**THE 3-18 EDUCATION TRUST – RISK ASSESSMENT**

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| **RISK ASSESSMENT FOR:** | Working in the Schools during Covid19 Pandemic | **REF NO.** | **Aug 2021** |

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| **ASSESSMENT BY:** | Cindy Hellyn-Jones | **DATE:** | 31/08/2021 | SIGNED: |  |
| **APPROVED BY:** | Sue Lovecy | **DATE:** | 31/08/2021 | SIGNED: |  |
|  | | | NEXT REVIEW DATE: | | As and when needed |

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| **HAZARD & RISK ANALYSIS**  A hazard is something with the potential to cause harm. Risk (R) is the likelihood of someone being hurt multiplied by the severity of the occurrence. | | | | | | | | | | | |
| **5 X 5 RISK ASSESSMENT MATRIX (LEVEL OF RISK = LIKELIHOOD X SEVERITY)** | | | | | | |  | | **PRIORITY OF ACTION** | | |
|  | 5 | **5 LOW** | **10 MED** | **15 MED** | **20 HIGH** | **25 HIGH** | |  | **HIGH** | **17-25** | **Unacceptable. Stop work or activity until immediate improvements can be made.** |
| 4 | **4 VERY LOW** | **8 LOW** | **12 MED** | **16 MED** | **20 HIGH** | |  |
| 3 | **3 VERY LOW** | **6 LOW** | **9 LOW** | **12 MED** | **15 MED** | |  | **MED** | **10-16** | **Tolerable but need to improve within a reasonable timescale e.g. 1 – 3 months.** |
| 2 | **2 VERY LOW** | **4 VERY LOW** | **6 LOW** | **8 LOW** | **10 MED** | |  |
| 1 | **1 VERY LOW** | **2 VERY LOW** | **3 VERY LOW** | **3 VERY LOW** | **5 LOW** | |  | **LOW** | **5-9** | **Adequate but look to improve by next review.** |
|  | 1 | 2 | 3 | 4 | 5 | |  |
|  | **VERY LOW** | **1-4** | **Residual risk acceptable and no further action is required at this stage.** |
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| **Score** | **Likelihood** | **Description** |  | **Score** | **Severity** | **Description** |
| 5 | Very Likely | The event is expected to occur in most circumstances |  | 5 | Catastrophic / Severe / Fatality | Death or permanent disability to one or more persons |
| 4 | Likely | The event will probably occur in most circumstances |  | 4 | Major Injury / ill health | Hospital admission required |
| 3 | Fairly Likely | The event could occur at some time |  | 3 | Moderate (Over 3 day injury / illness) | Medical treatment required |
| 2 | Unlikely | The event is not likely to occur in normal circumstances |  | 2 | Minor injury | First Aid required |
| 1 | Very Unlikely | The event may only occur in exceptional circumstances |  | 1 | Insignificant / No Injury | Injuries not requiring first aid treatment |

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| **No** | **Main Hazards Identified** | **Who is at risk?** | **Likelihood (a)** | **Severity (b)** | **Risk Rating (a) x (b)** | **Control Measures to Reduce the Risk** | **Actions Required** | **By Who / When** |
| **1** | Catching  or spreading Coronvirus – General considerations | Staff, pupils  Parents, guardians | 2 | 3 | 5 | * Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. * cleaning hands more often than usual will continue as will using alcohol hand rub or sanitiser * Face coverings | * Isolation for 10 days for those who test positive, PCR test for close contacts. If negative, then they can return. * Record, monitor and communicate any staff/pupil illness and ensure isolation periods observed, if needed, before return. * All staff to report suspected or confirmed cases to SLT * Staggered return for secondary students. All year groups to have lateral flow test, twice, within the 1st week back. They will then be expected to self-test twice a week. * Staff will continue to test twice a week and report this on the government website. * 1st aiders in school to be equipped with PPE including face shields * Soap and hand sanitiser to be available in all toilets, outside each classroom plus school and canteen entrances constant checks to be made on stock. * Face coverings for students will be allowed at all times but will not be compulsory. Staff may continue to wear face coverings wherever they wish and will be encouraged to wear them in busy areas of school. * Windows and doors will be open for better ventilation around school. | SLT, all staff |
| **2** | Maintaining Social Distancing at School | Staff, pupils | 1 | 1 | 2 | * where practicable maintain distancing around school. | * One-way system will remain around school. * When moving around the classroom, staff should be mindful of not staying close to one student for a long period of time * Seating plans should remain strictly in place and will be recorded on Satchel as part of our new use of this site. * There will be red zones around school where students are not allowed to go at break or lunchtime and these will be clearly designated. Students will be encouraged to remain outside at breaks and lunchtimes. * Entering and leaving via the sports centre gate will remain for secondary pupils and sanitiser will be available on entry. * The staff room will still be restricted to 12 people in the main area and a max of 5 in the quiet area. | SLT, all staff |
| **3** | Extra-Curricular activities | Staff, pupils | 2 | 2 | 4 | * All extra-curricular activity will return * Use outside space - Outdoor activities are to be encouraged | * Need to track and trace students if there is a Covid case * Students will change for PE apart from year 11 students on a Wednesday that have dance / drama and PE. Primary pupils will bring PE kits to school to change into. | SLT, all staff |
| **4** | Catering facilities | Staff, pupils, catering staff | 2 | 2 | 4 | * Year groups will have set lunch breaks that will be rotated | * Year groups will have lunch / break sittings so that they are separated whilst in the inside spaces. Numbers will be limited in the hub area at break and lunchtime. Table seating plans will remain. * There will be red zones around school where students are not allowed to go at break or lunchtime and these will be clearly designated. Students will be encouraged to remain outside at breaks and lunchtimes. * All students will be encouraged to have a school meal. * LSA’s will continue to bring down the students and each will sanitise their hands before entering the diner. * We will continue a one-way system into the diner. | SLT, all staff, catering staff |
| **5** | First Aid | Staff, pupils | 2 | 2 | 4 | * 1st aiders in school to be equipped with PPE including face shields | * Additional measures may be required \ implemented if staff shortages. | SLT, all staff |
| **6** | Accidents\  Incidents | Staff, pupils | 2 | 2 | 4 | * Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority. * Reporting of COVID-19 cases to Health & Safety Team. (RIDDOR 2013 requirements for HSE reporting) * Consider looking at high risk activities to minimise the potential for accidents and the need for staff to assist children\students. | * Accidents will be reported as usual. | SLT, all staff |
| **7** | Use of Personal protective equipment (PPE) in School settings against  COVID -19 | Staff including cleaning and catering staff, pupils,  Visitors. contractors | 2 | 2 | 4 | * The majority of staff in education settings will not require PPE beyond what they would normally need for their work, PPE is only needed in a very small number of cases including: * children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way * if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if distance cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. | * Face coverings for students will be allowed at all times but will not be compulsory. Staff may continue to wear face coverings wherever they wish and will be encouraged to wear them in busy areas of school. * 1st aiders in school to be equipped with PPE including face shields | SLT, all staff |
| **8** | Emotional distress of the staff - including anxiety  Emotional distress of the pupils | Staff, students | 2 | 2 | 4 | * At least one SLT member of staff on site every day for staff to share concerns with * Staff to be including with the decision making, risk assessments. * Review staff work and rest rooms to ensure social distancing can be adhered to * Have details of counselling available * Pupils to be supported by staff * Look at ways of being able to support a child if in need of comfort. * SEN pupils - review assessments to be able to further assist pupils who will not understand the changes. | * Regular communication of mental health information and open door policy for those who need additional support * Weekly information emailed out for school as well as the Trust in general * SLT will promote mental health & wellbeing awareness to staff and will offer whatever support they can to help | SLT, all staff |
| **9** | Transport arrangements | Staff, students | 2 | 2 | 4 | * encouraging parents and children and young people to walk or cycle to their education setting where possible * making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel * ensuring that transport arrangements cater for any changes to start and finish times * making sure transport providers, as far as possible, follow hygiene rules. | * Local transport providers have been informed of later times * All students to wear face masks on public transport as per company policies. | SLT, all staff |
| **10** | Managing Customers, Contractors and visitors | Staff including cleaning and catering staff, pupils,  Visitors. Contractors | 2 | 2 | 4 | * Limiting the number of visitors or contractors at any one time. * Limiting visitor times to a specific time window and restricting access to required visitors only. * Determining if schedules for essential services and contractor visits can be revised to reduce overlap between people. * Maintaining a record of all visitors, if this is practical. | * The school will be using the InVentry visitor management system from the end of September. * Face coverings will be allowed at all times but will not be compulsory. * Deliveries still to be made, packages to be left in the foyer * Visits by parents are by appointment only. * Entry is via the reception area only |  |
| **11** | Workplace and furniture contamination | Staff including cleaning | 1 | 1 | 2 | * Sanitising equipment and services | * The school feel it wise to continue sanitising when picking up used equipment and student books. | SLT, all staff |

**Distribution List**

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| **Group** | **Distributed By** | **Date** |
| Sue Lovecy | Cindy Hellyn-Jones | 31/08/2021 |
| Mike Newland | Cindy Hellyn-Jones | 31/08/2021 |
| All School Staff | Cindy Hellyn-Jones | 02/09/2021 |
| Chair of Governors | Cindy Hellyn-Jones | 02/09/2021 |
| Laura Taylor | Cindy Hellyn-Jones | 01/09/2021 |
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