

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: Protection, health and wellbeing of all staff and pupils

Location/Dept: The Russett school

Date Assessed: 14/9/2020

Issue Number: 1

Assessed by: K Richardson (DHoA)

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
Transmission of Coronavirus	Staff and pupils	<p>**The Council has published its Coronavirus Outbreak Prevention, Management and Support Plan which aims to prevent the spread of the virus and outlines how the Council will protect the community if local outbreaks occur in the borough.</p> <p>The plan explains how the Council's new COVID-19 Management Hub will:</p> <ul style="list-style-type: none"> • advise how the community can prevent outbreaks • identify and declare a local outbreak • manage a local outbreak • declare the end of an outbreak • support clinically vulnerable people who have tested positive and are self-isolating <p>The plan can be found here: https://www.cheshirewestandchester.gov.uk/your-council/policies-and-performance/council-plans-and-strategies/covid19-outbreak-prevention-plan/outbreak-prevention-plan.aspx</p> <p>**The Department for Education coronavirus (COVID-19) helpline is available to answer questions about COVID-19 relating to education and children's social care. Staff, parents and young people can contact this helpline by calling:</p>	3	3	6	

Phone: 0800 046 8687
 Opening hours:
 Monday to Friday from 8am to 6pm.
 Monday 31 August (Bank Holiday) from 10am to 4pm **(Sept 2020)**

****NHS Test and Trace**

Cheshire West and Chester Council are working with both national and regional partners to ensure the success of the NHS Test and Trace service. The service is a crucial control measure to suppress the transmission of the virus in the community. To ensure this programme is successful it is vital that people who have symptoms of COVID-19 get tested and self-isolate alongside their household contacts until the results come back. If the test is positive they should continue to self-isolate for at least 10 days and work with the test and trace service who will contact them to establish where they have been and who they have been with. It is extremely important that cases accurately disclose who they have been in contact with and those who have been advised they are a close contact of a case self-isolate for two weeks. Schools are a key partner in this programme by delivering strong messages about the importance of testing and self-isolation. You will also hold key data about contacts within the school setting including data on transport when travelling to and from school.

All teachers and other staff can operate across different classes within their 'sub pods' in order to facilitate the delivery of the timetable and

specialist provision but should minimise the number of interactions or changes wherever possible. Therefore the academy structure for staff and pupils as at 1st September 2020 is as follows:

**Umbrella Pod 1 – Lower School
 Pod 1a – EYFS (Room 1 and Room 2)
 Pod 1b – Rooms 3,4,5,6**

**Umbrella Pod 2 – Upper School
 Pod 2a – Rooms 7,8,9
 Pod 2b – Rooms 10 & 11**

Activity Area – KEY POINTS:

It is of paramount importance that as far as is practicable groups of pupils and staff from different classes should stay within their designated classrooms and playgrounds so as to minimise the risk of cross contamination. Staff should socially distance (where practical) in the designated staff rooms and wear PPE in line with the following guidelines.

In order to minimise the transmission of coronavirus pupils and staff must adopt regular hand washing and sanitising throughout the day. Particularly before and after snack and lunchtime as well as when toileting and any transitions around the building and outside areas.

Staff MUST ensure that any soft toys/blankets etc are removed from class rooms and disposed of in order to minimise the transmission of coronavirus. Likewise any outside play equipment must be

cleaned and sanitised regularly and this will be carried out by a designated member of staff.

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.

PROTECTION HEALTH AND WELL BEING OF STAFF AND PUPILS:

We require all Staff to follow the guide lines below:

- PPE-aprons and gloves to continue to be used and it will be reviewed in October. Please ensure you order from the site manager.
- Aprons and gloves are to be worn at all times when working with pupils.
- On arrival in reception, hand sanitiser is available with aprons, gloves and masks available for collection by staff members
- Masks are available for wearing during the day should any member of staff require this.
- Change the aprons and gloves, when starting,
 - Break times and lunch times with the pupils.
 - When supporting a pupil with their personal care.

		<ul style="list-style-type: none"> ○ Outside play and cleaning tables, chairs and other equipment. ○ Attending to First Aid ● Bins are placed outside each classroom door and are provided for the disposal of the aprons, gloves and masks. ● Ensure there is sufficient stock in the bathrooms and the classrooms – where practical, orders to be placed with the site manager at the end of the academy day for use the following day ● In order to minimise the risk of cross contamination, wipes etc. are available in the toilets/bathrooms and should be used to wipe down after each use ● Do not wear your lanyard when working with pupils ● Please collect a Hand Sanitiser from Health Support when you arrive and return it at the end of the day. ● Pupils will continue to wash their hands with sanitiser when they arrive at the academy and have temperature taken (see car park RA for details) – ● Pupils of primary age are not expected to wear face masks. Should a primary pupil 				
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arrive at the academy wearing a reusable face covering, then once in the academy building the face covering should be removed and placed in their bag until the end of the day (Sept 2020)

- Pupils in Yr 7 and above can, if they so choose, wear a face covering. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully – refer to guidance from Gov.Uk
<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

- Wipe down equipment during the day as well as at the end of the day. Including chairs.

- You are advised to bring in a fresh set of clothes/ soap/shampoo and a towel to
 - Use the shower in room 11
 - Change into fresh clothes
 - Put the other clothes into a bag.

When arriving home

		<ul style="list-style-type: none"> ○ Have another shower ○ Change your clothes ○ Wash separately from family members clothes <ul style="list-style-type: none"> ● When you are having your break or lunch please adhere to the social distancing guidance. ● Umbrella Pod 1(Lower School to use the old staffroom) and the staff bathroom opposite the staffroom. ● Umbrella Pod 2 (Upper School) to use the new staff room and the bathrooms attached. (14th Sept 2020) ● Social distancing rules apply when staff visit the bathroom (where practical). It is advised that only one member of staff at any one time should be in the bathroom area so as to adhere to social distancing guidelines. ● In order to minimise the risk of cross contamination, wipes etc are available in the toilets/bathrooms and should be used to wipe down after each use ● Face mask can be worn throughout the day if required but MUST be worn when toileting pupils. These masks are NOT the FFP2 masks ● There are full face coverings/visors available upon request (Sept 2020) ● Only one pupil at a time to be taken to the bathroom 				
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- If a child or adult present with symptoms of COVID 19, **masks (FFP2), isolation gowns and gloves** are to be worn
- If a child or adult presents with symptoms of COVID 19 they are to be isolated in a room away from other staff and pupils - Speech and Language Room next to the staff room for adults and soft play room for pupils. The child or adult must remain in isolation until arrangements have been made to transport the child or adult off the premises.
- If a pupil or member of staff tests **positive** for Covid-19, the rest of their class should be sent home and advised to self-isolate for 14 days
- If an employee, child or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team.

Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:

- All surfaces and objects which are visibly contaminated with body fluids; and
- All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.
- Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.

- If a person becomes ill in a shared space, these will be cleaned using disposable cloths and appropriate sanitisers, according to current recommended workplace legislation and practice.**

Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work (Sept 2020)

**** See 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' for further information) (Sept 2020)**

- Pupils and staff **MUST** adhere to social distancing guidelines (where practical) when entering and leaving the building through the pupil entrance/exit - see carpark RA for further details
- When transitioning around the academy building pupils and staff **MUST** stay to the **left hand side** of the corridors in order to minimise the risk of cross contamination.
- On arrival and departure, pupils will be collected from and delivered to their transport by academy staff where they will be directed to a separate side of the barrier depending on which class room they are in

		<p>(see Carpark RA) Once pupils have had their temperature taken and hands sanitised they will be escorted by a staff member from their class team to their allocated classroom. Social distancing to be adhered to at all times where practical</p> <ul style="list-style-type: none"> • During the day the only time the pupils will leave the classroom and enter the corridor is to toilet where staff will wear PPE in line with guidance stated above (see Classroom RA) • Pupils will use ONLY the playground designated to their classroom/pod and under no circumstances will any pupil be allowed to transition to another class's playground outside of their allocated 'pod' in order to minimise contact and cross contamination between cohort groups. • There will be NO transition of pupils around the academy other than to enter and leave the building at the beginning and end of day and for toileting purposes. • Pupils MUST remain in class or their playground throughout the day and MUST NOT visit other classrooms • Pupils in all rooms apart from Room 9 will eat their lunches in their designated classroom. This will be delivered by trolley to the door of the classroom where it will then be collected by a member of the classroom staff. Once the lunch has been eaten then the trolley and the contents will be returned 				
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to the corridor where it will then be collected and taken away by a designated member of staff

- Disposable plates, bowls and cups will be made available within each classroom for pupils to use throughout the day including snack time. These which will be disposed of immediately once they have been used.
- Pupils in Room 9 will go to the dining hall to eat their lunch. Once in the dining hall pupils will sit socially distanced apart (where practical). Pupils will queue for their lunch within the designated marked out areas which allow for social distancing of at least 2m. Staff to support as necessary.
- Should any class attend Forest School, no other class is allowed on the track area at that time. All other classes **MUST** remain in their designated playgrounds during that time.

FIRE ALARM PROCEDURES:

In the event of a fire alarm usual academy procedures apply.

Umbrella Pod 1 – Lower School:

- **Pod 1a (Rooms 1 & 2) – assemble at the furthest point away from the academy building in the outside play area opposite their classrooms**
- **Pod 1b (Rooms 3,4,5,and 6) – assemble on the track area at the furthest point away**

from the academy building and at the end nearest to their classrooms

- Pod 2a (Rooms 7,8 and 9) – assemble on the track area at the furthest point away from the academy building and near to the forest school area
- Pod 2b (Rooms 10 and 11) – assemble on the field area at the furthest point away from the academy building and opposite their classrooms
- In the event of a fire alarm, any staff members who are in either Lower or Upper school staffroom will exit the building through the nearest fire exit. Should this emergency situation arise, it will be permissible that Lower School staff may need to exit at the nearest fire exit point via the Upper School area of the academy. Academy staff will then proceed to join their class teams at the designated assembly point.

Designated fire marshals will attend the allocated outside areas as listed above and will complete a full roll call of all persons present at the academy. (14th September 2020)

** All fire evacuation procedures will be reviewed weekly during the Autumn Term 2020.

Teachers meetings

- To use the main hall where the larger environment can facilitate social distancing

		<p>requirements. Staff to position themselves within their umbrella pod</p> <p><u>Friday Briefing</u></p> <ul style="list-style-type: none"> • 8.30 In the main hall and standing only. Standing within the umbrella pods. <p><u>Visitors</u></p> <ul style="list-style-type: none"> • Only if absolutely necessary. • To gel hands and wear a face mask, to follow risk assessment. • Where possible before or after the academy pupil/staff day. 				
		<p><u>Equipment</u></p> <ul style="list-style-type: none"> • Aprons, gloves, masks and hand sanitiser will be available within each classroom • Bins will be located outside each classroom for disposal of gloves, aprons and masks • Hand sanitisers are available for staff from Health Support who is located in the Medical Room– collected first thing in the morning and returned at the end of the academy day (Sept 2020) • Sanitiser available within each classroom for wiping down chairs and tables at regular intervals throughout the day as well as at the end of the day • Masks to be worn for toileting and as required by staff during the day 	3	3	9	

		<ul style="list-style-type: none"> • Masks (FFP2), isolation gowns and gloves to be worn if an adult/pupil presents with symptoms of COVID 19 • Isolation rooms will be allocated should a pupil or staff member present with symptoms of COVID 19 – Speech and Language Room next to the staff room for adults and soft play room for pupils • 2m markings will run within areas of the academy in order to support social distancing rules • It is expected that when transitioning around the building staff will walk to the left hand side in order to minimise cross contamination 				
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Risk Rating Indicator Key

Severity (Consequence)
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