ASSESSMENT FORM

<b>Assessors name:</b> Hacton Primary School	<b>Date of Assessment:</b> November 2020	<b>Activity/Task:</b> Using School post COVID-19 pandemic lock-down in September
<b>Directorate:</b> ELAT	<b>Service:</b> Schools <b>Group:</b>	<b>Headteacher:</b> Emily Leslie

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	SLT to check latest Government guidance on a daily basis. <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a>	3 x 4 = 12	Latest updates to be communicated with staff and parents where appropriate.  Where possible, no collective use of communal staff areas.  Reduced meeting size and frequency and strict social distancing amongst adults.	2 x 4 = 8	EL VH DM SW	
Shortage of staff	Students & Staff	Staff parking available on site.  Staff absence to be reported before 7.30am to allow time to make alternative arrangements/contact those affected.  All teachers and other staff can operate across different bubbles in order to facilitate the delivery of the timetable and specialist provision- ppa and sports coach staff. Staff to ensure strict social	2 x 4 = 8	HLTAs to cover classes if necessary under the guidance of a teacher.  Cover teachers to have individual 'teacher packs' containing gloves and antibacterial wipes to ensure their working areas are clean prior to commencing. All cover teachers to have their own equipment for use in different classes. <b>No shared equipment staff-staff.</b>	2 x 3 = 6	EL VH DM SW  SC All staff	

		<p>distancing.</p> <p>Individual risk assessments to be completed for all vulnerable staff where necessary.</p>		<p>Teachers who work across bubbles to ensure strict social distancing and do not leave the teacher box.</p>		EL	
Virus entering premises	Staff, Students & Contractors and their families.	<p>Parents &amp; Staff issued with guidance on daily checks to undertake before bringing their child to school.</p> <p>Home to school agreement completed by all stakeholders before returning to school.</p> <p>Contractors asked health check questions on arrival- office and site team to have scripted questions to ask.</p>	5 x 3 = 15	<p>Signage on all gates outlines key symptoms and when a child should be kept at home.</p> <p>All visitors and parents entering school to school to wear a face mask and sanitise hands before entering.</p>	5 x 2 = 10	JM  EL  SC Site team	
Reception	Staff, students, parents, contractors & visitors	<p>Parents to communicate with the office via telephone or email. No access into school building by parents unless they are contacted in an emergency or invited by a staff member.</p> <p>If parent enters the building on invite, only one family in the reception at a time.</p> <p>Use cashless payments where possible.</p> <p>If cash handling or handling of deliveries takes place staff must wash their hands after handling. If handwashing facilities are not</p>	5 X 3 = 15	<p>Signs displayed explaining arrangements to parents.</p> <p>No trips or visitors planned for autumn term so no payment required.</p>	4 X 2 = 8	SL PM  JM SC  EL  LC SW	

		<p>available in the immediate vicinity then gloves to be worn and disposed of correctly.</p> <p>Covid-secure reception- office windows closed for all interactions.</p> <p>Late students will be admitted into the school without parents entering the building.</p> <p>Deliveries to be stored in central reception space 'crush hall'.</p> <p>If a child forgets their lunch box they will be charged via squid for a school dinner. No lunchboxes delivered to school if forgotten.</p> <p>Children to wear PE kits to school on PE day. If forgotten kit, child does not participate. No PE kits dropped into school.</p> <p>Office to record all 'sign-in and sign-out' within the office.</p> <p>Visitors to wear visitor sticker issued by the office along with a face mask.</p>		<p>Timings clearly communicated to parents for arrival/departure. Any child who is late to school or misses their 'bubble' entry, will have to wait outside with their parent until all bubbles have entered.</p> <p>Removal of signing in book-office to record and report.</p>		<p>EL</p> <p>SW PM</p> <p>SW PM</p>	
Clothing	Staff, Students & Contractors and their families.	<p>Clean uniform to be worn by each child when attending school.</p> <p>PE kit worn to school on PE day.</p>	3 X 3 = 9	<p>Initial communication with parents to include requirement for new clothes each day.</p> <p>If a child appears to have an unwashed uniform, parents to be contacted.</p> <p>Include in home school agreement requirement for clean</p>	3 X 2 = 6	<p>EL</p> <p>All staff</p>	

				clothes.			
Arrival & Departure	Staff/Students/parents/carers	<p>Compliance with health check questions to be included in home to school agreement. If no agreement has been signed, then compliance with checks should be asked at the door on entry.</p> <p>Class Groups to arrive depart at designated gates at staggered set time.</p> <p>2m social distancing to be advised to parents and enforced on pupils and staff (markings on ground to show students where to stand and wait).</p> <p>Marked locations on the playgrounds for pupil collection. Students must be handed-over in an order which will allow social distancing of leaving parents and children to be maintained.</p> <p>Staff to wear disposable gloves to open/close gate (if not automatic). Hands to be washed after glove disposal.</p> <p>Hand sanitiser to be used at entry and exit points- attached to walls in all stairwells.</p> <p>Face masks to be worn for drop off and collection by all adults.</p>	3 X 5 = 15	<p>Signage on all gates outlines key symptoms and when a child should be kept at home.</p> <p>Children to line up in alphabetical order. Parents to wait in designated class zone.</p> <p>Write to parents to ask for face coverings to be worn at beginning and end of the school day. Cannot enforce but encourage.</p>	2 X 4 = 8	<p>YGLs JM</p> <p>SC Site team</p> <p>SC Cleaning team</p>	

<p>Classroom (Yrs 3 upwards)</p>	<p>Staff/students</p>	<p>Teacher zone to be marked out to ensure 2m gap from the students.</p> <p>Students to be allocated set desks spaced out as far as possible and facing the front of the classroom.</p> <p>Staff members must maintain 2m social distancing including with break out groups.</p> <p>Basic individual resources (pens, pencils, etc.) must not be shared.</p> <p>Shared equipment needs to be suitable for disinfection between users and groups.</p> <p>Windows and doors (where appropriate) to be opened and kept open to maximise ventilation.</p> <p>If marking is required encouraged self-marking by pupils. If not then books must be quarantined prior to marking.</p> <p>Students are only allowed to bring in packed lunches &amp; water bottle.</p> <p>If homework is to be transported to and from school, plastic envelope wallets will be provided for this purpose.</p> <p>Coats to be stored on individual coat pegs. Staggered collection.</p>	<p>4 X 3 =12</p>	<p>Teaching zone to extend from IWB to teacher desk.</p> <p>Individual pencil cases provided to all pupils including all needed equipment.</p> <p>Antibacterial wipes in each classroom for desks/chairs to be cleaned between pupils if needed.</p> <p>All iPad and laptop trolleys stored with antibacterial wipes so that pupils can wipe down equipment before and after use.</p> <p>No book bags or back packs in school. All hw and reading book to be transported in a plastic wallet provided by the school.</p>	<p>4 X 2 = 8</p>	<p>SC</p> <p>Class teachers</p> <p>All staff</p> <p>SC Cleaning team</p> <p>Cleaning team</p> <p>EL Class teachers</p>	
----------------------------------	-----------------------	---	------------------	--	------------------	--	--

		Books used by pupils must be placed in quarantine for 3 days before being returned for use by another pupil.		<p>Returned reading books box to be placed in each classroom. TA to monitor cycle of return. All books to be wiped with an antibacterial wipe before being returned to the shelf.</p> <p>Marking guidance for autumn 1 to be distributed to all staff- self marking where possible. Thorough marking to take place after 72 hours of quarantine.</p>		<p>All staff</p> <p>EL VH DM Teaching staff</p>	
Early Years (Nursery, Reception, Year 1, Year 2)	Staff/students	<p>Equipment available must be capable of being quickly disinfected.</p> <p>All fabrics removed from classrooms.</p> <p>Staff to change their clothing before leaving school. Clothes to be bagged for transport and washed at 40°C immediately once at home (can be washed with other clothes).</p> <p>Disinfection of all surfaces &amp; equipment must be undertaken between sessions.</p> <p>Hands must be washed immediately after contact with a child.</p> <p>Outdoor play to be encouraged.</p> <p>Staff to carry disinfectant wipes to clean handles on discarded equipment (e.g. trikes etc.).</p> <p>Play equipment where hand</p>	4 X 3 = 12	<p>Milton purchased and readily available to all staff.</p> <p>Cleaning caddies purchased for both indoor and outdoor key areas. All staff to monitor.</p> <p>Children taught the cleaning regime for play equipment during initial transition.</p>	4 X 2 = 8	<p>LM EL Year R team</p> <p>Cleaning team SC</p> <p>SC</p>	

		<p>contact is required and many students can use in turn (e.g. slides) should be removed.</p> <p>Water play equipment – chlorinated water to be used. Water to be discarded after each session.</p> <p>Sand play equipment – wipe plastic surfaces with detergent after each session</p> <p>Playdough – No shared playdough to be used in autumn 1. Evaluate at October half term.</p> <p>Lego – Quarantine the Lego after group use for 72 hours before next use. (eg. Divide the stock of Lego into 1/3 and use a separate stock each day). Lego tables should be disinfected daily.</p> <p>Home Corner – to be disinfected during lunch break and end of day. Items must capable of being disinfected.</p> <p>Students to be encouraged to wash hands regularly.</p> <p>Face shields or masks to be worn when reading/ working with a child which infringes on social distancing guidelines.</p>		<p>Climbing frames to be zoned off so they cannot be used.</p> <p>Chlorine purchased. Hands washed before and after play.</p> <p>Individual playdough used for guided sessions.</p> <p>Milton liquid available throughout the day for ongoing cleaning.</p> <p>Face shields issued to all staff for use where and when appropriate. Staff to sit next to the child not opposite.</p>		<p>Staff to monitor</p> <p>SC All staff</p> <p>YR Staff</p> <p>Cleaning team</p> <p>All staff</p>	
Transmission between groups	Everyone	Classes will remain in designated room at all times unless it is their allocated break-time or for toilet use. Supervisors will continue to	3 X 5 = 15	Toilets allocated to individual bubbles. On site cleaning team to clean toilets regularly according to cleaning schedule throughout the	3 X 3 = 9	EL Cleaning team	

		<p>supervise the same groups throughout the time covered by this assessment unless an emergency arises.</p> <p>Cover staff will maintain minimum of 2m social distancing.</p>		day.		All staff	
Staff & Student Competence	Anyone in building	<p>Staff to receive briefing and complete hand washing e-learning;</p> <p>Students to receive briefing and watch handwashing e-learning.</p>	$4 \times 3 = 12$	<p>Handwashing e learning carried by all staff.</p> <p>Handwashing guidance clearly displayed around school and within bubbles.</p>	$4 \times 2 = 8$	All staff	
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	<p>In addition to general items listed in section above.</p> <p>Staff to complete:</p> <ul style="list-style-type: none"> <li>• Infection Prevention &amp; Control e-learning;</li> <li>• Putting on and taking off PPE e-learning</li> </ul>	$3 \times 3 = 9$	Appropriate staff to complete PPE training programme.	$3 \times 1 = 3$	EL All staff	
Play/Sport/Exercise	Staff/Students	<p>Social distancing must be maintained during all play/sport/exercise sessions.</p> <p>Class Groups will be rostered so access to outside areas is restricted to one group at a time.</p> <p>Any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session.</p> <p>If balls are used they must only be kicked or used by one student and then sterilised.</p> <p>No team games to be played.</p>	$3 \times 3 = 9$	Premier sports to deliver all PE sessions in school. Individual risk assessment completed.	$3 \times 2 = 6$	Premier sports  LC to monitor	



Lunch	Staff/students/Catering staff	<p>Students to wash hands before eating.</p> <p>Lunches to be staggered to include inside/outside time.</p> <p>Catering to provide cold service to classrooms in disposable packaging.</p> <p>Lunch to be eaten in classroom.</p> <p>Take into account students with allergies. Consider menu options for the group concerned. Advice to be given to parents on allergies.</p>	3 X 4 = 12	<p>Children encouraged to bring in a packed lunch from home.</p> <p>No nuts.</p> <p>Designated midday team for different bubbles.</p>	3 X 2 = 6	<p>MDS team</p> <p>Class teachers</p> <p>Havering catering</p>	
Emergency evacuation	Staff/students/contractors	<p>Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation.</p> <p>PEEPS should be reviewed and amended accordingly.</p>	3 X 3 = 9	Fire drill to be completed with each bubble rather than as a whole school during autumn term.	3 X 2 = 6	<p>SC EL</p> <p>All staff to drill</p>	
First Aid & administration of medicines	Staff/Students	<p>Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves, face shield and RPE (FFP2). (see also PPE competence, hand to mucous membrane transfer, and PPE transfer sections of r/a)</p> <p>Temperature checks with disposable forehead</p>	3 X 3 = 9	Individual health care plans to be reviewed to reflect arrangements.	3 X 2 = 6	All staff PM-health care plans	



		<p>to ensure distancing between groups</p> <p>Look at capacity of the toilet area to identify how many can safely use the area.</p> <p>Liquid anti-bacterial soap and paper towels to be provided.</p> <p>Everyone to wash hands and apply moisturiser (students' parents to supply for allergy reasons) upon return to classroom.</p>					
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	<p>Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets.</p> <p>Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.</p>	$3 \times 4 = 12$	Hand washing facilities in all classrooms and in toilet areas.	$2 \times 2 = 4$	All staff	
Surface transfer	Staff, Students & Contractors	<p>Cleaning schedule in place which details all items/areas to be cleaned/sanitized/disinfected and the frequency.</p> <p>Method statements to be used for each item of equipment. This includes</p> <ul style="list-style-type: none"> <li>• Product to be used;</li> <li>• Method of application; including dwell time;</li> <li>• Cleaning order;</li> <li>• Disposal of product;</li> </ul>	$3 \times 5 = 15$	Site team to implement timetables cleaning programme to align with school timetable.	$3 \times 3 = 9$	Cleaning team  Site team	

		<ul style="list-style-type: none"> <li>• PPE.</li> </ul> <p>Hourly spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.</p>					
Contractors working on site	Staff, Students & Contractors	<p>Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.</p> <p>Contractors to work out of school hours where possible.</p> <p>Contractors not to work in classrooms when occupied by class group.</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p>		Contractors to confirm Risk Assessments and Method Statements are updated in light of Covid-19. Site team to hold copy.		Site team	
Transfer of virus onto/off PPE	Staff and potential onwards transfer	<p>Wash hands before handling PPE. Don &amp; remove PPE in specified order. After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry. Wash hands at end of processes.</p>	3 X 4 = 12	PPE stored centrally in medical room. Bin present for disposal.	3 X 2 = 6	EL VH DM	

Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	<p>Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation.</p> <p>If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).</p>	3 X 4 = 12	Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation- <b>hygiene room</b> in Reception corridor. Exit of school will be through the Year 6 entry door.	2 X 3 = 6	EL VH DM       Office staff	
Those with specified health conditions	Staff/pupils	<p>Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice.</p> <p>Individual Risk Assessments will be completed for staff and appropriate controls introduced.</p> <p>Children with underlying conditions should follow any advice issued by their medical practitioner relating to their attendance.</p>	3 X 5 = 15	<p>Back to work conversation with HT before return- confirmation and agreement confirmed via email and sent to SH for records.</p> <p>Discussion to include risk assessment, arrangements in place for safe return and alternative provisions to be arranged.</p> <p>Conversation confirmed via email.</p> <p>Any personal Risk Assessment to be reviewed by H&amp;S Advisor prior to return.</p>	2 X 5 = 10	EL SH     EL    AF	
Communal Areas Eg. Halls, staff areas, reprographics	Staff/Students/Visitors	<p>Minimise the use of communal areas- pupils to stay within their bubble.</p> <p>Risk Assessment to be carried</p>	4 X 4 = 16	<p>Site team to ensure fully stocked cleaning caddies in all communal areas.</p> <p>Cover teachers to have individual</p>	2 X 3 = 6	EL VH DM	

areas		out for any of these areas. Covering how the transmission risk will be managed and ventilation will be maximised.		'teacher packs' containing gloves and antibacterial wipes to ensure their working areas are clean prior to commencing.  Shared equipment (kettle/toaster/microwave) to be cleaned before and after use using cleaning kits available in each area.		SC	
The use of Volunteers and spread of virus	Staff/Students/Volunteers	The use of volunteers should be restricted to essential needs. Should stay with child's group if parent or should be allocated to a given group if not. Ensure volunteers health allows. Complete the same training as employees.  Volunteers must remain at a 2m social distance. Activities to be modified eg. both child and volunteer have a copy of the same book to read.	3 X 5 = 15	K Hobson to work with Year 4 only.  No parent helpers for Autumn term.	2 X 3 = 6	LC	
Educational Visits	Staff/Students/Volunteers/Members of the Public	All educational visits risk assessments must consider risks from Corona Virus.	3 X 5 = 15	No educational visits for autumn term.  No swimming lessons.	1 X 1 = 2	EL	
Airborne Transfer Risk	Staff/Students/Visitors	Open windows and doors to create an airflow.  Fire doors will only be held open by automatic release devices.  Ceiling fans will not be used.  Air conditioning systems set to fresh air input not recirculating.	3 X 4 = 12	All classroom doors to remain open throughout the school day.  When gates are locked, entry/exit doors to school to remain open.  All windows open throughout the day.	2 X 3 = 6	All staff  SC Site team	

Review date: December 2020

Date communicated to staff: W/C 3<sup>rd</sup> November 2020

Is a safe system of work required

Yes

A safe system of work is needed when hazards cannot be physically eliminated, as in the case of Covid-19 virus. Specific changes to cleaning operations, changes to work layouts and work methods in addition to employees working away from school or alone have been implemented. The Risk Assessment acts as a safe system of work in this case. Task and Risk have been assessed, hazards identified, methods of mitigation discussed, implementation through clear accountabilities is in place and monitoring will be undertaken at least bi-weekly.

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

### Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
			LIKELIHOOD					