



Risk Assessment Form – Managing Health and Safety

Ref. No: COVID-19

Directorate and Team: Goldenhill Primary Academy			Completed by: Mr. S Martin			Head Teacher/ Responsible Person: Mr. S Martin								
Activity and workplace: Risk Assessment following COVID-19						Date: September 2021								
Hazard			Current Risk Rating			Action Plan				Residual Risk Rating				
Details of hazard	Who is affected and how?	What are you already doing to control the hazards?	Likelihood	Consequence	Risk Rating L/M/H	Further action required				By whom	By when	Likelihood	Consequence	Risk Rating L/M/H
In general:														
Infection of Coronavirus in the school or through work activities	Employees, pupils, visitors, customers, contractors entering the school and promoting the spread and/or becoming infected by Covid-19	Employee /pupils with vulnerabilities and shielding as identified by PHE known asked to stay home, employees with symptoms or have come into contact with infected person are asked to self-isolate and testing available.	4	4	16	<ul style="list-style-type: none"> Carry out risk assessments for identified staff with underlying health issues Provide staff with Lateral Flow Testing kits. After initial awareness and test procedure, staff to self-administer tests twice weekly and report results to 'Test Leaders', who will upload results to NHS/GOV database. 	SM/SLT	1/6/20	2	4	8			
Infection of Coronavirus in the school or through work activities												<ul style="list-style-type: none"> Minimising contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend the academy; 		



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Ref. No: COVID-19

						<ul style="list-style-type: none"> Cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly (using disposable hand towels, where possible) or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered; Hand sanitizer stations outside all classroom. Ensuring good respiratory hygiene – promoting the ‘catch it, bin it, kill it’ approach; 						
Reception area/public spaces communal areas	As above	<p>The main reception area has a glass screen, which staff talk to visitors/children through.</p> <p>Each member of staff is responsible/included in developing a safe working environment for their working space.</p>	4	4	16	<ul style="list-style-type: none"> Cleaning regime in place - focus on the screen, doors and hard surfaces such as reception desk, seats, rails etc. 	Office staff/SLT	Daily	2	4	8	
Main office	As above	Each member of staff is responsible/included in developing a safe working environment for their working space.	4	4	16	<ul style="list-style-type: none"> Messages to the office via walkie talkies Staff to wait by office door while requesting information or resources etc Visitors/parents to school to be engaged by using the intercom If visitors need to come into school they must use the hand sanitiser. Returning fobs etc. will be sanitised. A record should be kept of all visitors. 	Office staff ABM SLT	Daily	2	4	8	



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Ref. No: COVID-19

First Aid arrangements	As above	<ul style="list-style-type: none">First Aid provision determined by risk assessmentFirst Aiders appointed and trained	3	4	12	<ul style="list-style-type: none">Review first aid arrangements ensure suitable provisionReview number of trained first aiders if necessaryConsider alternative arrangements to cover shortfalls in first aid provision	SLT	1/6/20	1	4	4
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Risk Assessment Form – Managing Health and Safety

Ref. No: COVID-19

Suspected/ confirmed COVID-19 (including outbreak arrangements)	As above	<ul style="list-style-type: none"> • Infection control Procedure 	5	4	20	<p>When an individual develops COVID-19 symptoms or has a positive test</p> <ul style="list-style-type: none"> • Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). • If anyone in school develops COVID-19 symptoms, however mild, (including a new, continuous cough, or a high temperature, or loss of taste and/or smell, or any of the ‘minor’ symptoms you should be sent home and they should follow public health advice. • If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. • Waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.) • Rigorous deep clean before reopening. 	SLT	As required	2	4	8
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Ref. No: COVID-19

		•				<ul style="list-style-type: none"> The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. <p>Asymptomatic testing</p> <ul style="list-style-type: none"> Staff should undertake twice weekly home tests whenever they are on site <p>Confirmatory PCR tests</p> <ul style="list-style-type: none"> Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons 					
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Ref. No: COVID-19

		<ul style="list-style-type: none"> • 			20	<ul style="list-style-type: none"> • A letter will be send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • Close contacts of a person who has tested positive for COVID-19 will be asked to go for a PCR test. In addition any members of staff who are close contacts will be asked to carry out LFT's daily for a 10 day period. • If the academy have five or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. • Review infection control procedure if necessary 					
Workstations	Employees, contractors requiring use of workstations	<ul style="list-style-type: none"> • 	5	4	20	<ul style="list-style-type: none"> • Workstations to be cleaned before and after use. 	Staff members	Daily	2	4	8
Communal area/staff room	Employees, pupils visitors, customers, contractors entering the school and promoting the spread and/or becoming infected by Covid19	<ul style="list-style-type: none"> • No existing controls 	5	4	20	<ul style="list-style-type: none"> • All doors and windows to be kept open (where possible) to encourage flow of air • Staggered lunchtime for staff members to ensure minimum numbers of staff in staff rooms at any one time • Social distancing is required 2 metres apart. • Staff to clean tables and chairs after use 	SLT Staff members	Daily	1	4	4



Risk Assessment Form – Managing Health and Safety

Ref. No: COVID-19

Meeting rooms	As above	<ul style="list-style-type: none"> No existing controls 	5	4	20	<ul style="list-style-type: none"> Windows to be opened to promote natural ventilation or to be held outside, where possible. Daily cleaning. Hand sanitizer and wipes freely available. 	Staff	As required	2	4	8
Kitchen	As above	<ul style="list-style-type: none"> Existing controls in place 	3	4	12	<ul style="list-style-type: none"> Kitchen will be cleaned regularly by the cleaning team, focusing on handles, taps, hard surfaces. Staff encouraged to wash their hands after using the facilities in the washrooms. Please refer to City Catering Risk Assessment (Appendix 1) 	Kitchen staff	Daily	2	4	8
Toilets	As above	<ul style="list-style-type: none"> No control except for availability of urinals, WC's and wash hand basins 	5	4	20	<ul style="list-style-type: none"> WCs should be flushed with seat covers down Extra Signs in toilet re washing hands Enhanced cleaning regime for door handles, bolts, taps and anything other objects that could be touched by hands. Hand sanitizer to be provided. Hand sanitizer used when leaving the toilets Lesson on how to ensure that hands are washed thoroughly and dried correctly using PSHE/government resources (on the first day of return). https://www.e-bug.eu/ https://campaignresources.phe.gov.uk/schools Antibacterial cleaning materials to clean surfaces at regular intervals throughout the day. Antibacterial spray to be used as necessary throughout the day to clean equipment and surfaces. Cleaning of work spaces/key boards by antibacterial products/spay at regular intervals Discuss with cleaning contractors or staff the additional cleaning requirements and agree 	SLT Staff members	Daily	2	4	8
Photocopier	As above	<ul style="list-style-type: none"> Located in accessible area-existing controls in place 	4	4	16	<ul style="list-style-type: none"> Staff encouraged to wash their hands after using the equipment. Screen cleaned with anti-bacterial wipes after use 	Staff members	Daily	1	4	4



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Ref. No: COVID-19

Travelling at work Bike store Car parks	As above	<ul style="list-style-type: none"> Existing controls in place 	3	4	12	<ul style="list-style-type: none"> Wash hands as soon as enter the building using sanitizer 	Staff members	Daily	1	4	4
Contractors	As above	<ul style="list-style-type: none"> Existing controls in place 	5	4	20	<ul style="list-style-type: none"> Ensure that contractors submit risk assessments identifying suitable measures for control of infection Appointment system for contractors to appear on site Provide the contractor with any specific social distancing rules and/or control of infection protocols at the time of arrival or prior to any works being undertaken 	SLT Office staff Staff members	Daily	1	4	4
Visitors	As above	<ul style="list-style-type: none"> Existing procedures for visitors to school already in place 	5	4	20	<ul style="list-style-type: none"> Visitors have been asked to stay at home if they have any covid19 symptoms and to adhere to the government guidance on hand washing. Posters to be displayed to reinforce guidance. Visitors given COVID-19 site rules before arrival 	SLT Staff members Office staff	Daily	1	4	4
COSHH: Cleaning products and materials	As above	<ul style="list-style-type: none"> External cleaners are responsible for procurement of cleaning products and materials. 	2	4	8	<ul style="list-style-type: none"> Where additional cleaning products / materials are used, contact the Service Master's cleaning team or external cleaning contractor who can assess any hazards that might be caused by the mixing of products. The Service Master's cleaning team will help with any products that are hazardous to health and ensure a suitable Coshh assessment is developed. 	Service master ABM	As required	1	4	4



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Ref. No: COVID-19

COSHH: Hand Sanitizer	As above	<ul style="list-style-type: none"> Existing controls for staff/pupils/contractors already in place 	3	4	12	<ul style="list-style-type: none"> Hand washing should remain a priority however if hand sanitiser is provided a COSHH assessment must be completed. Posters in place to promote hand washing Classrooms to have own supply of hand sanitizer for pupils Classrooms have their own supply of anti-bacterial soap/spray and paper towels Class teacher responsible for hand sanitiser if used by pupils 	SLT Staff members	1/6/20 Ongoing as require	1	4	8
Lunchtime	As above	Some controls in place but for fewer children and staff.	3	4	12	<ul style="list-style-type: none"> Children be brought their lunch to their classrooms (all in individual lunch bags) Staggering lunch breaks with assigned lunchtime supervisor All desks are cleaned using anti-bacterial spray before and after lunch 	SLT LTS	Daily	2	4	8
Contact of shared resources	As above	No existing controls	3	4	12	<ul style="list-style-type: none"> Tables, door handles and other surfaces cleaned with Milton every night Lessons planned so resources are individual and not shared – or on white board Classroom-based resources should be cleaned regularly, along with all frequently touched surfaces Children encouraged to wash hands/use hand gel before lessons and after each lesson 	SLT Staff members	1/6/20	1	4	4
Low pupil attendance impacts pupils wellbeing and achievement			4	4	16	<ul style="list-style-type: none"> Parents to ensure regular attendance at the academy. To record attendance and follow up absence with existing systems e.g. First Day phone calls Availability to issue sanctions, including fixed penalty notices in line with local authorities'/Trust's codes of conduct 			2	5	10



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Ref. No: COVID-19

Emotional distress of children	Children of all ages		3	4	12	<ul style="list-style-type: none"> Children to have class teacher and TA (if possible under vulnerable staff guidance) in the first instance Use of whole-school mental health and wellbeing resource (Zumos) to support the ongoing emotional health needs of pupils. Step-up wellbeing sessions introduced for UPPER Key Stage 2 children to support pupils wellbeing and 'self-help' strategies. PSHE curriculum to be delivered to support children's well-being and to: Support the rebuilding of friendships and social engagement Address and equip pupils to respond to issues linked to coronavirus (COVID-19) Support pupils with approaches to improving their physical and mental wellbeing To provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible. 	SLT Staff members	1/6/20 As required	3	3	9
Emotional distress of staff	All staff on and off site		3	4	12	<ul style="list-style-type: none"> Inclusion in risk assessment process – input into hazard identification and control measures Opportunities given to discuss concerns and shared control measures Sharing of support helplines Leaders available daily to share concerns with Risk assessments regularly reviewed A drinks list to be drawn up and hot drinks made for all staff members (in thermos cups only) and delivered to class rooms/teaching spaces Planned time for planning and preparation within the week Ensure that staff are kept up to date with developments- checking e-mails regularly 	SLT	Ongoing	3	3	9



Risk Assessment Form – Managing Health and Safety

Ref. No: COVID-19

<p>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</p>	<p>As above</p>	<p>Existing control measures</p>	5	4	20	<ul style="list-style-type: none"> PPE ordered to support with personal care Disposable aprons ordered Gloves ordered Reduced timetable if children are acting in a way staff are put at risk NB the Government guidance states “Wearing face coverings or face masks is not recommended” for children. 	<p>SLT</p> <p>Class based staff</p> <p>Office staff for ordering</p>	1/6/20	3	4	12	
<p>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus</p>			5	4	20	<ul style="list-style-type: none"> Hand gel dispenser outside of all classrooms Hand gel order in large quantities Extra soap dispensers and re-fills in each classroom Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze Washing hands posters replaced in all washing areas All pupils to be shown PSHE/government resources relating to effective handwashing on the first day of return. https://www.e-bug.eu/ https://campaignresources.phe.gov.uk/schools Procedure agreed for children to wash hands so thorough hand washing All staff to sanitise hands on arrival to work. All pupils to sanitise hands on entering the academy/coming back in from break and lunch and before eating their lunch. All pupils to sanitise hands on returning from the toilet. 	<p>Office staff-ordering of resources</p> <p>SLT to ensure all rooms are adequately stocked</p> <p>Staff to inform office if supplies are low</p>	1/6/20	Daily	3	4	12



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Ref. No: COVID-19

Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	As above	Existing control measures	5	4	20	<ul style="list-style-type: none"> All surfaces, handles, toilets and shared spaces will be cleaned each day using Milton Regular cleaning of touch points within the school day. 	Staff members	Daily	2	4	8
Entering the school in morning resulting in direct transmission of the virus	As above	Existing control measures	5	4	20	<ul style="list-style-type: none"> Staggered drop offs and collections will be in place 	SLT	1/6/20	2	4	8
Pupil registration	As above	Existing control measures	2	4	8	<ul style="list-style-type: none"> Staff to continue to complete registers online, using SIMS Emergency registers completed and left in the classroom (no registers taken to the main office) 	Staff members	Daily	1	4	4

The level of risk is calculated by:	The likelihood			The Consequences			Risk Rating	
	1	Very unlikely		1	Insignificant (no injury)	1-4	Low (acceptable)	No further action required
2	Unlikely	x	2	Minor (minor injury needing first aid)	5-9	Medium (adequate)	If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review	



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Ref. No: COVID-19

	3	Fairly unlikely		3	Moderate (up to 3 days absence)	10-16	High (tolerable)	Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.
	4	Likely		4	Major (more than 3 days absence)	17-25	Very High (unacceptable)	Do not undertake the activity. Implement immediate improvements
	5	Very likely		5	Catastrophic (death)			

Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.				
Review 1	Review 2	Review 3	Review 4	Review 5
Date & Initial 29 th May 2020 SM	Date & Initial 7 th July 2020 SM	Date & Initial 2 nd November 2020 SM	Date & Initial 7 th January 2021	Date & Initial 25 th February 2021 SM
Review 6	Review 7			
Date & Initial 13 th May 2021 SM	Date & Initial 7 th September 2021 SM			