

Hull Collaborative Academy Trust- Workplace COVID 19 Risk Assessment

School	HCAT Schools Withernsea Primary School	Date of Assessment	8 July 2020
The number of children on the premises	Approx. 120.	Shared Setting	No
Assessor	P Graves	Reviewed	
Task/Activity	COVID 19 Y3 and Y4	Persons at Risk (Delete as appropriate) All School Staff	

Hazard Identified P=Probability I =Impact Area of Risk Add any school specific Risks here	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
1. Infection Risk of contracting Covid 19 from shared resources	5	5	25	Each teaching bubble within school will have allocated resources that are not shared with other bubbles within school.	Pupil's pencils/pens etc. will be kept in individual bags to prevent cross contamination. Staff to use own laptops where possible or if sharing should sanitize with wipes provided before and after use. Cleaning packs comprising of: hand sanitizer; spray disinfectant; cloths and disinfectant wipes are in all 'bubbles'. Reading books returned must be quarantined for a minimum of 72 hours prior to re-use.	5	2	10

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Infection Risk of contracting Covid 19 from school fixtures, fittings and resources.	5	5	25	Restrictions put in place for certain areas of the curriculum.	No singing to take place. Music lessons not to include wind instruments such as recorders	5	1	5
	5	5	25	Soft furnishings to be removed where possible.	Non-essential furnishings removed and stored.	5	1	5
	5	5	25	Any unnecessary resources to be cleaned and stored.	Resources removed to store rooms.	5	1	5
	5	4	20	All IT equipment to be wiped prior to and after use, such as Ipad's, telephones, computer key pads and touch screens.	Sanitizing wipes for IT only and sprays and cloths for wiping all other surfaces and equipment available in every bubble. Staff within bubbles to clean workstations before and after use; cleaners rota also in place	5	1	5
	5	4	20	Pupils to not bring in personal items other than a packed lunch.	Packed lunch boxes and water bottles sanitized on entering the building. Plastic bags are available to store pupils personal face masks if they have them.	5	2	10
	5	4	20	Limit the number of staff who use equipment	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.	5	1	5

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	5	5	25	such as the photocopier and laminator etc. Access to hand washing facilities, with access to soap.	All classrooms have access to sinks for hand washing.	5	1	5
Infection Risk of contracting Covid 19 from travelling to and from school	5	5	25	Staggered start and end times for each bubble within school.	Parents informed by letter and dojo. Times to be arranged, reviewed and communicated to parents. See additional communication with risk assessments.	5	2	10
	5	4	20	Separate exits and entrances for bubbles within school.	Signage displayed externally. Separate doors	5	2	10
	5	4	20	Signage and social distance measures in place for drop off and pick up of pupils.	One way system in operation, information signage displayed around the school site. North building parents to wait on play grounds adjacent to phase groups.	5	2	10
	5	5	25	No parents to enter the school building.	Parents are welcome into the building by appointment only, preferred methods of communication by letter and dojo.	5	1	5

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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.	Y3 and Y4 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. 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 shared areas such as corridors and stairs.	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
	5	4	20	Allocate toilets to specific bubbles and	Classes have timetabled access to shared toilet areas. Cleaner will wash down all the toilets in the bubble over the lunchtime period with a mild bleach solution.	5	2	10

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				protocols – number of children using at once and consider supervision etc.				

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Infection Risk of contracting Covid 19 from direct contact with others.	5	4	20	Classrooms, where possible, to ensure social distancing through layout of furniture etc.	All furniture not required is removed from classes to increase floor space to maximum area permitted. Pupil's desks (where used) to face forwards and pupils sit facing forwards also. Where possible a 2m cordon is created around the touch screen for the Teacher to work in.	5	2	10
	5	4	20	Consider social distancing within bubbles at lunchtime and playtime.	Y3 and Y4 to have allocated lunchtime in the north hall. Pupils to sit together in class groups on same tables and benches. Classroom ASA's to assist with cleaning, serving and monitoring lunchtimes. Staggered lunchtimes with other bubbles to allow for cleaning of furniture and surfaces after use. Hall separated by screens between year groups. Playground has been marked to separate year groups.	5	2	10
	5	5	25	Large gatherings of pupils and parents on site.	There will be no assemblies, concerts or social events held until guidance allows.	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 and Staff instructed to ensure pupils wash hands regularly throughout the day.	5	2	10

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	5	5	25	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. 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
	5	4	20	Classrooms to be well ventilated in line with national guidance	Windows within classrooms to be open with doors closed to preserve integrity of the bubble.	5	2	10
	5	4	20	Disposal of waste	Each bubble to have a lidded bin for waste disposal; posters displayed for 'Catch it, Kill it, Bin it!' Bins to be double bagged and emptied at the end of each school day by cleaning staff.	5	2	10

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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
	5	4	20	Access to drinking water for pupils and staff.	Children asked to bring own water bottle each day to keep on their desk. If school provides cups these will be immersed in a mild bleach solution at the end of the day and thoroughly rinsed cleaned by the ASA the next morning. Filtered water is available from the fixed classroom sinks.	5	2	10

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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 will be used as the isolation area whilst waiting for collection. A hand held temperature monitor is stored in the north office. 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. 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	Pupils and staff instructed to inform school, stay off work and seek testing.	5	1	5

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	5	5	25	they display signs of Covid 19. Deep clean of areas used by individuals who display symptoms.	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. Guidance will be sought at the time from Public Health England as to the current measures in place.	5	2	10
	5	5	25	Individuals bubble to not return to work if symptoms of individuals are confirmed as Covid 19.		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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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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schools closed for periods of time due to Covid 19.								
Risk of staff, children and any visitors not adhering to procedures	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)

Score	Probability	Impact
1	Remote	Insignificant
2	Unlikely	Minor
3	Possible	Moderate
4	Likely	Serious
5	Certainty	Catastrophic

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