



Risk Management Assessment Report: Mounts Bay Academy

Risk Area:	Management and Site Maintenance
Assessment Framework:	Re-Opening Schools - COVID-19
Work Area or Activity:	COVID-19 Precautions and prevention
Competent Person:	Kath Hawkins
Assisted by:	Les Hall Robert Finch
Groups Affected:	Parents/carers Pupils & Members of Staff Contractors & Visitors
Notes:	

Assessed on: 15/10/2020

To be Reviewed on: 06/01/2021

Risk Rating:	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Premises not checked to ensure it is safe to re-open.	Reopening 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.	Yes	Severity:3 Likelihood:1 Risk Rating:3
Lack of up-to-date information for Staff	Daily briefings provided for staff.	Yes	Severity:3 Likelihood:1 Risk Rating:3
Lack of up-to-date information for students and parents/guardians	Newsletter prior to opening and issued weekly thereafter. The newsletter will provide links to the latest government, NHS and Public Health information.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Failure to maintain supervision levels if staffing levels drop.	Daily check to maintain staff levels. Groups are re-timetabled, not collapsed if agreed ratio cannot be provided.	Yes	Severity:3 Likelihood:2 Risk Rating:6

Staff who are identified as clinically vulnerable coming into contact with Coronavirus	Clinically Vulnerable staff risk assessed for work arrangements. Duties and supervision will be agreed and follow appropriate guidance for their specific circumstances.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	Assessed on an individual basis and an attendance plan agreed with parent/guardian.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Staff or students who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site.	Assessed on an individual basis and an attendance plan agreed with parent/guardian.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Member of staff displaying symptoms of Coronavirus	Isolation Room available. Staff reminded of isolation and testing protocols. Pupils within the group allocated to the staff member contacted and self-isolation confirmed.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Student displaying symptoms of Coronavirus	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.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not observed in staff areas	Dining Hall reserved for staff use. Self-catering provided or catering service provision.	Yes	Severity:3 Likelihood:1 Risk Rating:3
Social distancing not maintained during home-to-school transport if transport is boarded directly from school premises?	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, if used, will be subject to a separate risk assessment.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not maintained at school gate or drop-off/pick-up point	Duty staff at drop-off/pick-up points. Advice given where required.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not maintained by students before school starts	Students have an arrival window and entry/exit points into the school specific to their allocated group.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not maintained in school corridors	Student groups are allocated zones. Circulation areas are not shared. Signage may be used where appropriate.	Yes	Severity:3 Likelihood:2 Risk Rating:6

Social distancing not maintained in classrooms	Classrooms are configured to allow social distancing. Furniture is not re-arranged or moved. Students always occupy the same seat position. Lesson plans do not permit collaborative or group work. Continuous supervision.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not maintained during break-times and lunchtimes	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.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not maintained during meals	Meals, if provided will be fully supervised and follow current guidance (distancing, disposable utensils, hand-wash stations).	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not maintained during physical activities (PE etc.)	PE sessions will follow current afPE Guidance Document: COVID-19: Interpreting the Government Guidance in a PESSPA Context	Yes	Severity:3 Likelihood:2 Risk Rating:6
Moving and handling of furniture to facilitate social distancing	Site team move furniture following Manual Handling Operations Regulations 1992 (as amended) (MHOR) and a suitable risk assessment.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Storage of furniture or equipment removed from classrooms workspaces and other areas.	Storage, if required will be in adjacent classrooms not programmed for use. Storage rooms will be locked during core hours.	Yes	Severity:2 Likelihood:1 Risk Rating:2
Lack of hand-washing facilities.	Facilities are available in all zones.	Yes	Severity:3 Likelihood:1 Risk Rating:3
Over-use or misuse of hand sanitiser.	Hand sanitiser is only available under supervision and not as a replacement to soap and hot water.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Staff and students not washing hands frequently.	Hygiene protocols will be included in the session planning.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Cross-contamination from used tissues etc.	Each room has a bin for immediate disposal of used tissues or any waste produced during the session. Bins are emptied daily.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Disposal of potentially contaminated waste.	Potentially contaminated waste is controlled following current guidance (double bagged, sealed, labelled for quarantine, specialist disposal).	Yes	Severity:3 Likelihood:2 Risk Rating:6

Cross-contamination from sharing equipment	Equipment is not shared. If any resources are shared they are separated and stored for disinfecting and 72 hour quarantine.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Cross-contamination from sharing personal possessions (water bottles, toys. Etc.)	Personal items are not shared. Continuously monitored during sessions.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc.).	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.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Cross-contamination from use of welfare facilities, toilets, sinks, water fountains etc.	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.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Cross-contamination from food served on premises	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.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	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.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Visitors to the school site.	Visitors will be by prior agreement wherever possible. Visitor screening, hand-sanitising etc. available at Main Reception.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Provision of first aid (including paediatric first aid where appropriate) support to students	Duty first aid on-call with appropriate PPE where required.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Providing care (dispensing medicines etc.) for students with medical needs	Individual Medical Health Plans should continue and be supported as before. Student Provision staff may be issued PPE where required.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Providing care for	Individual Care Plans should	Yes	Severity:3

students with specific care needs (support for toileting etc.)	continue and be supported as before. Student Provision staff may be issued PPE where required.		Likelihood:2 Risk Rating:6
Providing care for students with specific emotional or behavioural needs	Pastoral Care staff continue as before but incorporating the infection control protocols. Pastoral Care staff may be issued PPE where required.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Evacuation procedures during reduced occupancy of the school	Evacuation procedures amended and updated. Assembly Area(s) to be organised according to student classroom groups and assembled following the current social distancing guidance.	Yes	Severity:5 Likelihood:1 Risk Rating:5

Kath Hawkins

Signed

Dated

Co-ordinator

Signed

Dated

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SAFE WORKING PRACTICES

Re-opening the school to small groups commencing July 2020

These arrangements follow government guidance: *Coronavirus (COVID-19): implementing protective measures in education and childcare settings*. The controls listed here are not discretionary and should be seen as the minimum baseline standards to keep the school as safe as necessary. The viability of the sessions will depend on the cooperation of the pupils attending, teaching and support staff vigilance and a consistent application of the guidelines across all sessions.

It is possible that a minority of pupils will not be able to engage for various reasons. Staff must not permit disruption by any individual pupil and must intervene rapidly by calling supporting duty colleagues to ensure a situation does not develop that might compromise the session.

DO carefully brief the group to describe the following:

- Expected behaviour and the observance of social distancing.
- The limits of their individual learning zone.
- Entry and exit points to their zone.
- The toilets that are assigned to their zone.
- The toilet access arrangements and the need to wait at a safe distance until a cubicle is available.
- The importance of hygiene and handwashing.
- The need to cough or sneeze into a tissue which is binned immediately.
- The seating plan as fixed and not interchangeable. If there is a break, the pupil returns to the same desk position.
- No collaborative work.
- Resources should not be shared unless it is unavoidable. Shared resources, if any must be quarantined immediately after the session in the clear plastic liner provided.

DO NOT

- Allow pupils to wander about or leave the session unsupervised.
- Permit pupils to enter any rooms other than their allocated classroom.
- Permit pupils to access any area or part of the school outside their zone before, during or after their session.
- Allow pupils to interact or engage with any other sessions within their zone.
- Permit unrestricted or unsupervised access to alcohol hand sanitiser (it is to be used sparingly if hand washing is not practicable).
- Permit the use of a copier or printer during the session.

Health, Safety and Welfare Arrangements

- Furniture should remain as set-out pre-session and not be moved or rearranged.
- Where practical rooms are used for sessions, pupils must not operate or tamper with fixed equipment.
- Your session will be visited by duty support staff in case you need additional materials, support or a comfort break.
- If any person starts to feel unwell during a session they must be removed immediately to the Isolation Room (MFL Office near Compass) and instructions posted up in the room be followed.
- Teachers should check the medical or special needs status of any pupils in their group.
- First Aid, if needed is available on call.
- First Aid duty staff must wear appropriate PPE.
- The Site Team has virucidal cleaning materials available for rapid deployment if needed.
- In case of an emergency evacuation all sessions must leave by their nearest available exit and assemble on the tennis courts staying within their groups and at a safe distance both within the group and from other groups.
- Staff welfare facilities have been set up in the canteen area.
- Please take personal responsibility and fully cooperate with social distancing at all times. It can be awkward and unsettling for others if you do not.
- Please understand that some staff may be identified as vulnerable according to government guidelines and their return to work may be a challenge.
- Please look out for each other and be supportive.

The latest guidance is available here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/>

RISK MATRIX

SEVERITY	Death/Multiple Deaths	5	5	10	15	20	25
	Critical Injury	4	4	8	12	16	20
	Severe Injury	3	3	6	9	12	15
	Minor Injury	2	2	4	6	8	10
	No Injury	1	1	2	3	4	5
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>LOW RISK - PROCEED</p> </div> <div style="border: 1px solid black; width: 40px; height: 20px; background-color: #90EE90;"></div> </div>			1	2	3	4	5
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>MEDIUM RISK - ACTION</p> </div> <div style="border: 1px solid black; width: 40px; height: 20px; background-color: #FFD700;"></div> </div>			Unlikely	Possible	Very Possible	Likely	Very Likely
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>HIGH RISK - STOP!</p> </div> <div style="border: 1px solid black; width: 40px; height: 20px; background-color: #FF0000;"></div> </div>			LIKELIHOOD				