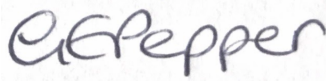


RISK ASSESSMENT DETAILS		RISK RATING & EVALUATION OF RESIDUAL RISK																																	
	Ebor Academy Trust																																		
Academy	Sproatley Endowed CE Primary Academy																																		
TITLE OF RISK ASSESSMENT	Covid 19 Risk Assessment – September 2021																																		
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 Gillian Pepper																																		
LOCATION OF ACTIVITY	Sproatley School																																		
Headteacher Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.																																			
Signature 	Date 1/9/2021																																		
		Assessing level of residual risk = impact x likelihood																																	
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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 17th 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 17th 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>
ENSURE GOOD HYGIENE FOR EVERYONE https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus 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				
Hand washing doesn't happen leading to spread of germs	Staff Pupils Visitors/Volunteers Contractors	Cleaning teams to ensure all hand washing stations and hand sanitisers are kept well stocked. Teachers/Support staff to instigate and supervise handwashing at regular key points throughout the day. All persons present on premises will follow handwashing protocol at regular key points throughout the day.	Cleaning checks made 3 x daily. Each class has access to 2 wash stations plus the wash stations in the appropriate toilet block. Regular hand washing is encouraged by all staff.	

Lack of availability of hand sanitiser means sanitising not possible	Staff Pupils Visitors/Volunteers Contractors	Sanitiser made available at appropriate locations	Sanitiser available and stocks checked weekly.	
The practice of 'Catch it, bin it, kill it' isn't followed leading to spread of virus	Staff Pupils Visitors/Volunteers Contractors	<p>Tissues made available for coughs and sneezes.</p> <p>Encourage coughing/ sneezing into elbow if tissues are not to hand.</p> <p>Dispose of waste immediately in appropriate receptacle.</p> <p>Staff education</p> <p>Posters to reinforce</p> <p>Safe handling and disposal of waste</p>	<p>Stocks of tissues checked weekly.</p> <p>Posters up around the school to promote good hygiene.</p>	
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	<p>Signage to remind everyone about hygiene in key areas: ie: near sinks, WC's, in corridors, etc</p> <p>Refresh existing posters regularly.</p>	Signs up in key washing areas - refreshed half termly.	
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)	Re-share guidance re: PPE. Staff are encouraged to wear PPE for any large	

nervousness amongst staff	Contractors	Ensure adequate PPE in stock for staff members to sue as required.	gatherings and can continue to use PPE around the school as personal preference. Stocks checked weekly.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood	Impact	Score
		2	3	6
AREAS OF CONCERN				
MAINTAIN APPROPRIATE CLEANING REGIMES				
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings				
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 lunchtime session. Record kept of cleaning undertaken	Touch point cleaning - wipes provided and stocks checked.- Everyone's responsibility. 3 toilet cleans per day. Separate toilets continue for staff. Cleaning logs kept and updated.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)		Likelihood	Impact	Score
		3	3	9
AREAS OF CONCERN				

KEEP OCCUPIED SPACES WELL VENTILATED				
https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm				
Lack of airflow / ventilation enables the virus to spread	Staff Pupils Visitors Contractors	<p>All areas are well ventilated and a comfortable teaching environment is maintained.</p> <p>External windows opened to increase natural air flow within rooms.</p> <p>opening internal doors (if they are not fire doors and where safe to do so).</p>	All staff to encourage ventilation into building and take all opportunities to safely maintain this.	
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	<p>Staff room ventilation at all times - windows, and external door as required.</p> <p>Hall ventilated at all times, windows to be opened first thing. Additional ventilation available using PE door as required.</p>	
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	N/A	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9

AREAS OF CONCERN

Other risk areas

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	Children can isolate in the spare classroom as they wait to be collected, cleaning required afterwards. Disabled toilet to continue to be used as an isolation room as needed. PPE is always available for staff as needed.	
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	Currently no CEV staff or pupils.	
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	Headteacher and Wellbeing lead available for regular formal meetings as required. However, both staff regularly check in with staff regularly.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9

AREAS OF CONCERN