

Ebor Academy Trust

Academy

Filey CE Nursery & Infants Academy

TITLE OF RISK ASSESSMENT

Covid 19 Risk Assessment – September 2021

DETAILS OF ACTIVITY

A full site Covid Risk Assessment following Government Guidance after 'Step 4' of the recovery plan.

RISK ASSESSMENT LOG REF

OTHER RISK ASSESSMENTS CROSS REFERENCED\*

WORKPLACE INSTRUCTION REF

DATE OF ASSESSMENT

01.09.2021

MANAGER CARRYING OUT RISK ASSESSMENT

Andy Roberts, Ebor Health and Safety Officer

NAME OF EMPLOYEE CONSULTED

Mrs Angela Clark

LOCATION OF ACTIVITY

Filey CE Nursery & Infants Academy  
Padbury Avenue  
Filey  
North Yorkshire  
YO14 0BA

Headteacher

Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.

Signature

Angela Clark

Date

6/9/2021

Assessing level of residual risk = impact x likelihood

IMPACT

Catastrophic

Major

Moderate

Minor

Insignificant

People in immediate danger (5)

Harm is more likely than not (4)

Harm is likely (3)

Harm is unlikely (2)

Remote chance of dangerous harm (1)

LIKELIHOOD

Highly Probable

Probable

Possible

Unlikely

Remote

The event is extremely Foreseeable (5)

The event is very Foreseeable (4)

The event is Foreseeable (3)

The event is not very Foreseeable (2)

The event is unforeseeable (1)

More likely to occur

Less likely to occur

What the final score tells you in relation to level of risk

1 – 5

Very Low

6 – 10

Low

12 – 15

Medium

16 – 20

High

21 - 25

CRITICAL

In welcoming back all of our pupils to school, it is critical that safety and wellbeing is at the forefront of all of our thinking. The guidance and actions for schools from 17<sup>th</sup> August 2021 can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

The 4 control measures for the return to school are to:

- 1) Ensure good hygiene for everyone.
- 2) Maintain appropriate cleaning regimes.
- 3) Keep occupied spaces well ventilated.
- 4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

In putting the risk assessment together we have taken on board the Government guidance and advice, updated on 17<sup>th</sup> August 2021.

You should ensure that key contractors/visitors to settings are aware of the school's control measures and ways of working.

**In the event of a local outbreak we will follow the 'Local Outbreak Management Plan' and consult with Public Health England.**

As Covid-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children's and young people's education.

Schools should aim to deliver face-to-face, high quality education to all pupils.

This risk assessment should be treated as a 'living' document with regular review and updates, as appropriate.

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

Hygiene remains an important control measure and enhanced cleaning procedures must remain central to all activities.

Where it becomes difficult to mitigate or reduce the risk,; e.g. lack of cleaning staff; or a measure is not deemed appropriate, you must note your reasoning. CST will then work with you to consider the best course of action which could include:

- a) Transfer the risk e.g. contract a company to clean and manage waste, engage with Department of Public Health
- b) Accept the risk; this may be where the cost or impact on people is greater than the risk of transmission

Although we have produced this generic document, we recognise that every school is different, and we therefore expect each school to take a rigorous approach to interpreting risks in the context of their schools and to add any additional risks they may identify.

The risk assessment is a critical step in ensuring safety, so you must make sufficient time to ensure this is completed thoroughly and by staff who have been trained in undertaking a risk assessment. If unsure please contact Andy Roberts for guidance.

Despite putting the measures in place, there is always going to be a residual level of risk. Having reflected on the preventative measures you will put in place, please score the residual risk in terms of the likelihood of the risk manifesting and the impact.

***Risks change so you must review risks on an on-going basis and put measures in place to ensure safety, and also check that the measures put in place are working to ensure the controls are:***

- ***effective***
- ***working as planned***
- ***updated appropriately considering any issues identified***

RISK BEING ASSESSED	PERSONS AT RISK & HOW e.g. employees, pupils, customers, contractors, members of public, other	MEASURES TO REDUCE RISK	HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES.  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>	PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
<b>ENSURE GOOD HYGIENE FOR EVERYONE</b>  <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a>  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure</a>				
Hand washing doesn't happen leading to spread of germs	Staff Pupils Visitors/Volunteers Contractors	<p>Cleaning teams to ensure all hand washing stations and hand sanitisers are kept well stocked.</p> <p>Teachers/Support staff to instigate and supervise handwashing at regular key points throughout the day.</p> <p>All persons present on premises will follow handwashing protocol at regular key points throughout the day.</p>	<p>Posters are displayed around school to remind everyone how to wash hands following the correct procedure.</p> <p>The stock of PPA and hand sanitisers are kept in Mrs Mortimer's office. This is to be kept fully stocked at all times.</p>	
Lack of availability of hand sanitiser means sanitising not possible	Staff Pupils Visitors/Volunteers Contractors	Sanitiser made available at appropriate locations	The entrance to school, toilet areas, staffroom areas and all classrooms have a sanitiser station.	

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The practice of 'Catch it, bin it, kill it' isn't followed leading to spread of virus	Staff Pupils Visitors/Volunteers Contractors	Tissues made available for coughs and sneezes.  Encourage coughing/ sneezing into elbow if tissues are not to hand.  Dispose of waste immediately in appropriate receptacle.  Staff education  Posters to reinforce  Safe handling and disposal of waste	Posters are displayed around school and all staff and pupils are encouraged to 'catch it, bin it, kill it.'	
Lack of information regarding hygiene means people are not aware of what they need to do, and the virus spreads	Staff Pupils Visitors/Volunteers Contractors	Signage to remind everyone about hygiene in key areas: ie: near sinks, WC's, in corridors, etc  Refresh existing posters regularly.	Posters are located in all key areas around school and staff have been briefed on the importance of regular hand washing and hand sanitising for themselves and all children.	
Inability to use PPE leads to spread of virus and	Staff Pupils Visitors/Volunteers	Communicate use of PPE guidance to staff ( personal choice to wear )	Staff have the option to wear face coverings around school if they choose. The PPE cupboard is kept fully stocked.	

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nervousness amongst staff	Contractors	Ensure adequate PPE in stock for staff members to use as required.		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>
		3	3	6
<b>AREAS OF CONCERN</b>				
<b>MAINTAIN APPROPRIATE CLEANING REGIMES</b>				
<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>				
Virus transmissible via 'touch points' that aren't cleaned sufficiently	Staff Pupils Visitors/Volunteers Contractors	Enhanced cleaning at key points during the day should continue - Ideally timed after school arrival time and after lunch time session.  Record kept of cleaning undertaken	Staff are cleaning key areas at various points throughout the day. A record sheet is kept and the school business manager carries out spot checks on a daily basis. E.g. toilet areas, door handles, equipment etc.	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>
		3	3	6

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<b>AREAS OF CONCERN</b>				
<b>KEEP OCCUPIED SPACES WELL VENTILATED</b>  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</a>				
Lack of air flow / ventilation enables the virus to spread	Staff Pupils Visitors Contractors	All areas are well ventilated and a comfortable teaching environment is maintained.  External windows opened to increase natural air flow within rooms.  opening internal doors (if they are <b>not fire doors</b> and where safe to do so).	Class teachers are keeping windows open to aid ventilation and internal door when safe to do so.  Parents have been informed that when the weather becomes colder they might like to send their child with an extra layer of clothing.	
Air flow changes when ad-hoc groups gather, enable the virus to spread	Staff Pupils Visitors Contractors	Identify when and where ad- hoc groups may congregate and decide what additional measures may be required to ensure air flow	Windows in the hall and corridors will also be opened to aid ventilation.	

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Air ventilation systems that don't work adequately enables the virus to spread, or cause other health issues	Staff Pupils Visitors Contractors	Ensure air ventilation systems are fit for purpose	No form of air conditioning. Ventilation is achieved by opening door and windows.  Heating is appropriate to the season/weather.	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood 3</b>	<b>Impact 3</b>	<b>Score 6</b>
<b>AREAS OF CONCERN</b>				
<b>Other risk areas</b>				
Spread of virus through inappropriate handling of someone with covid symptoms	Staff Pupils Visitors/Volunteers	Make isolation room available  Ensure PPE available for staff handling the case  Education of staff on the process	An allocated space in school is prepared for a child showing covid symptoms to sit while they are waiting to be collected. The child's teaching assistant will wait with them and use appropriate PPE.	
CEVs contract covid – which could be as a result of inappropriate review of controls required to keep them safe	Staff Pupils Visitors/Volunteers	All CEV must review their personal risk assessments	Risk assessments in place and reviewed as Government guidelines are updated.	



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Staff sickness absence increases due to covid related stress	Staff	Ensure regular one to ones to identify issues  Ensure all staff are aware of support channels	The school staff wellbeing first aider and head teacher have regular check in's with all staff. Posters are displayed with information of appropriate support groups.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 6
AREAS OF CONCERN				