

## Activity Risk Assessment

<b>Reference</b>	COVID -19	<b>Activity Description</b>	All
<b>Assessment Date</b>	20/05/20 with ongoing reviews	<b>Publish to Website</b>	Yes
<b>Assessor Name</b>	Hugh Johnston	<b>Activity Description</b>	COVID-19 - Education General Risk Assessment
<b>Assessment Team Members</b>		<b>Review Date</b>	Ongoing review
<b>Risk Profile</b>			
<b>Org Unit</b>	Mossbourne Federation		
<b>Location</b>	MCA, MVPA, MPA, MRA	<b>Number of people at risk?</b>	
<b>Risk Assessment Category</b>	Activity risk assessment	<b>People at risk</b>	
<b>Date Record Created</b>	20/05/2020		

Substance, activity or a process with potential to cause harm.

Details those that may be affected by the Hazard

Lists legal requirements along with any control measures that may already be in place.

A list of recommended control measures put in place to reduce the level of risk and new ratings to indicate how effective they are.

Hazard Type & Example	Category of person who may be at risk	Examples of Legal requirements and Control Measures	Risk Rating			Additional Control Measures	Risk Rating		
			L	S	R		L	S	R

Likelihood	
1	Very Unlikely
2	Unlikely
3	Likely
4	Very Likely

Severity	
1	Trivial
2	Minor
3	Moderate
4	Significant
5	Very Significant

Risk (likelihood x severity)	
1 – 6	Low
7 – 14	Moderate
15 – 20	High

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
1 <b>Extremely high vulnerability persons/groups exposed to COVID-19</b>	Clinically extremely vulnerable person Clinically vulnerable person	Guidance on shielding and protecting people defined on medical grounds as clinically extremely vulnerable.  <a href="https://www.gov.uk/government/publications/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</a>  Shielding - stay at home at all times and avoid any face-to-face contact until the end of June.  Provision of education and information resources.	4	5	20	Staff that fall into this category must consult with HR.  HR to compile a definitive list of all staff that fall into the clinically vulnerable category shared with specific academy leaders.  Employees must declare to HR their vulnerable status including a copy of their doctor's/ NHS letter for inclusion.  Medical reasons not required.  Government guidance to be followed for all that fall into this category. Staff must continue to shield and work from home. Managers to monitor the wellbeing of staff working from home and provide a means for these staff to stay connected with the rest of their colleagues particularly those onsite.  BAME staff concerned about their work environment should speak to HR.  Parents given option not to send children into the academy based on individual pupils' level of vulnerability.  Children who are designated as clinically extremely vulnerable advised not to attend by the academy.	1	4	4
2 <b>Employee(s) who have contracted COVID-19 by any means</b>	Employees Contractors Members of the public Clinically vulnerable person Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	COSHH 2002 Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.  Provision of education and information resources.  Staff communications.  Colleagues who have had contact with a symptomatic employee will be made aware	4	5	20	Toolbox talks on COVID-19 infection control to be provided to staff.  Pupils to be made aware of social distancing rules and hand washing rules upon entry to the academy.  Reduced number of pupils per class (maximum 15).  Reorganisation of the academy day to minimise pupils contact outside of class.  Distribution of literature/posters across Federation.	2	4	8

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
		<p>of the symptoms and advised to contact NHS 111 for guidance.</p> <p>Employees and pupils with symptoms must isolate at home for 7 days, or 14 days if they are living with other people.</p> <p>Distribution of PHE literature/posters across indoor screens desktops etc.</p> <p>All staff, who are able to, have been instructed to work from home until further notice. Guidance for working at home is provided by line managers.</p>				If in doubt, staff and pupils are encouraged to book an appointment at a local testing station.			
<b>3</b> <b>Employees are not aware of the need to self-isolate or how to self-isolate</b>	<p>Employees</p> <p>Contractors</p> <p>Members of the public</p> <p>Clinically extremely vulnerable person</p> <p>Pupils</p> <p>Disproportionately affected groups such as male, BAME and older individuals</p>	<p>COSHH 2002 Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment or isolation on site.</p> <p>Provision of education and information resources.</p> <p>NHS 111 online provides advice on when to self-isolate and access to an online interactive information.</p> <p>Advice on how to self-isolate has been passed onto employees.</p> <p>Employees with underlying health problems to make their manager aware so that appropriate arrangements can be made, in line with Government advice.</p>	4	5	20	<p>Toolbox talks on COVID-19 infection control to be provided to staff and students.</p> <p>Distribution of literature/posters across the Federation.</p> <p>Employees with symptoms must isolate at home for 7 days, or 14 days if they are living with other people</p>	2	3	6
<b>4</b> <b>Reception/Areas</b>	<p>Employees</p> <p>Contractors</p> <p>Members of the Public</p> <p>Clinically extremely vulnerable person</p> <p>Pupils</p>	<p>Sanitising units at point of entry.</p> <p>Signage to be displayed on social distancing measures where possible.</p> <p>Controlled entry and access.</p>	4	4	16	<p>Distribution of literature/posters across the Federation.</p> <p>Line managers should account for staff on a daily basis, this will take away the need to sign-in, reducing contact and helping to reduce transmission.</p>	2	3	6

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
	Disproportionately affected groups such as male, BAME and older individuals					Visitors by appointment only (appointments should be conducted via telephone or other means, where possible. Last resort is a visit.  Front of receptions fitted with Perspex screens.			
<b>5</b> <b>Student Drop off/ Pick up</b>	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Students to be met and greeted at the gate.  No parents allowed to enter through gates. This is the case in secondary academies and should be extended to Primary Academies.	4	4	16	Students reminded of social distancing guidelines on entry.  No parents to enter academy grounds, anyone that may have a need to must have an appointment and enter via reception.  Social distancing tape should be used directly outside gates.  Drop off and pick up times to be varied.  Hand sanitising units fitted at all entry points.  Entry points to be staffed at opening and closing times.  Signage displayed.	2	4	8
<b>6</b> <b>Dining Hall arrangements</b>	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Follow government guidance on social distancing, where possible.  Lunch queue to be controlled, access restricted accordingly	4	4	16	Students and staff to sit at least one seat apart.  Students and staff to sit in straight lines not facing each other.  Dining tables to be marked out to create social distancing.  Set Menu; 1x Main & 1 x Vegetarian to enable queue management.  Alternative measure: replace 8-person tables with individual exam tables, spaced correctly, all facing the same direction. (Secondary only).  Hand sanitising units at entrance to dining halls.	3	3	9
<b>7</b>	Employees Contractors	Lunch lines to be pre-marked with social distancing lines.	3	4	12	Biometrics to be cleaned after each use reviewed when academies reach full capacity.	2	3	6

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
<b>Till Operators / Kitchen staff.</b>	Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Dining halls to be staffed appropriately with during meal times.  Hand washing before and after eating.				Catering staff to wear PPE whenever the Government guidelines of social distancing cannot be achieved.  Restricted numbers in dining hall at any given time.			
<b>8 Classroom layouts</b>	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Classrooms to be reconfigured.  Class sizes reduced.	3	4	12	Government guidance to be followed regarding social distancing and class sizes.  Students should be greeted and move straight into rooms on arrival and not line up outside rooms.  Hand sanitising units on entry.  Students seated facing the front and not directly opposite each other.  Movement in classrooms should be minimised  Clear routes through all rooms to be maintained and fire Evacuation routes not compromised.  All rooms not required must be locked off.  Minimal objects in classrooms to enable efficient cleaning. All toys, rugs and cushions to be removed.	3	2	6
<b>9 Class changeover</b>	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Transition periods to be kept to a minimum.  Use of building to be minimised.	4	5	20	Students allocated to same room same desk and, where appropriate, same computer station.  Timetable adapted to decrease changing of location, where possible.  Decrease movement around corridors and stairwells.	3	2	6
<b>10 Class line-ups (Playground)</b>	Employees Contractors Clinically extremely vulnerable person Pupils	Controlled social distancing measures.	3	4	12	Classes should be dispersed intermittingly to rooms. If possibly go straight to room as soon as possible after entry.  Students to enter classrooms through external doors, where possible.	3	2	6

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	Disproportionately affected groups such as male, BAME and older individuals								
<b>11</b> <b>Lifts</b>	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Access controlled.	4	4	16	Lift use should be discouraged and only used if absolutely necessary.  To be cleaned inside, including buttons, frequently.	3	2	6
<b>12</b> <b>Medical rooms/First aid</b>	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	First Aid should continue to be administered whenever required.  COVID-19 symptoms to be reported to 111 immediately.  Deep clean to take place as soon as possible after detection.	4	4	16	Where possible, all first aid to be conducted in the confines of the medical room.  A stock of PPE will be held centrally in first aid rooms for use, when required.  A separate stock of PPE will be held in each Medical room to deal with emergency situations.  Qualified staff (including paediatric first-aid for early years) to oversee administration of first aid for the number of pupils and staff onsite.  One patient in room at a time, adhering to social distancing measures whenever possible.  Deep clean to take place as soon as possible after confirmed case of COVID-19.	2	3	6
<b>13</b> <b>Staff Bases / TA rooms</b>	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Government guidance.  Social distancing measures, where possible.	4	4	16	Minimise number of staff members onsite.  Staff to use the same desks and keyboards where possible.  Line managers to restrict number of staff in these areas.  Staff to seek alternative free space to work.	2	3	6
<b>14</b>	Employees Contractors Members of the Public	Social distancing measures, where possible.	3	4	12	Minimise number of staff members on site.	2	2	4

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
<b>Departmental meetings</b>	Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals					Where possible, telephone conversations/digital meetings should be used, rather than face to face.  Face to face should be restricted to no more than 2 people, where possible.			
<b>15 All staff briefing (Weekly)</b>	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Social distancing measures, where possible.	3	4	12	Minimise number of staff members onsite.  If there is a need to brief staff, this should be done weekly and held in a large space where social distancing measures can be adhered to (e.g. auditoriums, dining hall. etc.).	2	3	6
<b>16 Doors Internal / External.</b>	Employees Contractors Members of the Public Clinically extremely vulnerable person Disproportionately affected groups such as male, BAME and older individuals	Doors remain open.	3	4	12	Where possible, doors should be wedged open in classrooms corridors etc. to reduce contact.  Barrier tape, markings and signage to identify routes.  Where possible, and weather permitting, external doors should remain open.	3	2	6
<b>17 Playgrounds</b>	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Government guidance.  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>	4	5	20	Control number of people in playgrounds.  Equipment to be cleaned prior to and after use.  Handwashing/sanitising units used before and after play.  Reduce number of equipment that is shared, where possible.  Any equipment that cannot be cleaned should be removed.	3	3	9
<b>18 Daily student briefings at the start of the day</b>	Employees Contractors Members of the Public	Hand washing techniques to be displayed in corridors etc.	3	4	12	Pupils to be reminded of social distancing and hygiene rules upon site entry.	2	2	4

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	Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Hand washing facilities replenished throughout operating hours.  Sanitiser units fitted in key areas.							
<b>19</b> <b>Contractors</b>	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Only essential works to be carried out.  Contractors responsible for the provision of their own PPE, to be checked before commencement.	3	4	12	Planned maintenance to continue scheduled out of hours, when possible.  All contractors to provide information relating to their social distancing methods and use of PPE.  Work only to take place when no pupils are onsite.  Risk assessment method statements to supplied by contractors.	3	2	6
<b>20</b> <b>PPE</b>	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Government guidance 12/05/20 states there is no requirement for students and staff to wear PPE in the classroom environment.	4	4	16	Catering staff to wear PPE when Government guidelines cannot be adhered to.  A stock of PPE will be maintained and held centrally to support the stock held by academies.  Training in the use of PPE used in the course of duties provided to staff and slides available on the desktop.	3	2	6
<b>21</b> <b>Cleaning</b>	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Daily cleaning in place.  Antiseptic chemicals used.  Attention to door handles hard surfaces and toilets.	4	3	12	Day cleaners to be put in place during opening hours of academies.  Pinnacle Cleaning Ltd to ensure there staff have all the necessary PPE available to safely work with the academies.	2	2	4
<b>22</b> <b>IT Equipment /IT staff</b> <b>Touch screens</b> <b>Signing in and out biometric readers</b>	Employees Contractors Clinically extremely vulnerable person Pupils	Number of available desks in IT suites reduced.  IT equipment to be cleaned after each use.	4	4	16	Students should be allocated the same IT equipment for each use, where possible.  IT issues to be remedied remotely, where possible.  Password resets to be done remotely.	3	3	9



Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
	Disproportionately affected groups such as male, BAME and older individuals	Telephones to be cleaned daily and before first use. Photocopier touch screens to be wiped down by operator before use.				Adhere to social distancing measures where IT response is required to attend workstations. IT staff may wear PPE if they feel it is required. Signing in and out biometric readers to be covered up and not used.			
<b>23</b> <b>Hot desking</b>	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Each staff member should be allocated their own workstation.	3	3	9	Teaching staff and Central Services staff should avoid hot desking and be spread across all sites in Central Services rooms.  Where hot desking cannot be avoided, consideration of issuing laptops should be considered for those who require them.  Pupils will be instructed to use the same work stations, where possible.	2	2	4
<b>24</b> <b>Staffing</b>	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Introduction of Team Rotas.  Work from home where possible.	3	4	12	Staff not required to be onsite to continue working from home.  Minimise staff numbers onsite with creation of skeleton staff rota.	2	2	4
<b>25</b> <b>Fire Evacuation</b>	Employees Contractors Clinically extremely vulnerable person Visitors Pupils Disproportionately affected groups such as male, BAME and older individuals	Fire Evacuation Policy.	3	4	12	Assembly points to adhere to social distancing measures, space permitting.  Flick online training available for new staff identified as fire wardens.	2	2	4
<b>26</b> <b>Car parking &amp; Public transport</b>	Employees Contractors Visitors Pupils	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport</a>	2	2	4	Staff and pupils are timetabled so arrival and departure are staggered and can be arranged to avoid peak travel times.	2	2	4

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
	Disproportionately affected groups such as male, BAME and older individuals					<p>Prioritise Car parking for disabled staff those with specific Health issues followed by distance to their academy workplace.</p> <p>Where space is limited sections of playgrounds should be cordoned off to allow staff parking.</p> <p>Staff made aware of alternative parking availability in surrounding residential areas.</p> <p>Staff to refer concerns around travel to line managers, Principals and/or HR Business Partners</p>			

<b>Assessment Conclusion</b>	<p>Government advice face masks are not recommended in schools.  Government guidance is 15 students to one classroom.  Staggered start and finish times.  Importance of social distancing measures.  Handwashing including the promotion of catch it, bin it, kill it.  Where a classroom can be entered from an external door this should be encouraged.  Government guidelines to be followed whenever possible</p>								
<b>Signed</b>	H Johnston	<b>Date</b>	18 <sup>th</sup> May 2020						
<b>Revised by</b>	H Johnston	<b>Date</b>	28 <sup>th</sup> May 2020						
<b>Revised by</b>	H Johnston	<b>Date</b>	01 <sup>st</sup> June 2020						