


RAF4 Rev2		<b>Risk Assessment</b>			©Cope Safety Management 2012 <a href="http://www.jwcope.co.uk">www.jwcope.co.uk</a>		
Risk Assessment No:		V1	Issue:	7	Task:	Coronavirus – COVID-19	
Company Name:		Staniland Academy		Signature & Position:	Rachel Hydes		Date: 4/01/2021 11/01/2021 <b>18/01/21</b>
<b>Probability</b>		<b>Severity</b>		<b>Risk Factor = Probability x Severity</b>  <b>Low Risk = 1 to 6</b>  <b>Medium = 7 to 11</b>  <b>High = 12 +</b>	The following guidelines should be applied to risk factors after control measures have been applied:  <b>Risk factor after control measures: 1 – 6</b>  OK to proceed  <b>Risk factor after control measures: 7 – 11</b>  Further control measures should be applied. Seek further advice if unsure.  <b>Risk factor after control measures: 12+</b>  Unacceptable – Do not proceed		
5	Very Likely	5	Fatality				
4	Likely	4	Major Injury/illness				
3	Probable	3	Medical Injury/illness				
2	Possible	2	Minor Injury/illness				
1	Very Unlikely	1	No Injury/illness				
<b>Relevant legislation</b>		Health and Safety at Work Etc. Act 1974			Provision and Use of Work Equipment Regulations 1998		
<i>This list is not exhaustive</i>							

Management of Health and Safety at Work Regulations 1999 (as amended)	Lifting Operations and Lifting Equipment Regulations 1998
Manual Handling Operations Regulations 1992 (as amended)	Personal Protective Equipment Regulations 1992
Control of Substances Hazardous to Health Regulations 2002 (as amended)	Workplace (Health, Safety, Welfare) Regulations 1992 (as amended)

This risk assessment accurately defines the work, identifies Health and Safety risks and the appropriate controls required. This risk assessment will be taken as approved by the Company unless the author is advised to the contrary before work commences and in any event a period not exceeding 7 days from receipt.

This risk assessment must be communicated to all personnel concerned. Signatures confirming receipt and understanding of information are required.

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:																																																																																																						
Employees attending/in-attendance at academy showing symptoms of COVID-19	Infecting people who are in close vicinity. Persons contracting COVID-19	<table border="1"> <tr> <td rowspan="6">Probability</td> <td>5</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>X</td> <td>Red</td> </tr> <tr> <td>4</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>3</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>2</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Yellow</td> <td>Yellow</td> </tr> <tr> <td>1</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td></td> <td colspan="6">Severity</td> <td></td> </tr> </table>	Probability	5	Green	Yellow	Red	Red	X	Red	4	Green	Yellow	Red	Red	Red	Red	3	Green	Green	Yellow	Red	Red	Red	2	Green	Green	Green	Yellow	Yellow	Yellow	1	Green	Green	Green	Green	Green	Green	0	1	2	3	4	5			Severity							<b>Control Measures:</b> <ul style="list-style-type: none"> <li>Employees who experience symptoms of continuous coughing and a high temperature (37.8 degrees centigrade or higher) or loss of taste/smell are advised to stay at home, self-isolate and follow NHS current advice.</li> <li>Current advice can be found on <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> and <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a>, including where a person becomes ill at work.</li> <li>All other employees undertaking thorough personal hygiene and cough etiquette.</li> <li>Staff advised to wash work clothes after each working day where possible.</li> <li>Staff showing/developing symptoms during the working day are to make the <b>Head of Academy</b> aware, social distance, ensure learners are supervised by others and go home and follow NHS guidance. <a href="http://www.nhs.uk/coronavirus">http://www.nhs.uk/coronavirus</a></li> <li>The staff member is not to return to academy until they have been tested for Covid19 through a local NHS testing centre or an ordered kit via the post. The results must be evidenced to the academy. Then the academy will liaise with the staff member and work in conjunction with them to facilitate help this. Communicate with staff before they return to work.</li> </ul>	<table border="1"> <tr> <td rowspan="6">Probability</td> <td>5</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>4</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>3</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>2</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>X</td> <td>Yellow</td> <td>Yellow</td> </tr> <tr> <td>1</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td></td> <td colspan="6">Severity</td> <td></td> </tr> </table>	Probability	5	Green	Yellow	Red	Red	Red	Red	4	Green	Yellow	Red	Red	Red	Red	3	Green	Green	Yellow	Red	Red	Red	2	Green	Green	Green	X	Yellow	Yellow	1	Green	Green	Green	Green	Green	Green	0	1	2	3	4	5			Severity						
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Hazard:	Risk:	Risk Factor Before Control:				Control Measures	Risk Factor After Control:										
						<ul style="list-style-type: none"> <li>Any confirmed cases of Covid19 should be communicated to the Head of Academy immediately at the first opportunity. The Head of Academy will then consult with public health England and Lincolnshire to identify who needs to self-isolate. This will then be communicated with staff and parents. This may result in a 10-day isolation period for individuals, a class, or a year group.</li> <li>Adults that are pregnant (BWAf Measure), will have an additional risk assessment this will refer to covid-19 as well as the pregnancy.</li> </ul> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p>To test employees or self-referrals</p> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li>Monitor and review in line with the Tracking, Testing &amp; Tracing guidance.</li> <li>Details will be shared with NHS track and trace if required. Public Health Lincolnshire &amp; BWAf Recording spreadsheet.</li> <li>Staff confidential message group set up – to inform of cases or isolation notices due to confirmed cases. Separate telephone calls to be made for those members of staff not within the covid-message group. If a case is confirmed within working hours – school emails and direct messages will be used as the notification.</li> </ul>											
Learners attending/in-attendance at academy showing symptoms of Covid 19	Infecting people who are in close vicinity. Persons contracting COVID-19	Probability	5	Green	Yellow	Red	X	Red	Red	<p><b>Control Measures:</b></p> <ul style="list-style-type: none"> <li>Parents are to be informed if their child is showing the following symptoms: a new continuous coughing and a high temperature (37.8 degrees centigrade or higher) or loss of taste/smell. If the symptoms are displayed, then their child is to stay at home, self-isolate and follow NHS current advice.</li> </ul>	Probability	5	Green	Yellow	Red	Red	Red
	4		Green	Yellow	Red	Red	Red	Red	Red								
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			0	1	2	3	4		5		0	1	2	3	4
			Severity							Severity					
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Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:											
								<p>To test employees or self-referrals</p> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li>Monitor and review in line with the Tracking, Testing &amp; Tracing guidance.</li> <li>Details will be shared with NHS track and trace if required.</li> <li>School have eight test kits available if there are no other means for the family to obtain a test.</li> </ul> <p><b>Resource website to be used in classrooms:</b></p> <p><a href="https://ebug.eu/eng_home.aspxcc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://ebug.eu/eng_home.aspxcc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></p>												
Visitors/ contractors attending site.	Infecting people who are in close vicinity. Persons contracting COVID-19	Probability	5				x	<p><b>Recommended Control Measures:</b></p> <ul style="list-style-type: none"> <li>Visitors are asked not to attend site if they are showing symptoms of COVID-19. Academy staff will ensure that visitors will comply with assisting in the completion of a declaration form. (Plus inform about school risks).</li> <li>Visitors are to be kept to a minimum, essential visitors/contractors only.</li> <li>All visitors/contractors to adhere to social distancing measures as much as possible – signage to inform them of the procedures.</li> <li>Only one visitor within the school entrance at any one time – signage to inform them of the procedures.</li> <li>Contractors to attend before or after the academy day where possible.</li> <li>Contractors to provide Covid19 RAMS as well as their H&amp;S RAMS.</li> <li>Contractors to communicate their job specific Covid19 RAMS to the <b>Health, Safety and Facilities Manager</b> before commencing any works.</li> </ul>	Probability	5										
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Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:											
								<ul style="list-style-type: none"> <li>All visitors/contractors to sanitise their hands upon arrival/exit.</li> <li>All visitors and external colleagues to wear face masks during the duration of their visit.</li> <li>All visitors invited to undertake thorough personal hygiene and cough etiquette whilst on site.</li> <li>Cleaners (Boston Commercial Cleaners) – to provide separate COSHH and RAMS.</li> </ul> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li>Monitor and review.</li> <li>Monitor and review in line with children displaying symptoms and the family self-isolation rules. A visitor may be a parent of a child displaying symptoms – need to be aware of this.</li> <li>The use of masks for planned meetings with parents, within a room where 2m+ can be maintained.</li> </ul>												
Staffrooms, waiting rooms, toilets, printing facilities and other circulation areas.	Infesting people who are in close vicinity. Persons contracting COVID-19	Probability	5						<p><b>Recommended Control Measures:</b></p> <p><b>Staffroom:</b></p> <ul style="list-style-type: none"> <li>Ensure no more than 10 staff use the staffroom at any time – signage to explain this.</li> <li>Please clear and clean surfaces if used.</li> <li>Do not gather in corridors or circulation areas – no waiting in the corridor.</li> <li>Only one person to be at the copiers that are located in the corridors. No waiting lines.</li> <li>Ensure no more than 4 adults are in the school office at any one time. (Unless emergency first aid checks are taking place.) Signage to explain.</li> <li>Consider an in-use sign for doors into toilet areas.</li> <li>Adhere to social distancing and direction control measures which have been implemented.</li> <li>All staff to vacate site by 4.30pm after learners leave to enable effective cleaning.</li> </ul>	Probability	5									
			4																	
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Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<ul style="list-style-type: none"> <li>• Additional cleaning of toilets – during the school day (Handles/sinks/flushers/doors).</li> <li>• School library to be closed to children – this library is also a space leading to the staffroom – this is to be clear.</li> <li>• Staffroom signage to show locations where staff can sit. To encourage 1m+</li> <li>• Staff to wear face coverings unless eating or drinking within the staffroom.</li> <li>• Staff to wear face coverings when in joint areas within the school.</li> <li>• Staff to meet with colleagues via TEAMS for long conversations and meetings. Short conversations – masks to be worn and 2m apart to be maintained.</li> <li>• Windows to be open to allow for fresh air ventilation – throughout all used rooms.</li> </ul> <p><b><u>Staffroom – during Lockdown three</u></b></p> <p><i>Staffroom to be used to make drinks and use the fridge and microwave.</i></p> <p><i>Lunch and breaks to be eaten within the third empty classroom within each year group. This will allow for bubble adults to be kept separate.</i></p> <p><b><u>Third Lockdown</u></b></p> <p><i>Staff working within the third empty classroom must always maintain 2m+ and wear face masks.</i></p> <p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• Children to use the toilets nearest their classroom.</li> <li>• EYFS – toilets within EYFS – block per pod</li> <li>• Y1 – will have to be unisex – Y1 block</li> <li>• Y2 – will have a unisex – Y2 block</li> <li>• Y3 – toilets outside Y3 Rooms</li> <li>• Y4 – toilets near the school lift.</li> <li>• Y5/Y6 – cubicles for the year group.</li> <li>• J WD/C H– medical suite</li> </ul>	

Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:						
								<ul style="list-style-type: none"> <li>Female Staff – Toilets near the guided reading room.</li> <li>Male Staff – Toilet near Rowan’s room or the connect toilet.</li> <li>No parents using connect toilet.</li> <li>Children to be supervised when leaving the pods/classrooms to go the toilets.</li> <li>Children encouraged to visit the toilet just before allocated break times. However, if children need the toilet outside of these times, they will be allowed and supervised.</li> <li>Supervision to focus upon keeping a distance from others and handwashing.</li> <li>Handwashing to happen in the classrooms – this will ensure the visits to the toilet are as quick as possible. We do not have lots of toilets for the number of children that will be using them. (Elephants within their allocated toilet block)</li> </ul> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li>Monitor and review weekly.</li> <li>NOTE – Lockdown three – two pods within EYFS – they use a toilet block each. This will ensure the pods can be kept separate.</li> </ul>							
Legionella in water systems	Infesting people who are in close vicinity water serviced appliances.	Probability	5	Green	Yellow	Red	X	<p><b>Control Measures:</b></p> <ul style="list-style-type: none"> <li>Disinfection of all water systems to occur before the academy re-opens facilitated by the <b>Health, safety and facilities manager</b>. – This has been completed.</li> <li>Assurance samples to be taken to confirm disinfection successful.</li> <li>Ongoing monthly water temp monitoring by site teams/contractor.</li> <li>Ongoing weekly flushing to continue.</li> <li><a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-</a></li> </ul>	Probability	5	Green	Yellow	Red	Red	Red
			4	Green	Yellow	Red	Red								
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			1	Green	Green	Green	Green			Green	X	Green			
			0	1	2	3	4			5					
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Fire Safety	Staff, learners and visitors – Death, injury from burns and smoke inhalation.	Probability	5	Green	Yellow	Red	Red	X	<b>Control Measures:</b> <ul style="list-style-type: none"> <li>FRA's to be reviewed and procedures updated if required by <b>Head of Academy, Site Managers</b> and <b>Health, Safety and Facilities Manager.</b></li> <li>The use of door wedges/hooks (External doors) will be permitted to prevent multiple door handle contact. Staff must remove door wedges/hooks in the event of the fire alarm sounding. <b>This is within the fire procedure document and will be shared with staff before more children return.</b></li> <li>Internal doors to be closed, when children or adults need to leave their pod doors and handles are wiped and hands are washed.</li> <li>Fire evacuation must occur in the event of the fire alarm sounding, leave the building by the closest fire exit as shown on your fire plan, maintain social distancing whilst evacuating.</li> <li>Fire evacuation point (field) – remains the same but ensure the 2m distance is maintained as best can be, especially when lining up for role call on the field.</li> <li>Each pod to have a fire register list ready to take out with them should the alarm sound. <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=dc73fcc5-e81c-4011-a4e9-39fe8863e879&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=dc73fcc5-e81c-4011-a4e9-39fe8863e879&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a></li> </ul>	Probability	5	Green	Yellow	Red	Red	Red	Red
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							<ul style="list-style-type: none"> <li>Door guards – doors currently fitted with door guards remain closed. Apart from the door between EYFS rooms and the toilet blocks.</li> </ul> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li>Monitor and review.</li> <li>Lockdown Three – fire policy to remain constant – leave via external classrooms doors, with fire register of the children in the pod that day.</li> </ul>											
Statutory PPM not being carried out/up to date	Injury or ill-health to all building users.	Probability	5	Green	Yellow	Red	X	<p><b>Control Measures:</b></p> <ul style="list-style-type: none"> <li><b>Site Managers</b> statutory and routine checks will be audited by health, safety and facilities manager before the academy re-opens.</li> </ul> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li>Monitor and review.</li> <li>Ensure the routine continuation of testing is maintained and recorded at all times.</li> </ul>	Probability	5	Green	Yellow	Red	Red	Red			
			4	Green	Yellow	Red	Red			Red								
			3	Green	Green	Yellow	Red			Red								
			2	Green	Green	Green	Yellow			Yellow								
			1	Green	Green	Green	Green			Green								
			0	1	2	3	4			5								
			Severity															
Air handling units and air conditioning	Possible risk of spreading Covid19.	Probability	5	Green	Yellow	Red	Red	<p><b>Control Measures:</b></p> <ul style="list-style-type: none"> <li>Turn AHUs to fresh air, do not use recirculation features. <b>Health, Safety and Facilities Manager/Site teams</b> to assist.</li> <li>Obtain further guidance on Air Con units. - <b>Health, Safety and Facilities Manager.</b></li> <li>Consider a complete filter change using EPM1 level filters in all HVAC systems.</li> </ul>	Probability	5	Green	Yellow	Red	Red				
			4	Green	Yellow	Red	Red			Red								
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			Severity															

Commented [JA1]: Hi Jon, please note ammended title in control measures.


Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:								
							Severity	Air Conditioning is within the server room. This must be kept on. for fire reduction risks.  From June 15 <sup>th</sup> staffroom air unit can be used. The room was extremely hot causing a greater risk.  From 1 <sup>st</sup> September if air temperature rises above 24 degrees – Elephants cooling unit/fan can be used.  From 1 <sup>st</sup> September if air temperature rises above 24 degrees – Y4 intervention/cloak area cooling unit/fan can be used.									Severity
Maintenance works by in-house site teams	Infecting people who are in close vicinity. Persons contracting COVID-19	Probability	5	Green	Yellow	Red	X	Red	<b>Control Measures:</b> <ul style="list-style-type: none"> <li>Job requests for works within classrooms will occur outside of the academy day unless urgent. If urgent work is required within a room then the room should be vacated to allow a temp repair if possible.</li> <li>Site manager (Gault) to adhere to social distancing whilst conducting their routine and reactive work.</li> <li>Gault to wear a face mask whilst in the building.</li> <li>Site manager (Gault) and Admin front of house staff to ensure contractors adhere to social distancing measures and their H&amp;S/Covid19 RAMS.</li> <li>Admin staff to ensure visitor procedures as indicated above are adhered to.</li> </ul> <b>Further Control Measures:</b> <ul style="list-style-type: none"> <li>Monitor and review.</li> <li>Lockdown three: Gault to complete daily check of all cleaning materials in each classroom to ensure is room that is used has all necessary cleaning equipment and resources.</li> </ul>	Probability	5	Green	Yellow	Red	Red	Red	
	4		Green	Yellow	Red	Red	Red										
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								Severity									

Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:						
Cleaning Standards	Persons contracting COVID-19 through unclean surfaces/environment.	Probability	5				x	<b>Control Measures:</b> <ul style="list-style-type: none"> <li>Follow government guidance on cleaning of non-healthcare settings <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Cleaners are engaged by the school to carry out daily, thorough cleaning that follows national guidance</li> <li>Cleaning is outsourced and 4 hours are available each day, calculation of time required is 20 hours. Hours are increased to ensure sufficient.</li> <li>Clear cut off times for teaching staff – 4.30 pm and 5.0 pm on CPD night. (ALL STAFF – school and Connect)</li> <li>If Connect require an event – separate risk assessment to be completed.</li> <li>Areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.</li> <li>Clean surfaces that learners and staff are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal, pods provided with resource boxes and 'to be cleaned' signs.</li> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately, using appropriate PPE/ this is normal practice. Hands must be washed after cleaning.</li> <li>Posters are displayed throughout the school reminding staff and learners to wash their hands regularly, including before arrival at the setting, before and after eating, and after sneezing or coughing.</li> <li>Learners are educated not to touch their mouth, eyes and nose.</li> <li>Any staff crockery must be cleaned by the user immediately after use, using hot water and fairy liquid.</li> <li>Ensure that help is available for learners who have trouble cleaning their hands independently.</li> </ul>	Probability	5					
			4												
3															
2															
1															
0															
			Severity								Severity				

Hazard:	Risk:	Risk Factor Before Control:		Control Measures	Risk Factor After Control:	
				<ul style="list-style-type: none"> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.</li> <li>• Enough soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>• Where possible bar soap is not used, liquid soap dispensers are installed and used instead. Bars of soap only to be used in an emergency e.g. due to waiting for new stock.</li> <li>• Learners are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</li> <li>• Learners provided with lunch packs that can be disposed of.</li> <li>• Packed lunch from home children – to take their rubbish home within their pack-up box.</li> <li>• The <b>Head of Academy</b> monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> <li>• Learning environments are well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• Learner groups should be kept apart as much as possible.</li> <li>• A circulating cleaner (11-1 pm daily) is contracted to sanitize high contact areas such as toilet handles, door handles etc, after break and after lunch; note this is not cleaning i.e. vacuuming etc, but sanitization of high contact areas in circulation areas of school.</li> <li>• The circulating cleaner to change gloves and wash their hands regularly.</li> <li>• Lidded bins provided in all pods and rooms that are being used.</li> <li>• Prepare cleaning rota to ensure all staff are aware of the cleaning times.</li> </ul>		


Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:						
								<ul style="list-style-type: none"> <li>Learners are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>Encourage learners to learn and practise these habits through games, songs and repetition.</li> <li>Boston Commercial cleaners to supply their COSHH and RAMS.</li> <li>Disinfectant spray to be provided for ICT equipment – spray the cloth, then wipe the machines.</li> </ul> <p><b>Further Control Measures:</b></p> <p>Review daily – Site check completed daily of key areas. Inform Debbie of any concerns immediately.</p> <p>Lockdown three: rota the two pod rooms every two weeks to allow for an empty working space – so it can be deep cleaned.</p> <p>Focus upon – door handles, toilets, surfaces, chair touch points then vacuuming.</p>							
Awareness of policies and procedures	Academy could lapse/fail to follow the newest national guidelines and advice on COVID-19.	Probability	5	Green	Yellow	Red	X	<p><b>Control Measures:</b></p> <ul style="list-style-type: none"> <li>All staff and learners are aware of all relevant amendments to policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Critical Incident Policy</li> <li>First Aid Policy</li> <li>Fire Procedures</li> <li>Behaviour/Code of Conduct Policy</li> <li>Infection Control Policy</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in Schools and other childcare facilities'</li> </ul> </li> </ul>	Probability	5	Green	Yellow	Red	Red	Red
	4		Green	Yellow	Red	Red	Red								
	3		Green	Green	Yellow	Red	Red								
	2		Green	Green	Green	Yellow	Yellow								
	1		Green	Green	Green	Green	Green								
	0		1	2	3	4	5								
			Severity									Severity			

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<ul style="list-style-type: none"> <li>○ DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training, basic first aid.</li> <li>• Academies must ensure that they have relevant First aid Trainers and that ratios in Early Years are adhered to.</li> <li>• The academy keeps up to date with advice issued by, but not limited to, the following:</li> <li>• <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-academys-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-academys-and-other-educational-settings</a></li> <li>• <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></li> <li>• <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>• <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a></li> <li>• Staff are made aware of the academy's infection control procedures in relation to coronavirus via <b>email</b> (Parental Letters shared with staff)</li> <li>• Parents are made aware of the academy's infection control procedures in relation to coronavirus via <b>letter</b> and <b>social media</b> – they are informed that they must contact the academy as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Learners are made aware of the academy's infection control procedures in relation to coronavirus – first two days of term – lessons will focus upon teaching all children the new procedures.</li> <li>• The <b>GDPR Policy</b> to be followed at all times – this includes withholding the names of staff and learners with either confirmed or suspected cases of coronavirus.</li> </ul> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li>• Monitor and review</li> <li>• LCC Guidance</li> </ul>	

Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:									
							 Covid-19%20School s%20Recovery%20Gl  <b><u>Class Resource to be used:</u></b>  <a href="https://ebug.eu/eng_home.aspxcc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://ebug.eu/eng_home.aspxcc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a>  <a href="#">Lockdown three – letters and briefings shared with staff so everyone is clear about the expectations and procedures for the lockdown.</a>											
Infection Control	COVID-19 precautions are not followed within the academy environment, leading to potential spread or outbreak	Probability	5	Green	Yellow	Red	X	<ul style="list-style-type: none"> <li><b>Control Measures:</b></li> <li><b>MEASURES ARE IN PLACE TO REFELCT THE TRANSMISSION OF THE NEW VARIET OF COVID-19.</b></li> <li>Posters are displayed throughout the academy reminding learners to wash their hands, e.g. before entering and leaving the academy.</li> <li>On entry into academy, learners must use sanitisation equipment to clean their hands. <b>(SPRAY TO BE USED/OPERATED BY STAFF ONLY</b> – not children due to the risk of them getting the spray in their eyes)</li> <li>Learners wash their hands with soap <b>before and after break times, lunchtimes</b> and other times as designated by the <b>Head of Academy</b> for no less than 20 seconds.</li> <li>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.</li> <li>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE:</li> <li><a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance#infection-prevention-and-control">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance#infection-prevention-and-control</a></li> </ul>	Probability	5	Green	Yellow	Red	Red	Red	Red	Red	
	4		Green	Yellow	Red	Red	Red			Red	Red	Red						
	3		Green	Green	Yellow	Red	Red			Red	Red	Red						
	2		Green	Green	Green	Yellow	Yellow			X	Yellow	Yellow						
	1		Green	Green	Green	Green	Green			Green	Green	Green						
	0		1	2	3	4	5			0	1	2	3	4	5			
			Severity							Severity								



Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<ul style="list-style-type: none"> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>• Learners are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Adequate staffing numbers ensure that learners can be accommodate in groups of 15 or less. (Two members of staff per pod of 15 children). This will ensure supervision of first-aid and hand washing.</li> <li>• Learners continuing education at the academy are seated at least two chairs away from their peers where possible or the equivalent on the carpet spaces.</li> <li>• Learners do not share cutlery, cups or food- use paper cups ordered or own bottles. Lunch is provided and disposed of.</li> <li>• Y6/Y5 Lunch boxes – rubbish and left-over food to be taken home again in their own boxes.</li> <li>• All utensils are thoroughly cleaned before and after use.</li> <li>• Cleaners are employed by the academy to carry out daily, thorough cleaning that follows national guidance and is compliant with the <b>COSHH Policy</b> and the <b>Health and Safety Policy</b>.</li> <li>• Arrangements for enhanced cleaning is to be undertaken where required – advice about enhanced cleaning protocols is sought from the central Trust personnel.</li> <li>• Teaching staff to vacate the building by 4pm to enable effective cleaning and social distancing by cleaning staff.</li> <li>• <b>NO Staniland staff to be within the cooking kitchen</b> – this will be for kitchen staff only.</li> <li>• Sharing of cleaning rota – so all staff are aware of the daily cleaning and weekly deep clean routines.</li> <li>• Teaching staff to clear all surfaces, within the classrooms.</li> <li>• <b>IT equipment</b> if used to be wiped after each use with an antibacterial wipe not sprayed.</li> <li>• Shared areas – use of masks/visors by all staff and adults unless medically exempt.</li> </ul> <p><b>PPE</b> – any intimate care – face mask or visor to be worn by the adult.</p> <p>SEND - PPE – for any children with EHCPs that require close contact – gloves and visors, in addition to face masks.</p>	

Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:								
								SEND children with tactical needs – cleaning boxes made available for children that have teething toys. They can be deep cleaned overnight.									
								<p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li>• Monitor and review – review use of resources, such as IT equipment.</li> <li>• Increase cleaning hours available to ensure sufficient – to include a lengthier deep clean, all school not just the areas being used.</li> <li>• Boston now has two rapid testing centres – no appointment required. This has been shared on our FB site and WEDUC. All families aware of this facility within the town.</li> </ul>									
Learners education is minimised due to reduced access to academy.  (See key above)	Future prospects are hindered due to missed learning opportunities.	Probability	5	x					<p><b>Control Measures:</b></p> <p><b>MEASURES ARE IN PLACE TO REFLECT THE TRANSMISSION OF THE NEW VARIANT OF COVID-19.</b></p> <ul style="list-style-type: none"> <li>• The academy adheres to the DfE Guidance: <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a></li> <li>• The academy adheres to the guidance with regards to EYFS: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a></li> <li>• The academy adheres to the LA SEND Risk Assessment guidance (current guidance 15/05/20):</li> </ul> <p> SEND Risk Assessment Guidance</p>	Probability	5						
			4														
3																	
2												x					
1																	
0	1		2	3	4	5											
			Severity										Severity				

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<ul style="list-style-type: none"> <li>• The <b>Head of Academy</b> liaises with the relevant organisations to ensure adequate provision is in place for learners e.g. SEND pupils.</li> <li>• The academy manages the use of parents' and learners' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send work to learners.</li> <li>• The <b>Head of Academy</b> works with teaching staff to ensure education can continue to be delivered to all learners who are learning remotely, ensuring all learners have access to work and the necessary equipment at home.</li> <li>• The <b>Head of Academy</b> is to work with colleagues to ensure relevant parties are informed of transition procedures.</li> </ul> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li>• Monitor and review</li> <li>• All children to have an email address.</li> <li>• Office to promote the use of WEDUC</li> <li>• Staff CPD – use of TEAMS – recording section. Streaming of pre-recorded plans.</li> <li>• Children self-isolating have weekly welfare calls by a member of staff to check they are ok and accessing school work unless they are poorly.</li> <li>• Robust blended learning in place for all, unless they are poorly.</li> </ul> <p><b><u>Lockdown Three:</u></b></p> <p>Blended learning for all. Pre-recorded videos of teaching to be uploaded daily to Weduc. This allows modelling to be taught to the children directly but allows the family more flexibility with devices (siblings/families working at home etc).</p>	

Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:												
								<p>Normal timetable to be followed – directed teaching inputs for Maths and English. All other areas of the curriculum have a range of videos/PowerPoints/activities and work sheets.</p> <p>Printable version of work to be uploaded. Printed for parents if they cannot access the internet for any reason.</p> <p>Two teachers in school face to face with children. (Two pods)</p> <p>One member of the teaching team for each year group responsible for blended learning.</p> <p>All children to receive a welfare call each week from the school.</p> <p>Teachers to assess/ feedback home learning to parents daily.</p>													
Communication	<p>Miscommunication or no communication leads to:</p> <ul style="list-style-type: none"> <li>increase in transmission of COVID 19</li> <li>low staff morale</li> <li>reduction in pupil numbers</li> </ul>	Probability	5	4	3	2	1	<p><b>Control Measures:</b></p> <ul style="list-style-type: none"> <li>The academy's website is kept up-to-date with any information regarding reopening, e.g. dates and arrangements.</li> <li>The academy's WEDUC is kept up-to-date with any information regarding reopening, e.g. dates and arrangements.</li> <li>The academy's Facebook is kept up-to-date with any information regarding reopening, e.g. dates and arrangements.</li> <li>Parents are informed via <b>letter</b> and <b>social media</b> about the relevant information regarding reopening the academy, including any pick-up and drop-off arrangements, social distancing measures, how lessons will be delivered and changes of staffing. (Letter within the main school report)</li> <li>Staff are informed via <b>email</b> about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes/playtimes and social distancing.</li> <li>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff, colleagues or central HR team.</li> </ul>	Probability	5	4	3	2	1	0	1	2	3	4	5	

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<ul style="list-style-type: none"> <li>• All staff, learners and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> <li>• The <b>Head of Academy</b> informs staff and the <b>Trust/LGB</b> about the arrangements for meetings that would ordinarily take place in person, e.g. SLT, LBG, interviews, and how these will be carried out in line with social distancing guidance when the academy reopens.</li> <li>• Be clear with all staff about the cleaning procedures and expectations.</li> <li>• Where possible and practical weekly CPD sessions will be held remotely via TEAMS or talking PowerPoints.</li> <li>• If CPD sessions are face to face – the hall will be used to ensure social distance between colleagues.</li> <li>• Weekly briefing via TEAMS.</li> <li>• Weekly achievements assembly to be held via TEAMS.</li> <li>• SLT via TEAMS – unless the need to meet physically e.g. last minute guidance from the government. Then ensure 2m+ is maintained and wear face masks.</li> </ul> <p><b><u>Spring Term onwards</u></b></p> <p>Parents to be informed of positive cases and the need to self-isolate via WEDUC, if the case related to them directly.</p> <p>Initially inform via FB that there is an important covid update message on weduc please check posts.</p> <p>Notification setting is on. Parents will be 'pinged' with new messages.</p> <p><b>As always – discuss each case with Lincolnshire Public Health Team and inform BAAF via the Trust recording sheet.</b></p>	

Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:							
Safeguarding	Increased risk of learners being exposed to the five types of abuse: <ul style="list-style-type: none"> <li>Emotional abuse.</li> <li>Emotional neglect.</li> <li>Physical neglect.</li> <li>Physical abuse.</li> <li>Sexual abuse.</li> </ul>	Probability	5	Green	Yellow	Red	Red	X	<b>Control Measures:</b> <ul style="list-style-type: none"> <li>The <b>DSL</b> liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or academy reopening, e.g. ongoing bullying,</li> <li>The <b>DSL</b> ensures that adequate pastoral care is in place to support learners and staff who require it.</li> <li>The <b>DSL</b> ensures the relevant staff have the appropriate training to support learners and staff who require pastoral care.</li> <li>Staff and pupil bereavement are managed in line with procedures.</li> <li>The <b>Head of Academy</b> will liaise with the <b>Trust EWO</b> about procedures regarding attendance. Registers analyzed by 10.30 – to ensure any follow up procedures for non-attendance.</li> </ul> <b>Lockdown Three:</b> All welfare calls tracked using the year group data sheets. My concern will be updated for all vulnerable cases or new concerns raised by parents. Attendance Team to support contact calls.	Probability	5	Green	Yellow	Red	Red	Red
			4	Green	Yellow	Red	Red	Red			Red					
3	Green		Green	Yellow	Red	Red	Red									
2	Green		Green	Green	Yellow	Yellow	Yellow									
1	Green		Green	Green	Green	Green	Green									
0	1		2	3	4	5	0	1			2	3	4	5		
		Severity						Severity								
Community wellbeing	Reputational Risk to the Academy/Trust	Probability	5	X	Yellow	Red	Red	Red	<b>Control Measures:</b> <ul style="list-style-type: none"> <li>Learner and parent surveys are sent out to assess how they feel about the academy reopening and to enable staff to act on any concerns learners and parents may have.</li> <li>Staff surveys are sent out to assess how they feel about the academy reopening and enable the SLT to act on any concerns staff may have.</li> <li>Ensure all communication with parents refers to risk reduction – be clear with how risks will be reduced.</li> </ul>	Probability	5	Green	Yellow	Red	Red	Red
	4		Green	Yellow	Red	Red	Red									
	3		Green	Green	Yellow	Red	Red									
	2		Green	Green	Green	Yellow	Yellow									
	1		Green	Green	Green	Green	Green									
	0		1	2	3	4	5	0			1	2	3	4	5	
		Severity						Severity								

Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:					
		0	1	2	3	4	5		0	1	2	3	4	5
		Severity						<ul style="list-style-type: none"> <li>The relevant staff liaise with the parents of learners who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> <li>Staff notify the <b>Head of Academy</b> if they need to be shielded in line with Government guidance:  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>   <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a> </li> <li>Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.</li> <li>The <b>Head of Academy</b> considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> <li>If required, staff can adjust their working hours, as agreed by the <b>Head of Academy</b>.</li> <li>The <b>Head of Academy</b> ensures that the academy can be adequately and safely staffed when it reopens.</li> <li>The <b>Head of Academy</b> discusses the implications on staff and pupil workload when the academy reopens and puts a plan in place to minimize the risk of stress.</li> <li>The <b>Head of Academy</b> and the <b>SENCO</b> identify learners with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>The <b>Head of Academy</b> and <b>DSL</b> ensure provision is in place to help protect wellbeing and mental health, and ensure all staff and learners have access to psychological support when the academy reopens.</li> </ul>	Severity					

Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:							
								<b>Further Control Measures:</b> <ul style="list-style-type: none"> <li>Monitor and review as guidance changes. Currently no staff as deemed extremely clinically vulnerable.</li> <li>One member of staff – clinically vulnerable.</li> </ul> <u>Staff Wellbeing</u> Staff that are working at home – home learning can work in the spare classroom if they wish to do so. They cannot break the bubbles – are not allowed in any room with children – even before or after school.  Two mental health wellbeing staff on hand for any support needed – Lisa Smith & Kirsty Rowsell.  Weekly briefing – highlight wellbeing and offer support networks.								
Entering and exiting school - Pupils and parents	Infesting people who are in close vicinity. Persons contracting COVID-19	Probability	5						<b>Control Measures:</b>  <b>MEASURES ARE IN PLACE TO REFELCT THE TRANSMISSION OF THE NEW VARIENT OF COVID-19.</b> <ul style="list-style-type: none"> <li>A request of 1 parent to bring and collect will be given to parents.</li> <li>One-way systems to be indicated upon entering school – Reception/Y1 playground.</li> <li>Staff will supervise to ensure parents are adhering to the new systems where possible.</li> <li>Parents and carers to wear mask or face coverings on the school site.</li> <li>Markers to be set out on the entry and exit areas to ensure parents are clear on their direction of entry and adhere to social distancing measures where possible.</li> <li>Pupils attending will be allocated a pod number. These numbers will be displayed clearly on each external pod door.</li> <li>Children will enter through an external door to their pod and will use a sanitising station as they enter.</li> </ul>	Probability	5					
			4								4					
3								3								
2								2								
1								1								
0	1		2	3	4	5	0	1			2	3	4	5		
			Severity								Severity					



Hazard:	Risk:	Risk Factor Before Control:		Control Measures	Risk Factor After Control:	
				<ul style="list-style-type: none"> <li>• Children will then wash their hands and be seated at their learning station with their own learning pack</li> <li>• No parents to enter the pod or go past the sanitising station for any reason.</li> <li>• Paper registers will be taken - children in each pod.</li> <li>• Admin member of the pod will then upload this to Progresso.</li> <li>• The admin team will monitor attendance and check with the Pod adults any absences.</li> <li>• All pods have telephones.</li> <li>• The gates will open from 8.30am and again at 3.10pm to allow for a rolling system and avoid congestion where possible.</li> <li>• Children will be ready at external doors promptly from 3pm to limit congestion.</li> <li>• As their parent follows the one-way system they will be released.</li> <li>• Parents will be advised not to gather at their child's door.</li> <li>• If I child has an appointment during school hours, they will be advised to have the whole day off.</li> <li>• Children that are brought by Riverside Childcare (if this provision re-opens, it is currently closed)– enter through the main school door – taken to the pods by our staff.</li> <li>• Children that are not collected on time, after 3.30 pm. Children to remain in the classroom. Call the main office so they can call parents and gain further clarification.</li> </ul> <p><b><u>Gates</u></b></p> <p>Nursery – Bowling Green Gate – separate entrance.</p> <p>Reception – to use (where possible) the large double gate at the front of the schools – leading to the EYFS/Y1 playground.</p> <p>This will be a one-way loop – parents walk around the loop and drop off their child at the classroom door. Continue the loop and exit the school.</p>		

Hazard:	Risk:	Risk Factor Before Control:				Control Measures	Risk Factor After Control:										
						<p>Y1 &amp; Pandas – to use (where possible) the back gate located on Staniland Road. This leads to the Y1 classrooms.</p> <p>Y2 – Koalas and Polar Bears – large field gate off Peck Avenue.</p> <p>Y3 &amp; Zebras to use (where possible) the large double gate at the front of the schools – leading to the EYFS/Y1 playground.</p> <p>Y4 Meerkats &amp; Kangaroos to use the large field gate to enter and exit school.</p> <p>Y5 children to use the large field gate to enter and exit school – Peck Ave.</p> <p>Y6 – Single bike shed gate.</p> <p>All adults to wear face masks for gate duty, collection and drop off of children.</p> <p><b>Rolling start and end of Day</b></p> <p>Gates will open at 8.30 am in the morning and close at 9.00 am. Register to be taken at 9.10 am.</p> <p>Gates will open at 3.10 pm in the afternoon and close at 3.30 pm.</p> <p>Y4/Y5/Y6 children that walk home alone will be dismissed at the normal time of 3.20 pm.</p> <p><b>LOCKDOWN THREE</b></p> <p>Use of the front gates only. (Field and KS1 carpark gate. The above rolling start will still apply). Gates will also be maned by staff as always.</p>											
Resources and equipment	Persons contracting COVID-19	Probability	5	■	■	■	x	■	■	■	Probability	5	■	■	■	■	■
			4	■	■	■	■	■	■	■		■	4	■	■	■	■
						<p><b>Control Measures:</b></p> <ul style="list-style-type: none"> <li>Each classroom will be clear of all additional resources.</li> </ul>											

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:																																																																																				
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Timings of the day – play and lunch	Infesting people who are in close vicinity. Persons contracting COVID-19	<table border="1"> <tr> <td>5</td> <td></td> <td></td> <td></td> <td>x</td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td colspan="6" style="text-align: center;">Severity</td> </tr> </table>	5				x		4						3						2						1						0	1	2	3	4	5	Severity						<p><b>Control Measures:</b></p> <p><b>MEASURES ARE IN PLACE TO REFELCT THE TRANSMISSION OF THE NEW VARIANT OF COVID-19.</b></p> <p>Lunch and play breaks will be staggered – to ensure the children have time outside with their year group class/pod. This will be supervised with the pod adults and additional staff in some cases e.g. mid-day supervisor/Ben Troops/Dan Taylor.</p> <p>EYFS/Y1 to eat lunch within the hall but at separate end of the room. Do not mix with each other more than 3m apart. Staff to wear masks within the lunch hall.</p> <p>EYFS/Y1 to share the KS1 strip but do not mix. They have half each – separated by cones.</p> <p>See separate lunch time rota.</p> <ul style="list-style-type: none"> <li>Lunch (eating) will be within the classroom/pod. For Y2-Y6.</li> <li>Assemblies will be in classes/pods – no large gatherings.</li> <li>EYFS pod/year group to use the back of EYFS equipment.</li> </ul>	<table border="1"> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td>x</td> <td></td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td colspan="6" style="text-align: center;">Severity</td> </tr> </table>	5						4						3						2				x		1						0	1	2	3	4	5	Severity					
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Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<ul style="list-style-type: none"> <li>Y1 to use the wooden play equipment at the front of EYFS.</li> <li>Y2-Y6 play equipment to be used on a weekly rota basis – to allow for a two-day break.</li> </ul> <p><b>Lockdown Three</b></p> <p>Pods have their breaks within the pod. Staff cover each other.</p> <p>Pods to be kept separate on the playground. Staff can</p>	

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:																																																																																								
Close contact over 15 mins.	<p>Car sharing – Members of staff that car share – greater risk of passing/contracting covid-19.</p> <p>Members of staff in close contact for over 15 mins that are from different year group bubbles.</p>	<table border="1"> <tr> <td rowspan="6">Probability</td> <td>5</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>X</td> <td>Red</td> </tr> <tr> <td>4</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>3</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>2</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Yellow</td> </tr> <tr> <td>1</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td></td> <td colspan="6">Severity</td> </tr> </table>	Probability	5	Green	Yellow	Red	X	Red	4	Green	Yellow	Red	Red	Red	3	Green	Green	Yellow	Red	Red	2	Green	Green	Green	Yellow	Yellow	1	Green	Green	Green	Green	Green	0	1	2	3	4	5		Severity						<p><b>MEASURES ARE IN PLACE TO REFLECT THE TRANSMISSION OF THE NEW VARIANT OF COVID-19.</b></p> <p><b>CARS:</b> Advise staff regarding car sharing – the use of masks within an enclosed space, including cars. Even if staff share a year group bubble – they may not share the same class space therefore risk of closure would be increased for the whole year group without the use of PPE.</p> <p>Addition – if possible, avoid car sharing but if needed, wear face masks, ventilate the car and a passenger to sit diagonally from the driver in the back of the car.</p> <p><b>Mini-Bus:</b> not using at this present time. Actions will be added when appropriate.</p>	<table border="1"> <tr> <td rowspan="6">Probability</td> <td>5</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>4</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>3</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>2</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>X</td> <td>Yellow</td> </tr> <tr> <td>1</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td></td> <td colspan="6">Severity</td> </tr> </table>	Probability	5	Green	Yellow	Red	Red	Red	4	Green	Yellow	Red	Red	Red	3	Green	Green	Yellow	Red	Red	2	Green	Green	Green	X	Yellow	1	Green	Green	Green	Green	Green	0	1	2	3	4	5		Severity					
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Hazard:	Risk:	Risk Factor Before Control:				Control Measures	Risk Factor After Control:								
						<p><b>Classrooms:</b> members of staff not to enter classrooms other than those within their own year group bubble. Even within the bubble – consider the need to visit another classroom, if you do need to discuss something with a planning partner, always maintain 2m apart and keep the contact limited. Longer discussions to be held over TEAMS.</p> <p>ALL Day – including before and after school. Head/Deputy can enter classrooms but ensure social distancing is followed and masks are worn.</p> <p><b>Lunch Time:</b> staff to avoid sharing food that has been cooked within separate households.</p> <p>Lunch staff – to wear face masks at all times whilst circulating the whole school. Lockdown three: Spare year group used t</p> <p>Staff to ensure social distancing between adults is maintained within communal areas and face masks to be worn:</p> <ul style="list-style-type: none"> <li>• Staffroom – Lockdown three – used as a cooking/drinks making room rather than a social area.</li> <li>• Photocopier</li> <li>• Corridors</li> <li>• Book Areas</li> <li>• Intervention spaces</li> <li>• Entrance Hall</li> </ul> <p>Head teacher will ensure the risk reduction measures are adhered to and staff have updates concerning any other changes.</p>									
Meeting room – small sized room with no	Greater risk of sharing air in a reduced space.	Probability	5				x	<b>MEASURES ARE IN PLACE TO REFELCT THE TRANSMISSION OF THE NEW VARIET OF COVID-19.</b>	Probability	5					
			4							4					

Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:												
windows for additional ventilation.			3					<p><b>Meeting Room:</b> 4 people max in the room. Visors or face masks to be worn within this room due to lack of air circulation.</p> <p><b>Door left open after a meeting for 30 ins – to allow for</b></p> <p><b>SLT:</b> to be held over TEAMS. If a meeting does need to be held in the school – use of connect or the school hall to ensure 2m+ is maintained. Face masks to be worn.</p> <p><b>Hall:</b> windows to be open. Hand sanitise when entering and exiting the hall. Children and staff.</p> <p>PE lessons within the hall – children work within the court area. This leaves a clear pathway around the edge for adults to pass through.</p> <p>Studio Hall: not to be used as a cut through.</p> <p><b>Connect:</b> windows to be open. Ensure social distancing is always followed. Use of face masks for visitors from other schools.</p> <p><b>Offices:</b> Single desk within the admin mangers office. Desks to be 2m apart when sitting at them. If desks are less than 2m apart due to the desk width, then do not face each other without a screen.</p> <p><b>EYFS Kitchen:</b> only one member of staff at any one time.</p> <p><b>EYFS:</b> Meeting room: Window to be open and only one member of staff at a time. PPA can take place within the nursery room but not meeting room.</p> <p>Lunch can be eaten within the nursery classroom.</p> <p><b>All telephones – use of own telephone on your desk or room. Wipe with anti-bac if changing to another user.</b></p> <p><u>Lockdown Three</u></p>		3											
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Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:							
								Meeting room to be used as a locked storage and collection room for the staff covid testing resources. Register collection sheets to be kept here also.  Masks to be worn by all within the meeting room.  Room is large enough to ensure close contact does not happen.								
Children being on site before 8.30 and after 3.30 (Staff members children).	Children entering rooms that are not within their bubble.  Children mixing with members of staff that do not work within their bubble.	Probability	5					DH – Y5/6 computer suite.  RC – Y4 Intervention Room  JS/AS – Y2 Intervention Room  Children not to mix with each other as they are all in different bubbles.  They leave the waiting areas and go straight to their own class/pods.  Riverside Provision – not currently in operation – Lockdown three.	Probability	5						
			4													
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		Severity							Severity							
Actions that require close intimate contact.	Increased risk of contracting covid-19 – children and adults.	Probability	5					All children with EHCP needs that require a 1:1  <ul style="list-style-type: none"> <li>Face mask and visor to be worn by 1:1 TA if the child is in close contact for over 15 mins.</li> <li>Intimate care – gloves/facemask and visor to be worn.</li> <li>Allocated toilet blocks for CH/JWD</li> <li>Additional hygiene routines in place – to encourage hands/space.</li> <li>Regular 1:1 TA to support the children as they normally would do so following their required routines.</li> </ul> <u>Lockdown three –</u>  The aim – all EHCP children to access school– if the changes during lockdown are detrimental and stressful for the child’s education – meet with the family to discuss appropriate support	Probability	5						
			4													
			3													
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Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:							
								and provision. This may be a reduced timetable, differentiated learning to be accessed at home. This must be discussed on a 1:1 basis for each case. It must be bespoke for the child in order to meet their needs in the best way for them individually.  A separate risk assessment if needed.								
Home Testing Kits  Understanding the process correctly	Interpretation of the results.  Could lead to staff on site having covid-19 and not knowing.	Probability	5	Green	Yellow	Red	Red	<p><b>Home testing for staff:</b>  <b>Beginning week 25<sup>th</sup> January 2021 – MHRA approved.</b></p> <ul style="list-style-type: none"> <li>• Tests to be stored and collected from the meeting room (this allows for social distancing, correct temperature of the room and locked storage).</li> <li>• Staff to watch the information video before collecting any tests. They will then be able to make an informed choice about participation.</li> <li>• Singing and recording sheets to be kept with the tests.</li> <li>• Need to supplement the tests with the new instructions – cannot remove the DFE old instructions though – they are sealed within the bags. The instructions to use are they booklets without an image on the front 1.3.2</li> <li>• The tests are for all members of staff and regular visitors that are working on site.</li> <li>• Vaccinated people are still able to participate in the initiative. Things links to unknown transmission information.</li> <li>• Pregnant people can also participate.</li> <li>• 1<sup>st</sup> void, 2<sup>nd</sup> void – need to complete a PCR test at a testing centre – they can be booked through the COVID-19 line.</li> <li>• Note: the tests do not combine with self-isolation. They will not shorten isolation for the staff, this may still be required for positive cases or close contact with positive cases.</li> <li>• Instructions – the test kits allow for household waste to be used for disposal.</li> </ul>	Probability	5	Green	Yellow	Red	Red	Red	
	4		Green	Yellow	Red	Red	Red			4	Green	Yellow	Red	Red		
	3		Green	Green	Yellow	X	Red			3	Green	Green	Yellow	Red		
	2		Green	Green	Green	Yellow	Yellow			2	Green	Green	Green	Yellow		
	1		Green	Green	Green	Green	Green			1	Green	Green	Green	X		
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			Severity							Severity						



Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:							
								<ul style="list-style-type: none"> <li>Test kits are to be used by the staff member only – not to be given to other people in any circumstances.</li> </ul> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries</a></p>								
	<p><i>To be planned when we begin operating again.</i></p> <p><i>This will allow for current risk reduction and government guidance to be adhered to.</i></p>	Probability	5	4	3	2	1	<p>Breakfast Club:</p> <p>After School Club:</p> <p>Extra Curricular Clubs:</p>	Probability	5	4	3	2	1	Severity	
			0	1	2	3	4			5	0	1	2	3		4
		Probability	5	4	3	2	1	Control Measures:	Probability	5	4	3	2	1	Severity	
			0	1	2	3	4			5	0	1	2	3		4

Hazard:	Risk:	Risk Factor Before Control:						Control Measures:	Risk Factor After Control:							
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			2	Green	Green	Green	Yellow	Yellow			2	Green	Green	Green	Yellow	Yellow
			1	Green	Green	Green	Green	Green			1	Green	Green	Green	Green	Green
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		Probability	5	Green	Yellow	Red	Red	Red	Control Measures:	Probability	5	Green	Yellow	Red	Red	Red
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								<p><i>Currently Close contact covers the following:</i></p> <ul style="list-style-type: none"> <li><i>Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation or unprotected physical contact (skin-to-skin).</i></li> <li><i>Proximity contacts – extended close contact (within one or two metres for more than 15 minutes) with an infected individual.</i></li> <li><i>Travelling in a small vehicle, like a car, with an infected person.</i></li> </ul>								



## RAF4 Risk Assessment Progress and Review Sheet

Risk Assessment No:	V5	Issue:	5	Task:	Coronavirus – COVID 19
Company Name:	Staniland Academy				

Date:	Details of Progress Made:	Initials:
1/6/2020	Added more information about cleaning – RAMS now in place.	RHy

Date:	Details/Reason for Review:	Initials:
3/6/2020	<p>Water tanks have now been flushed with an extra disinfection of all tanks.</p> <p>Staff meetings have now been conducted – ensuring all staff members understand all risk reduction methods.</p> <p>Permission forms signed and returned to school – explaining the risk assessment and our revised procedures.</p> <p>Parents have been called – explaining the entrance to use next week and how they are to stay apart etc.</p> <p>Boston Commercial cleaners – meeting has taken place to discuss RAMS/COSHH and additional cleaning.</p> <p>Meeting taken place with Vice CEO – to discuss risks and measures we have put in place.</p>	RHy

Date:	Details/Reason for Review:	Initials:
17/6/2020	<p>Y5 added to the risk assessment for two pods of 15. (entrances/exits - not changed)</p> <p>Pod toilets – two toilet identified for each pod to use – not one.</p>	RHydes

Date:	Details/Reason for Review:	Initials:
9/9/2020	<p>Addition to staff working and using communal areas.</p> <p>Addition to members of staff and their own children that attend the school. Protocols for start and end of day to ensure bubbles are not mixed.</p> <p>Update – Y5/Y6 to become one bubble – without close contact. Sharing the toilet block.</p> <p>Update – guidance on car sharing.</p>	RHydes

Date:	Details/Reason for Review:	Initials:
4/11/2020	Reason – second lockdown	RHY
20/11/20	Trust-wide review of RAs	JA
Date:	Details/Reason for Review:	Initials:
16/11/2020	Informal review – no updates	RHY

<b>Date:</b>	<b>Details/Reason for Review:</b>	<b>Initials:</b>
Dec 2020	General review	RHY
<b>Date:</b>	<b>Details/Reason for Review:</b>	<b>Initials:</b>
4/1/2021	General review to reflect the new transmission rates of the new strain of covid-19.	RHY
11/1/2021	<p><b>Additional information regarding:</b></p> <ul style="list-style-type: none"> <li>• children with complex needs.</li> <li>• Transmission reduction measures – face masks to be worn when in close contact with children.</li> <li>• Head teacher to ensure staff follow the risk reduction measures – the wearing of the stated PPE, increased measures since the last review – consistent and robust expectations for all.</li> </ul>	
<b>Date:</b>	<b>Details/Reason for Review:</b>	<b>Initials:</b>
16/1/21	<p>Addition to EHCP children – how to meet the children’s needs.</p> <p>Addition of the Boston Fast Testing Centres.</p>	RHY
19/1/2021	Trust review of the risk assessment.	RHY JA