

General Details

Assessor	Kathleen Hawkins
Assessment Date	23/03/2021
Assigned Reviewer	Kathleen Hawkins
Next Review Date	19/07/2021
Operation Assessed	Opening Schools during Covid-19

Associated with specific area

-  Education
-  Academy Schools
-  Leading Edge Academies Partnership (LEAP)
-  Mounts Bay Academy

Description of work area and/or activity assessed














COVID-19 Precautions and prevention for all persons visiting the School Site

Overall Current Risk

Medium



Persons Affected

-  Children / Students
-  Cleaner
-  Contractors
-  Employees
-  Lone Workers
-  Maintenance Staff
-  Members of the Public
-  Office Staff
-  Outdoor Workers
-  Pregnant Women
-  Trainees / Young Persons
-  Visitors
-  Volunteers

Current Rating	Hazard Information	Task Status
Low 	Housekeeping Premises not checked to ensure it is safe to re-open.	
Measures Currently in place to prevent risk of injury		
Re-opening checklist completed to confirm all statutory compliance inspection and testing is complete. This will include but not be limited to fire and safety systems, environmental hygiene and asbestos inspection. All contractors to be sent our Guidance for Contractors document. Where possible contractors to attend out of school hours. If attendance is required, a mask must be worn on site. Any work undertaken will be under the strict guidance of H&S co-ordinator. Contractors must sign-in via the entry sign system.		

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	Welfare Lack of up-to-date information for Staff	
Measures Currently in place to prevent risk of injury		
Daily briefings provided for staff. Individual Risk Assessments are carried out for those members of staff with I health issues, either long-term or temporary (ie: Pregnancy or recoverable illness).		

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Welfare Lack of up-to-date information for students and parents/guardians	
Measures Currently in place to prevent risk of injury		
Newsletter prior to opening and issued weekly thereafter. The newsletter will provide links to the latest government, NHS and Public Health information. Parent mail is also to be used to communicate changes in strategies / actions, and to obtain consents (eg; for mass testing) if necessary.		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Supervision Failure to maintain supervision levels if staffing levels drop.	
Measures Currently in place to prevent risk of injury		
Daily check to maintain staff levels. Groups are re-timetabled, not collapsed if agreed ratio cannot be provided.		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Welfare Staff who are identified as clinically vulnerable coming into contact with Coronavirus	
Measures Currently in place to prevent risk of injury		
Clinically Vulnerable staff risk assessed for work arrangements. Duties and supervision will be agreed and follow appropriate guidance for their specific circumstances. PPE supplied for use by staff. Mass testing programme has been available to all members of staff, whilst training the staff in the techniques and salient points of self-testing. Self-testing kits issued to every member of staff for use at home, with prescribed dates for testing. Final test to be saved for the day before returning to school after Easter break.		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Welfare Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	
Measures Currently in place to prevent risk of injury		
Assessed on an individual basis and an attendance plan agreed with parent/guardian. At this time, clinically extremely vulnerable children would not be expected to attend school. Mass testing programme has been carried out to detect positive cases of C-19 within the student population, whilst training the students in the techniques and salient points of self-testing. Self-testing kits issued to every student for use at home, with prescribed dates for testing. Final test to be saved for the day before returning to school after Easter break.		






Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	Welfare Staff or students who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site.	
Measures Currently in place to prevent risk of injury		
Assessed on an individual basis and an attendance plan agreed with parent/guardian. Mass testing programme has been carried out to detect positive cases of C-19 within the student population, whilst training the students in the techniques and salient points of self-testing. Self-testing kits issued to every student for use at home, with prescribed dates for testing. Final test to be saved for the day before returning to school after Easter break.		






Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	Welfare Member of staff displaying symptoms of Coronavirus	
Measures Currently in place to prevent risk of injury		
Isolation Room available. Staff reminded of isolation and testing protocols. Pupils within the group allocated to the staff member contacted and self-isolation confirmed.		






Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	Welfare  Student displaying symptoms of Coronavirus	  
Measures Currently in place to prevent risk of injury		
Isolation Room available. Parent/Guardian contacted immediately and advised of isolation and testing protocols. Other pupils within the group and staff member contacted and self-isolation confirmed.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low 	Welfare  Social distancing not observed in staff areas	  
Measures Currently in place to prevent risk of injury		
Dining Hall reserved for staff use. Self-catering provided or catering service provision. Calculations made to give maximum numbers of Staff in each room dedicated for staff use, (based on 10m ³ per person- in excess of government guidelines)		

Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Welfare  Social distancing not maintained during home-to-school transport if transport is boarded directly from school premises?	  
Measures Currently in place to prevent risk of injury		
Third party school transport providers will have their own arrangements which students will be required to follow as a condition of being a passenger. School minibuses, will be subject to a separate risk assessment, to include limits on numbers and the wearing of face-coverings.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Welfare Social distancing not maintained at school gate or drop-off/pick-up point	
Measures Currently in place to prevent risk of injury		
Duty staff at drop-off/pick-up points. Advice given where required.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Welfare Social distancing not maintained by students before school starts	
Measures Currently in place to prevent risk of injury		
Students have an arrival window and entry/exit points into the school specific to their allocated year group 'bubble'.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Welfare Social distancing not maintained in school corridors	
Measures Currently in place to prevent risk of injury		
Student groups are allocated zones. Circulation areas are not shared. Signage may be used where appropriate.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Welfare Social distancing not maintained in classrooms	
Measures Currently in place to prevent risk of injury		
<p>Classrooms are configured to allow social distancing. Furniture is not re-arranged or moved. Students always occupy the same seat position, and seating plans are taken along with the register. Lesson plans do not permit collaborative or group work. Continuous supervision is in place. SLT and Premises Manager to review the use of site, and entry/exit points to buildings, and classroom usage. All students and teachers are required to wear face coverings in school buildings. Site team to assist with arranging furniture to allow 2m distance between Staff and Students. Teachers to monitor this and report to Premises Manager.</p>		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Welfare Social distancing not maintained during break-times and lunchtimes	
Measures Currently in place to prevent risk of injury		
<p>At this stage break-times are either in the classroom or in a designated zone fully supervised. There is no overlap or shared spaces with other groups or sessions. If catering is provided it is delivered to the classroom.</p>		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Welfare Social distancing not maintained during meals	
Measures Currently in place to prevent risk of injury		
<p>Meals, if provided will be fully supervised and follow current guidance (distancing, disposable utensils, hand-wash stations.</p>		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Welfare Social distancing not maintained during physical activities (PE etc.)	
Measures Currently in place to prevent risk of injury		
PE sessions will follow current afPE Guidance Document: COVID-19: Interpreting the Government Guidance in a PESSPA Context. As of March 8th, changing rooms are back in use, enabled by revised access arrangements, and cleaning programme.		




Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Low 	Manual Handling Objects Moving and handling of furniture to facilitate social distancing	
Measures Currently in place to prevent risk of injury		
Site team move furniture following Manual Handling Operations Regulations 1992 (as amended) (MHOR) and a suitable risk assessment.		




Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

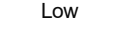
Current Rating	Hazard Information	Task Status
Low 	Storage Storage of furniture or equipment removed from classrooms workspaces and other areas.	
Measures Currently in place to prevent risk of injury		
Storage, if required will be in adjacent classrooms not programmed for use. Storage rooms will be locked during core hours.		

Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Low 	 Welfare Lack of hand-washing facilities.	
Measures Currently in place to prevent risk of injury		
Facilities are available in all zones. Hand sanitiser is issued to all students under Teacher Supervision upon each time of entry to building.		

Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low 	 Welfare Over-use or misuse of hand sanitiser.	
Measures Currently in place to prevent risk of injury		
Hand sanitiser is only available under supervision and not as a replacement to soap and hot water. It is issued at zone entry points to the building, and is available in every classroom.		

Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	 Welfare Staff and students not washing hands frequently.	
Measures Currently in place to prevent risk of injury		
Hygiene protocols will be included in the session planning.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Welfare Cross-contamination from used tissues etc.	
Measures Currently in place to prevent risk of injury		
Each room has a bin for immediate disposal of used tissues or any waste produced during the session. Bins are emptied daily.		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Housekeeping Disposal of potentially contaminated waste.	
Measures Currently in place to prevent risk of injury		
Potentially contaminated waste is controlled following current guidance (double bagged, sealed, labelled for quarantine, specialist disposal). Waste is segregated for different disposal methods within each classroom. Test centre waste is separately disposed of via collections arranged through Peake (GB) Ltd.		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Housekeeping Cross-contamination from sharing equipment	
Measures Currently in place to prevent risk of injury		
Equipment is not shared. If any resources are shared they are separated and stored for disinfecting and 72 hour quarantine.		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare</p> <p> Equipment is not shared. If any resources are shared they are separated and stored for disinfecting and 72 hour quarantine.</p>	
Measures Currently in place to prevent risk of injury		
Personal items are not shared. Continuously monitored during sessions.		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Housekeeping</p> <p> Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc.). This now includes the re-commissioning of PE changing facilities.</p>	
Measures Currently in place to prevent risk of injury		
<p>Cleaning arrangements include an interim clean for toilets and touch points followed by a complete clean immediately after the session. Groups will not overlap or use a classroom before cleaning is complete.</p> <p>Regarding the use of PE changing facilities, the touch-point cleaner will wipe down all benches and pegs in the changing rooms with virucidal spray between each bubble.</p> <p>Student will only use external access and egress to Orange Zone changing rooms, via Fire exits. 'Traffic light' signage system in place to indicate whether or not the cleaning has been carried out between bubbles.</p>		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Housekeeping</p> <p> Cross-contamination from use of welfare facilities, toilets, sinks, water fountains etc.</p>	
Measures Currently in place to prevent risk of injury		
<p>Cleaning arrangements include an interim clean for toilets and touch points followed by a complete clean immediately after the session. Students bring their own pre-filled water bottle. Toilets are either single cubicle or arranged to avoid overlap.</p>		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Welfare Cross-contamination from food served on premises	
Measures Currently in place to prevent risk of injury		
Food services contractor will follow any additional requirements to comply with infection controls. This will include but not be limited to the Litmus Covid-19 Contractor Questionnaire.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Housekeeping Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	
Measures Currently in place to prevent risk of injury		
Cleaning and catering staff will have a Covid-19 Resources Pack and briefing. Where required, cleaning agents will be EN14476 Virucidal used in accordance with the appropriate Safety Data Sheets and COSHH EH40 guidance.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Welfare Protocol and precautions for visitors to the school site.	
Measures Currently in place to prevent risk of injury		
Visitors will be by prior agreement wherever possible. Visitor screening, hand-sanitising etc. available at Main Reception. Visitors must wear face coverings.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Welfare Provision of first aid (including paediatric first aid where appropriate) support to students	
Measures Currently in place to prevent risk of injury		
Duty first aid on-call with appropriate PPE where required.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Welfare Providing care (dispensing medicines etc.) for students with medical needs	
Measures Currently in place to prevent risk of injury		
Individual Medical Health Plans should continue and be supported as before. Student Provision staff may be issued PPE where required.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Welfare Providing care for students with specific care needs (support for toileting etc.)	
Measures Currently in place to prevent risk of injury		
Individual Medical Health Plans should continue and be supported as before. Student Provision staff may be issued PPE where required.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Behaviour Providing care for students with specific emotional or behavioural needs	
Measures Currently in place to prevent risk of injury		
Pastoral Care staff continue as before but incorporating the infection control protocols. Pastoral Care staff may be issued PPE where required.		


Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low/Medium 	Fire Safety Evacuation procedures during reduced occupancy of the school.	
Measures Currently in place to prevent risk of injury		
Evacuation procedures amended and updated, these have been printed and circulated round the school. Fire evacuation posters are displayed next to the door in every classroom, Assembly Areas to be organised according to student tutor groups within 'year bubbles', assembly in alphabetical order, whilst following the current social distancing guidance. A separate RA is in place to mitigate the risks presented by a number of faults in the Emergency lighting system.		

Potential Rating	Additional Controls Required
Low/Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low 	Welfare Risk of contagion from COVID-19 due to inadequate ventilation.	
Measures Currently in place to prevent risk of injury		
All windows in all classrooms are to be kept open to increase the air-flow and promote the dispersal of C-19 virus particles. Doors- both internal and external, should be kept open to increase air-flow within the building. Internal doors should be kept open using rubber wedges which are designed for this purpose. External doors should be held open using silent cabin hooks, or similar safe mechanisms, thus eliminating the need to prop doors open with heavy objects or chairs, which will present a trip hazard.		

Potential Rating	Additional Controls Required		
Low 	Additional Controls and Actions	Due by / Whom	Action Status
	Send email to all staff to check their doors have suitable catches, and report to me if not, so we are able to action remedial fitting by the site team.	12/05/2021 K.Hawkins	

 Related Files
