

Risk Assessment Form

This guidance may change as further information and updates are available from the Government and Local Authority.
 Risk assessments and procedures will continue to be in place/reviewed in line with the Pandemic and the guidance for September.

Task/Activity: Classroom Activities (C-19) 1st Sept 2020

Location/Dept: Classroom

Date Assessed: 14/9/2020

Issue Number: 1

Assessed by: K Richardson

Review Date: As necessary

Reference Number:

| Hazard/Risk | Persons at risk | Controls in place | Severity (1-5) | Likelihood (1-5) | Risk Rating | Additional controls required |
|--|-------------------------|--|----------------|------------------|-------------|---|
| Slips, Trips and Falls Collision with materials and objects Hit by moving object Inadequate or poorly organised storage - equipment falling on people Blocked escape routes Personal Injury e.g. strains, fractures, over exertion etc Environmental conditions Transmission of C-19 virus Regular cleaning of PPE | Staff, pupils, visitors | <p>Activity Area</p> <ul style="list-style-type: none"> Apparatus will not block safe fire escape routes and exits Apparatus and classroom furniture will be spread out as far as possible within the confines of the classroom. Additional tables will be available as necessary in order to adhere to social distancing rules (where practical). Where possible, windows to be kept open to promote fresh air circulation The floor is even, in good condition and dry to prevent slips trips (particularly trampoline area) Temperature is adequate for the activity Staff to monitor behaviour and adhere to behaviour policy to ensure safety moving in the areas for staff/children Children appropriately dressed, e.g. coats for colder/wetter weather | 3 | 4 | 9 | <p>Cleaning</p> <ul style="list-style-type: none"> Continuing as per risk assessments - Regular cleaning of the apparatus and furniture PPE to be worn at all times Completing the Ellis Whittam cleaning schedule per class. Continuing with the addition cleaning from cleaning providers A deep clean will be scheduled for Oct half term. |
| | | <p>Equipment</p> <ul style="list-style-type: none"> All parts of the equipment outdoors are checked that they are in good condition and working order before use | 3 | 4 | 12 | |

- All equipment is cleaned regularly each morning and each afternoon as a minimum
- **Maintain and replenish cleaning equipment regularly** – request from D Archibald for any cleaning products or PPE (refer to PPE section for necessary protective gear: aprons, gloves, masks and hand sanitiser)
- Follow manual handling risk assessments for movement of equipment
- **Apparatus is arranged safely with enough space between each equipment in order to adhere to social distancing rules (where practical).**
- **Single desks front facing where possible. Individual desks as much as possible.**
- Competent person(s) assemble any equipment that is used before pupils enter the room and ensure it is safe for use checking safety devices (catches, locks etc)
- If pupils move equipment, it must be under supervision only
- Store portable equipment safely after use
- Laptop and ICT equipment monitored at all times if being used by a pupil to ensure e-safety is adhered to.
- **Where possible, pupils to have their own personal equipment (e.g. pens, pencils) and store it within their personal trays or bags**
- **Sand play and water based activities are permitted but MUST be restricted to one small group of pupils only. Sand and water should be checked and changed regularly as necessary. ALL sand and water to be disposed of at the end of Autumn half term and new sand/water in place at the beginning of the new half term. This will be reviewed as necessary (Sept 2020)**

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| | | <ul style="list-style-type: none"> • Disposable plates, cups and bowls to be used for all eating and drinking and placed in bins immediately once they are finished with • Staff and pupils to wash hands and sanitise at regular intervals throughout the day paying particular attention to meal times and transitioning from class to playground and back. • Outside troughs will be in place (from 2nd September 2020) | | | | |
| Transmission of C-19 | | <p>Daily Structure</p> <p><u>Working Pods</u></p> <p>Umbrella Pod 1 - Lower school First aiders x 4 Pod 1a- EYFS MDA x 1 Pod 1b – Rms 3,4,5,6 MDA x 2 in room 6.</p> <p>Umbrella Pod 2 – Upper school First aiders x 3 Pod 2a – Rms 7,8,9, Pod 2b – Rms 10 & 11</p> <p><u>Facilities not to be used</u></p> <ul style="list-style-type: none"> • Library, Sensory rooms, Community room. No 1:1 working outside of the classroom. <p><u>Arrival and Departures</u></p> <ul style="list-style-type: none"> • Continue to take temperatures on pupil arrival at the academy. Separation by barriers at the pupil entrance. Rooms 1-3 will use one side of the barrier and Rooms 4-9 will use the opposite side so as to minimise risk of cross contamination. • Rm 10 and 11 to use post 16 door – temperatures and hand sanitiser will be used by pupils on entry to the academy. | 3 | 4 | 12 | |

- As per the Risk Assessment. All pupils will use the pupil entrance. Rm 10 and 11 to use Post 16. Any pupils arriving late or being picked up for any reason will go via the pupil entrance.

During the school day

- Pupils to remain within their classrooms for **entirety of the day** – with the only exceptions personal care or toileting activities and accessing their designated outdoor space
- **Room 6 (Lower school Umbrella Pod) to use girls toilet only and Room 7 (Upper School Umbrella Pod) to use boys toilet only. This will reduce the risk of cross contamination within these bathroom areas 9 (14th September 2020)**
- **Single desks front facing where possible. Individual desks as much as possible.**
- Pupils are to adhere to social distancing measures (where practical) during transition on arrival and departure from the academy each day (reference car park risk assessment)
- **Lunch will be eaten within classrooms apart from Room 9 who will access the dining hall**
- A designated member of staff will drop off, and collect, lunch foods at the door each day
- Pupils must remain within their assigned playgrounds during break times. **There should be no overlap of pupils between playgrounds**

Pupil Break times:

Morning Break –

- Staggered outside play

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| | | <ul style="list-style-type: none"> • Staff to wipe down outdoor equipment between classes. <p>Afternoon Break (Lower School only)</p> <ul style="list-style-type: none"> • Staggered outside play <p>Lunch time break</p> <ul style="list-style-type: none"> • Staggered outside play. • Cleaning of Outdoor equip between different groups. <p>Additional Support Sessions</p> <ul style="list-style-type: none"> • There will be no additional support sessions (ELSA, sensory sessions, music) taking place outside of the classroom. • ELSA will be offered to Umbrella Pod 2 (Upper School) only during the first half term (Autumn) and will be reviewed as necessary. Work to take place in class. • Additional support/PPG will be organised by 1st half term in lower school (Umbrella Pod 1) • There is to be no pupils accompanying adults around the academy building during the day apart from at arrival and departure times • The track is to be used for Forest School sessions only. They should not be used by any class unless accessing a session. • Staff and pupils should follow the highlighted tape when travelling around school to enforce social distancing within the academy (where practical). • When transitioning around the academy building the left hand side of the corridor must be used in order to minimise contact and risk of cross contamination • Speech and Language – (Independent) Autumn term to focus on upper school. • NHS Staff Therapists to work as per Risk Assessments – NHS to work within | | | | <p>Settings will need to make an assessment of the clean-ability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use.</p> <p>Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between uses by different individuals.</p> |
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| | | <p>Umbrella Pod 1 OR 2. However there is to be NO mixing between these Umbrella Pods (Sept 2020)</p> <ul style="list-style-type: none"> • Occupational Therapy - Autumn term to focus on Lower School (Umbrella pod 1) <p>Curriculum Offer</p> <ul style="list-style-type: none"> • As normal. 4 sessions per day. Full timetabling. • Classes to ensure pupils have use of their own identified equipment. Not to share equipment as much as possible. • Music sessions, as part of the Creative Arts curriculum, will take place in the classroom and will be directed to Upper School by the Creative Arts Subject Leaders (Sept 2020) • Equipment to be cleaned as directed for classroom/outside equipment. • PE – will initially be offered to lower school (Umbrella pod 1). To be undertaken in class or outside. No use of the hall. • Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles. | | | | |
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| | | <ul style="list-style-type: none"> Collective Worship will take place in class at 2.40pm every Friday and to follow the theme set out. To be recorded on the planning <p><u>Offsite visits/Minibuses and Work Experience</u></p> <ul style="list-style-type: none"> No offsite visits. No work experience including internal. To be reviewed at half term. Outreach and other training as part of our Coaching for Inclusion Partnership will take place through Zoom and an offer to settings to have an offer of a “drop in” Zoom meeting/support. Resource packs will be offered to settings with Trust/Academy details. For fire evacuation procedures refer to Protection, health and wellbeing of all staff and pupils Risk Assessment | | | | |
| Transmission of C-19 | | <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> Gloves to be worn at all times when working in the classroom Aprons to be worn at all times when working in the classroom Face coverings are available for wearing during the day as required Full face coverings/visors are available upon request Alcohol hand gel (provided by the office) to be used frequently by all staff working in the classroom Gloves and aprons to be changed every time an adult enters and re-enters the classroom PPE used within the classroom should be separate to the PPE used for personal care – staff should deposit used PPE in the | 3 | 3 | 9 | |

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| | | <p>clinical waste bins on the corridors *reference Health and Wellbeing guidelines</p> <ul style="list-style-type: none"> • Face coverings to be used at all times during any personal care activity as well as during the day if required | | | | |
| <p>Slips, Trips and Falls</p> <p>Collision with materials and objects</p> <p>Hit by moving object</p> <p>Inadequate or poorly organised storage - equipment falling on people</p> <p>Blocked escape routes</p> <p>Personal Injury e.g. strains, fractures, over exertion etc</p> <p>Environmental conditions</p> <p>Pupils health and seizures</p> <p>Pupil behaviour, potential harm to themselves and others</p> <p>Pupils climbing on tables</p> | <p>Staff, pupils, visitors</p> | <p>Environmental</p> <ul style="list-style-type: none"> • Refer to the 'Outdoor Area Risk Assessment' for guidelines on use of outdoor equipment • Glazing is either toughened or covered with anti-shatter film • Fire exits are clear of obstructions • Gates are locked to ensure safe area for the perimeter of outdoor area • Shelter provided for sunny days in the playground area –windows and blinds • Cupboard doors are locked and kept in good condition • Resources are kept in cupboards to ensure that they are only used when required for sessions. • Resources, equipment, apparatus and furniture to be cleaned regularly throughout the day using the products provided • Classrooms need to be clear of soft toys/blankets etc so as to minimise the risk of contamination | 3 | 3 | 9 | |
| | | <p>Monitoring, Maintenance and Inspection</p> <ul style="list-style-type: none"> • Pupils are included in discussion about health and safety issues before, during and after the activity – including information on how to prevent the spread of infection. Staff to encourage washing of hands • Any equipment that is found to be broken or faulty will be clearly marked and taken out of use • All large fixed and portable apparatus will be maintained on a regular basis according to manufacturer's instructions • Daily visual inspection of all equipment and apparatus | 3 | 3 | 9 | |

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| | | <ul style="list-style-type: none"> • Daily visual inspection to remove any dust or food substances • Floors are maintained in good condition • Accidents, minor injuries and near misses are recorded and monitored and sent to appropriate people • All staff to be aware of measures implemented to prevent the spread of infection • All staff to be aware of seizure risk assessments and procedures • Staff to be vigilant and aware of potential for pupils to climb on tables • Wires moved to not impede or be a risk for pupils moving around class. | | | | |
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Risk Rating Indicator Key

| Severity (Consequence) |
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| 1. Negligible (delay only) |
| 2. Slight (minor injury / damage / interruption) |
| 3. Moderate (lost time injury, illness, damage, lost business) |
| 4. High (major injury / damage, lost time business interruption, disablement) |
| 5. Very High (fatality / business closure) |

| Likelihood |
|-------------------------------|
| 1. Improbable / very unlikely |
| 2. Unlikely |
| 3. Even chance / may happen |
| 4. Likely |
| 5. Almost certain / imminent |

| RISK RATING PRIORITY INDICATOR MATRIX | | | | | | |
|---------------------------------------|---|---|----|----|----|----|
| LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 1 | 1 | 2 | 3 | 4 | 5 |
| | | 1 | 2 | 3 | 4 | 5 |
| SEVERITY (CONSEQUENCE) | | | | | | |

| Summary | | Suggested Timeframe |
|---------|--------|--------------------------|
| 12-25 | High | As soon as possible |
| 6-10 | Medium | Within next 3-6 months |
| 1-5 | Low | Whenever viable to do so |