

## Hull Collaborative Academy Trust- Workplace COVID 19 Risk Assessment

|   |   |  |              |
|---|---|--|--------------|
| <b>School</b>                                 | HCAT Schools<br>Withernsea Primary School | <b>Date of Assessment</b>  | 13 July 2020 |
| <b>The number of children on the premises</b> | Approx. 5.                                | <b>Shared Setting</b>  | No           |
| <b>Assessor</b>                               | P Graves                                  | <b>Reviewed</b>  |              |
| <b>Task/Activity</b>                          | COVID 19 Office Staff                     | <b>Persons at Risk</b> (Delete as appropriate)<br>All School Staff |              |

| Hazard Identified<br>P=Probability<br>I =Impact<br><br>Area of Risk<br>Add any school specific Risks here | Before Control Measure |   |                      | Academy Trust Control Measures   | School Specific Measures  | After Control Measure |   |                      |
|---|------------------------|---|----------------------|--|---|-----------------------|---|----------------------|
|   | P                      | I | Risk Rating<br>P x I |  |   | P                     | I | Risk Rating<br>P x I |
| 1. Infection Risk of contracting Covid 19 from shared resources   | 5                      | 5 | 25                   | Every member of Staff has their own equipment and sanitizing wipes, cloths and sprays are available. | Should Staff need to 'hot desk' wipes and sprays available in both offices. | 5                     | 2 | 10                   |

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|   | P                      | I | Risk Rating<br>P x I |   |  | P                     | I | Risk Rating<br>P x I |
| Infection Risk of contracting Covid 19 from school fixtures, fittings and resources.                      | 5                      | 5 | 25                   | All IT equipment to be wiped prior to and after use, such as telephones, computer key pads and touch screens. | <p>Sanitizing wipes for IT only and sprays and cloths for wiping all other surfaces and equipment available in every bubble.<br/>Staff within bubbles to clean workstations before and after use; cleaner's rota also in place.</p> <p>Sanitizing wipes placed near copiers and Staff instructed to clean before and after use. The copier in the resources room has vacant/in use signage on the entrance door.</p> <p>Hand gel available in offices.</p> | 5                     | 1 | 5                    |
|   | 5                      | 4 | 20                   | Limit the number of staff who use equipment such as the photocopier and laminator etc.                        |  | 5                     | 1 | 5                    |
|   | 5                      | 4 | 20                   | Access to hand washing facilities, with access to soap.   |  |                       |   |                      |

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|--|-------------------------------|---|----------------------|---|--|------------------------------|---|----------------------|
|  | P                             | I | Risk Rating<br>P x I |   |  | P                            | I | Risk Rating<br>P x I |
|  |                               |   |                      |   |  |                              |   |                      |
| Infection Risk of contracting Covid 19 from members of the public.   | 5                             | 5 | 25                   | Parental access to buildings by appointment only. Contractors booked to attend out of hours were possible, if not possible a member of the Premises Team to chaperone them. | Both offices have reception hatches. Instructions are clearly displayed asking visitors to stand behind the yellow line. Office door to be kept locked in North office. South office door left open to allow Staff access to photocopier. Staff advised not to enter into office area. Contact with other Staff to be either by telephone, walkie talkie or through the hatch. Hatch to be kept locked and parents requested not to enter the building unless essential or by appointment. Anything delivered by parents or post to be disinfected with wipes while wearing gloves. Visitors – requests to visit school to be considered individually and arranged by appointment only, with the exception of the emergency services and social care interventions. Any other visitors to be refused access. Outside providers to be limited to essential only and must sign school visitor agreement. | 5                            | 1 | 5                    |

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|   | P                      | I | Risk Rating<br>P x I |   |   | P                     | I | Risk Rating<br>P x I |
| Area of Risk<br>Add any school specific Risks here                            |                        |   |                      |   |   |                       |   |                      |
|   |                        |   |                      |   |   |                       |   |                      |
| Infection Risk of contracting Covid 19 from moving around the school building | 5                      | 4 | 20                   | Hand sanitizer on entry to building for all staff and pupils                  | Sanitizer at all entrances to building; pupils to be directed to apply themselves so social distancing is still possible  | 5                     | 2 | 10                   |
|   | 5                      | 4 | 20                   | Staggered lunch and playtimes for each bubble.                                | Y5 and Y6 will eat their lunch in the north building dining hall. The benches and seating will be separated by screens. Year groups will be seated separately and each class will have their own tables and benches. ASA's from within the phase will assist with lunchtimes. Timetabled outdoor time for bubbles. Staff within the phase to cover each other for 15 minute morning break and 30 minute dinner break. | 5                     | 2 | 10                   |
|   | 5                      | 4 | 20                   | Bubbles to limit the amount areas of the school that is used.                 | Classes are kept in own areas where possible.   | 5                     | 2 | 10                   |
|   | 5                      | 4 | 20                   | Limit the numbers of staff using shared areas such as staffrooms and offices. | Communication with the north building office staff is preferred through the reception hatch, telephone or walkie-talkie. South building office is only accessible to use the photocopier, no entry into office work area. Staffroom access is timetabled. Vacant/in use signage on doors to all shared areas.   | 5                     | 2 | 10                   |
|   | 5                      | 4 | 20                   | Schools should consider operating one way systems, if required, for           | Timetabled movement around the buildings has been communicated to Staff. Any movement outside of this will be managed and communicated by walkie-talkie between bubbles and classes.  | 5                     | 2 | 10                   |

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|--|-------------------------------|----------|------------------------------------|---|---|------------------------------|----------|------------------------------------|
|  | <b>P</b>                      | <b>I</b> | <b>Risk Rating</b><br><b>P x I</b> |   |   | <b>P</b>                     | <b>I</b> | <b>Risk Rating</b><br><b>P x I</b> |
|  | <b>5</b>                      | <b>4</b> | <b>20</b>                          | shared areas such as corridors and stairs.<br><br>Allocate toilets to specific bubbles and protocols – number of children using at once and consider supervision etc. | Classes have timetabled access to shared toilet areas. ASA will accompany pupils to toilets and will be responsible for cleaning the toilet afterwards if required. Cleaner will wash down all the toilets in the bubble over the lunchtime period with a mild bleach solution. | <b>5</b>                     | <b>2</b> | <b>10</b>                          |

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|   | P                      | I | Risk Rating<br>P x I |   |   | P                     | I | Risk Rating<br>P x I |
| Infection Risk of contracting Covid 19 from direct contact with others.                                   | 5                      | 4 | 20                   | Staff advised to maintain distance between themselves when working. Staff from north and south offices to maintain social distancing when mixing. | Workstations set up to allow distancing between Staff. All members of office Staff have own desks and equipment. Sneeze screen put in place in north office to facilitate shared work space if required.  | 5                     | 2 | 10                   |
|   | 5                      | 4 | 20                   | Access to handwashing facilities, including soap and ensure frequent handwashing across the school day for pupils and staff.                      | Handwashing facilities – sinks are available within every area.   | 5                     | 2 | 10                   |
|   | 5                      | 4 | 20                   | Limit face to face meetings between staff, if essential, these should be conducted at distance or virtually.                                      | Preferred method of communication between Staff will be walkie-talkie, telephone, email or virtual meetings.<br>Visitors – requests to visit school to be considered individually and arranged by appointment only. Any other visitors to be refused access.<br>Outside providers to be limited to essential only and must sign school risk assessment. | 5                     | 2 | 10                   |



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|   | P                      | I | Risk Rating<br>P x I |   |  | P                     | I | Risk Rating<br>P x I |
| Infection Risk of contracting Covid 19 from surfaces.   | 5                      | 5 | 25                   | Increased level of cleaning, including a cleaner onsite.  | Whilst Staff and pupils are in the hall for lunch a cleaner will be onsite and wipe down all touch points and toilets with a mild bleach solution. All areas will be cleaned thoroughly at the end of the day.                     | 5                     | 2 | 10                   |
|   | 5                      | 5 | 25                   | All surfaces to be thoroughly cleaned at the end and beginning of each day, including door handles etc.   | Staff will be responsible for sanitizing surfaces and resources during the working day. Cleaners will ensure all internal surfaces are cleaned with a mild bleach solution at the end of the day alongside normal cleaning duties. | 5                     | 2 | 10                   |
|   | 5                      | 5 | 25                   | Full deep clean of areas where confirmed Covid 19 has been identified.  | Advice will be sought as and when identified as advice is constantly changing as more is becoming known about the disease.   | 5                     | 2 | 10                   |
|   | 5                      | 5 | 25                   | Staff, where appropriate, to be provided with PPE if roles require constant touching of multiple surfaces outside of a bubble. Such as caretaking staff and cleaners etc. | Disposable gloves, aprons, masks and visors are available for cleaning Staff.  | 5                     | 2 | 10                   |



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|   | P                      | I | Risk Rating<br>P x I |  |   | P                     | I | Risk Rating<br>P x I |
| Risk of contracting Covid 19 from a pupil or adult displaying symptoms                                    | 5                      | 5 | 25                   | Allocation of a room/space within the building for isolation of individual displaying symptoms.      | Should anyone display symptoms during the working day then the first aid room in the north building, and the waiting room in the south building, will be used as the isolation area whilst waiting for collection.<br>A hand held temperature monitor is stored in the both offices. Windows to be open at all times to ensure suitable ventilation.  | 5                     | 2 | 10                   |
|   | 5                      | 5 | 25                   | Pupil/staff member to return home at the earliest opportunity.                                       | Parents will be contacted immediately.  | 5                     | 2 | 10                   |
|   | 5                      | 5 | 25                   | Supervision, until pupil/adult, leaves the building to be done at distance and with appropriate PPE. | Disposable aprons, gloves, masks and visors are available in every bubble. Pupil/adult to gather personal belongings and move to allocated waiting area immediately. Social distance to be maintained while waiting – adult to have clear line of sight out of the room, pupil to sit minimum of 2m away nearest to the open window.<br>See separate HCAT Action Plan for live Covid cases. | 5                     | 2 | 10                   |
|   | 5                      | 5 | 25                   | Individuals to report any family members who are displaying signs of Covid 19.                       | Staff instructed to inform line manager and not to report for work if displaying symptoms.  | 5                     | 1 | 5                    |
|   | 5                      | 5 | 25                   | Pupils and staff members to not enter the building if they display signs of Covid 19.                | Pupils and staff instructed to inform school, stay off work and seek testing.   | 5                     | 1 | 5                    |

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|   | P                      | I | Risk Rating<br>P x I |   |  | P                     | I | Risk Rating<br>P x I |
|   | 5                      | 5 | 25                   | Deep clean of areas used by individuals who display symptoms.<br><br>Individuals bubble to not return to work if symptoms of individuals are confirmed as Covid 19. | Cleaners available throughout day. Advice will be sought as and when identified as advice is constantly changing as more is becoming known about the disease.<br><br>Guidance will be sought at the time from Public Health England as to the current measures in place. | 5                     | 2 | 10                   |
|   | 5                      | 5 | 25                   |   |  | 5                     | 1 | 5                    |
| Risk of contracting Covid 19 from a pupil who requires medical attention and or personal care.            | 5                      | 5 | 25                   | Staff to use appropriate PPE when attending to individuals who require care.  | Disposable aprons, gloves, masks and visors are available in every bubble.   | 5                     | 2 | 10                   |

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|---|------------------------|---|----------------------|---|---|-----------------------|---|----------------------|
|   | P                      | I | Risk Rating<br>P x I |   |   | P                     | I | Risk Rating<br>P x I |
| Risk of delayed evacuation of the building due to Covid 19 changes within school.                         | 5                      | 5 | 25                   | <p>Within the first week of pupils returning schools, practice fire drills to take place.</p> <p>Schools to review evacuation procedures as and when more year groups start back at school. This needs to be followed up with a practice drill, if changes have been made.</p> <p>Pupils, where possible, to congregate at muster points observing social distance.</p> | <p>Fire and bomb evacuation plan will be reviewed and promulgated to all Staff and pupils through drills, posters and meetings.</p> <p>Reviews will take place as and when additional bubbles are created.</p> <p>Markings to be placed at muster areas and Staff to supervise.</p> | 5                     | 1 | 5                    |
|   | 5                      | 5 | 25                   |   |   | 5                     | 1 | 5                    |
|   | 5                      | 5 | 25                   |   |   | 5                     | 2 | 10                   |
| Risk of Health and Safety breach in areas or  | 5                      | 5 | 25                   | Check that all usual building checks have been completed and are up to date.  | Managed through SLA's and the EVERY software.   | 5                     | 1 | 5                    |

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|  | P                             | I | Risk Rating<br>P x I |   |   | P                            | I | Risk Rating<br>P x I |
| schools closed for periods of time due to Covid 19.  |                               |   |                      |   |   |                              |   |                      |
| <b>Risk of staff, children and any visitors not adhering to procedures</b>   | 5                             | 5 | 25                   | Ensure all staff have seen and understood Covid risk assessment                                 | Copies to be placed in all bubbles and offices and emailed to all Staff. Procedures identified will be constantly observed and reviewed. Key checklists also created for quick reference within each bubble (First Aid protocols, etc.) | 5                            | 1 | 5                    |
|  | 5                             | 5 | 25                   | All visitors invited into the building to read and sign the visitors risk assessment.           | Copies kept in the reception office and retained to facilitate track and trace.   | 5                            | 1 | 5                    |
|  | 5                             | 5 | 25                   | Place adequate signage is displayed around school for staff, parents and children to adhere to. | Laminated signage is displayed at all entrances and on driveway.  | 5                            | 2 | 10                   |

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### **Identification of risks**

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

### **Evaluation of risks**

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks. The Trust uses a 5 x 5 Matrix to assess impact and probability as high to low, as illustrated in the diagram below: With 5 x 5 having High Impact and High Probability (see appendix section 2 and 3)

| <b>Score</b> | <b>Probability</b> | <b>Impact</b>        |
|--------------|--------------------|----------------------|
| <b>1</b>     | <b>Remote</b>      | <b>Insignificant</b> |
| <b>2</b>     | <b>Unlikely</b>    | <b>Minor</b>         |
| <b>3</b>     | <b>Possible</b>    | <b>Moderate</b>      |
| <b>4</b>     | <b>Likely</b>      | <b>Serious</b>       |
| <b>5</b>     | <b>Certainty</b>   | <b>Catastrophic</b>  |

*For example - A hazard such as an insecure school entrance would be judged as Likely (4) this would result in undesirable visitors entering the site with potentially Catastrophic consequence (5) thus resulting in a score before measures have been introduced of  $4 \times 5 = 20$ . Following measures being implemented this is reduced to Remote (1) probability. The impact however still remains Catastrophic (5) and so the overall score reduces to  $1 \times 5 = 5$ .*

### **Risk appetite**

The term risk appetite describes the Trust's readiness to accept risks and those risks it would seek to reduce. The Trust's risk threshold is the boundary delineated by the red shaded area (represented by scores of 5 and above with scores 15 and above requiring immediate attention) in the risk matrix in paragraph 3.3. Above this threshold, the Trust will actively seek to manage risks and will prioritise time and resources to reducing, avoiding or mitigating these risks.

### **Addressing risks**

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When responding to risks, the Trust will seek to ensure that it is managed and does not develop into an issue where the potential threat materialises.

The Trust will adopt one of the 3 risk responses outlined below:

- Assume Treated (or Mitigate) Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business Or the response actions either reduce the likelihood of a risk developing, or limit the impact on the Trust to acceptable levels.
- Treat (Transfer) The risk is transferred to a third party, for example through an insurance policy.
- Tolerate We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring.

|               |        |          |          |        |           |
|---------------|--------|----------|----------|--------|-----------|
| Catastrophic  | 5      | 10       | 15       | 20     | 25        |
| Serious       | 4      | 8        | 12       | 16     | 20        |
| Moderate      | 3      | 6        | 9        | 12     | 15        |
| Minor         | 2      | 4        | 6        | 8      | 10        |
| Insignificant | 1      | 2        | 3        | 4      | 5         |
|               | Remote | Unlikely | Possible | Likely | Certainty |