

RISK ASSESSMENT: 19.1v2 Key Worker Provision – COVID-19 (Page 1 of 11)

ACADEMY Seathorne Primary Academy	SECTION/TEAM	DATE OF ASSESSMENT 06/01/21
WHO MIGHT BE HARMED? Employees, pupils, parents/guardians, service users, contractors and members of the public.		HOW MANY ARE AFFECTED? 100

***This risk assessment is a TEMPLATE and must be altered to ensure it is suitable for the academy.** Statements are therefore generic and can be added to, altered, changed or deleted as appropriate. Once completed, all staff must read this document and sign within the box provided to confirm understanding.

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place × if not	WHERE: × State action to be taken with timescales × Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low
Fail to follow Government guidance	<ul style="list-style-type: none"> The Trust will provide a summary of any changes to guidance, paying particular attention to guidance on education settings e.g. social distancing, maximum numbers allowed in any one place, cleaning etc. Principal or Senior Leader to ensure guidance is complied with and make any changes to site arrangements as required (amending this RA if necessary) 	✓	Contact Trust Emergency Planning Team for advice if unsure	Low
Insufficient staff to children ratio	<ul style="list-style-type: none"> Appropriate for the planned activity Reviewed daily 	✓	At least one suitably trained member of staff for each room. In normal circumstances, this is with a maximum ratio of 1:30. In current circumstances, in addition, our staff ratio must depend on safe Covid working practice which affects the numbers of people permitted to be in each room. Principal or Senior Leader in charge to review requirements and amend if required	Low
Inadequate First Aid Provision (staff	<ul style="list-style-type: none"> One First Aider per 50 people or part thereof i.e. staff/pupils on site. 	✓	If any children are under 8 there must be a paediatric First Aider per fifty under 8s or part thereof (these First	Low

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and/or supplies)	<ul style="list-style-type: none"> Sufficient stocks of first aid supplies (including back up supplies if required) 		<p>Aiders count towards the overall First Aid provision)</p> <p>Instruct all staff and any external providers of sporting activities to avoid any high-risk physical sport/activity e.g. trampoline, to reduce the risk of accidents</p> <p>It may be possible to obtain additional supplies from other Trust sites if unable to obtain from usual suppliers. Contact Central Team if unable to make contact with other academies</p> <p>Consider online video training to rapidly increase number of First Aid trained staff (including paediatric) if insufficient staff available (check with other academies first)</p>	
First Aiders exposed to virus	<ul style="list-style-type: none"> Follow Government guidance here 	✓	<p>Ensure suitable and sufficient PPE is available and that all First Aiders have been trained to use it</p> <p>As a minimum disposable gloves and fluid repellent surgical face mask is recommended and, if available, disposable plastic apron and disposable eye protection (such as face visor or goggles) should be worn.</p> <p>Use defibrillator or CPR if dealing with cardiac arrest. Do not use mouth to mouth.</p> <p>Wash hands thoroughly with soap and water before putting on and after taking off PPE, following relevant SSWs</p>	
Insufficient staff for vulnerable children	<ul style="list-style-type: none"> Match staffing appropriately 	✓	<p>Ensure that ratios are increased if a care plan or other document indicates that a child needs additional support.</p>	Low
No arrangements	<ul style="list-style-type: none"> Data sheet for each child with specific 	✓	<p>Ensure data sheets are provided for all children</p>	Low

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in place for children with specific medical needs	<p>needs - sign all medication in and out</p> <ul style="list-style-type: none"> • Ensure all medication administered is recorded with 2 staff present following standard Trust guidance • First aider is on site 		<p>(including those from other Trust academies)</p> <p>Ensure sufficient staff in place to manage administration of medicine</p> <p>Ensure First Aider ratio is compliant (including paediatric First Aiders for under 8s)</p> <p>Child specific medical needs EpiPen's, inhalers etc. in place including emergency items if child has forgotten to bring theirs</p> <p>First aider requirements are checked on a daily basis using the staff rota on Regional Cluster COVID 19 in TEAMS. Discussed at morning and afternoon TEAMS meeting to ensure sufficient provision is in place</p>	
<p>Site not suitable for age group</p> <p>Secondary schools are not designed for primary age children especially reception and infants e.g. no finger trap guards, adult height toilets, wash basins, chairs, tables etc.</p>	<ul style="list-style-type: none"> • Classroom Activities in Primary Schools RA completed where facilities for primary school children are provided in a secondary school • Additional supervision for primary age pupils when moving through site • Additional help for younger children if using standard height toilets and wash basins • Additional help for younger children if using standard height tables and/or chairs 	✓	<p>RA completed prior to primary school pupils using site</p> <p>Supervision ratios reviewed and adjusted as and when required</p> <p>Ensure hold back devices on doors (where fitted) are engaged</p> <p>Provide step stool for younger children to use adult height toilet and wash basin or provide physical support (taking into account any safeguarding issues)</p>	Low
No or insufficient emergency contacts for	<ul style="list-style-type: none"> • Verify details on day 1 (as may be different to usual) • Explain call may come from a school 	✓	<p>Ensure at least three emergency contacts are provided. This can include the alternative methods of communication below.</p>	Low

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children	mobile or landline so that the contact answers call		Ensure alternative methods of communication are available e.g. mobile, landline, email, and GourocallXpressions	
Social distancing	<ul style="list-style-type: none"> ● Visitors to school to be kept to absolute minimum ● Double spacing in classrooms ● Outdoors as much as possible ● No more than 13 people in a standard junior or secondary classroom (55m²). No more than 15 people in a standard reception or infants' classroom (62m²). The above figures include one member of staff. DfE BB103 minimum sizes used for rooms ● Adhere to government guidelines here 	✓	<p>Place sign on entrance door reminding visitors of social distancing requirements and not to enter the school. Provide contact number for queries.</p> <p>Keep all entrance doors secured but ensure they can be opened in an emergency i.e. by automatic release, push pad/bar or thumb turn. Under no circumstances should doors be locked with a key, digital lock etc. whilst the school is occupied</p> <p>Visitors to remain outside or in reception area if weather is inclement. Ensure social distancing at all times.</p> <p>Deliveries - Ensure social distancing guidance is adhered to. For example, delivery personnel buzz intercom, leave package in sight, and step 2 metres away. There should be no expectation for the need to sign paperwork.</p> <p>Minimum of 2 metres in all directions between people e.g. between children wherever possible, and between children and staff. Each bubble classroom should ensure that there is a working zone at 2,m distance form pupils for adults. Adults will be able to move around the room but wear face coverings when doing so.</p> <p>Maintain distancing when moving through the building or when outdoors, and when working in other areas of the school.</p>	Low

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			<p>Minimum allowance per person = 4m²</p> <p>Keep rooms well ventilated and open windows as much as possible</p> <p>Capacities should be reduced for smaller rooms and may be increased for larger rooms taking into account suitable staff to pupil ratios and current guidance re large gatherings (see government website for latest guidance)</p> <p>No team sports or other activities where there is the potential for close contact. Racquet sports (singles not doubles) are permissible</p>	
Key worker provision - consumption of meals by staff and pupils	<ul style="list-style-type: none"> To reduce the risk of larger gatherings, the amount of cleaning required; ensure that multi-purpose dining facilities are available for physical exercise. meals should be consumed in the rooms where the provision is taking place and not in dining halls 	✓	<p>Meals to be brought to the room by a member of staff supervising the pupils to reduce the number of people moving through the building</p> <p>Differently to the first lockdown, we are now in a position to offer hot meals and our numbers will enable us to do so safely;</p> <ul style="list-style-type: none"> - Pupils are remaining in class bubbles, with one allocated MDSA per bubble. - Pupils will eat in the dining hall but follow our Operating procedures – these include oneway systems, socially distanced seating, high level of ventilation staff wearing protective face coverings. - Numbers accessing Hub provision currently allow for two sittings per lunch time. This can be 	Low

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			<p>increased to three separate sittings should it be needed, if numbers are larger on any given day.</p> <ul style="list-style-type: none"> - Hygiene and cleaning routines and timetables mean that the hall space can also be used for physical activity at other part of the day. 	
<p>Person exhibits signs of having coronavirus (CV19) infection i.e.</p> <ul style="list-style-type: none"> ● new, continuous cough and/or ● high temperature 	<p>Follow government guidance:</p> <ul style="list-style-type: none"> ● If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they should be sent home and advised to follow the staying at home guidance. ● Maintain social distancing unless the person requires immediate help to prevent injury 	✓	<p>Management of persons who have symptoms of CV19</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they should be sent home and advised to follow the staying at home guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Settings should be mindful of individual children's needs – for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, ensure that social distancing is maintained</p> <p>Staff who cannot go home immediately e.g. because they are waiting for a lift, should isolate themselves</p> <p>If a potentially infected person needs to go to the toilet while waiting to be collected, they should use a separate toilet.</p> <p>Any areas used by the potentially infected person e.g. toilets, temporary isolation room, should be isolated and secured after use and left for 72 hours before cleaning (following government and Trust guidance, RAs, SSWs etc.).</p>	

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			<p>If the infected person needs clinical advice, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who is potentially infected, they must wash their hands thoroughly for 20 seconds immediately after any contact with the person or contact with anything the person has touched. They do not need to go home unless they develop symptoms themselves</p> <p>It may not be necessary to close educational settings but Principals must contact the Trust Business Continuity Team immediately before making any decision to stay open.</p> <p>If there is an urgent public health action to take, the educational setting will be contacted by the local Public Health England (PHE) Health Protection Team who will undertake a risk assessment and advise on any actions or precautions that should be taken.</p>	
Children brought in by Academy staff	<ul style="list-style-type: none"> No children of staff allowed on site 	✓	Unless they are also pupils attending our school. They will be booked into Critical Worker provision in the same way other children are.	Low
Premises cleaning regime	<ul style="list-style-type: none"> Thorough daily clean - in line with guidance Disinfect if required 	✓	Adhere to Government guidance and Trust Guidance & Information Sheets, Risk Assessments and Safe Systems of Work	Low
Equipment and	<ul style="list-style-type: none"> Ensure items regularly touched e.g. key 	✓	Use appropriate sanitisers and ensure supplies are	Low

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resources cleaning	boards, mouse or other input device, mobile phones are sanitised on a daily basis <ul style="list-style-type: none"> Clean and sanitise items used by pupils e.g. toys, play equipment 		available for staff to use	
Staff and/or pupils fail to comply with hygiene guidance	<ul style="list-style-type: none"> Staff reiterate hygiene standards throughout day Ensure all hand washing facilities have adequate supplies of soap and other disposables e.g. paper towels at all times Hand wash with soap and water for 20 seconds Use disposable hand towels in preference to dryers if possible Hand wash or use of hand sanitiser on entry and exit from building Hand wash before eating Hand wash after eating Hand wash after going to the toilet Use disposable tissues or 'bent elbow' for coughs and sneezes Refrain from touching face Adhere to social distancing guidance 	✓	Display hand washing and hygiene posters in toilet areas, staffrooms and classrooms Clean all washrooms and other hygiene facilities regularly throughout the day and after every break Provide adequate supplies of sanitiser at strategic points within the building, including exits Ensure other supplies in toilets e.g. toilet rolls are adequate at all times Empty waste bins at regular intervals and follow Government and Trust guidance on disposal	Low
Pupil registration/	<ul style="list-style-type: none"> Sign in / out procedure in place. Or use 	✓	Ensure that all people on site (staff, pupils and visitors)	Low

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end of day arrangements	of registers? <ul style="list-style-type: none"> Named adults to collection child/ren outside of building at end of day 		are recorded Ensure records are filed and kept securely (may be required by PHE in the event of somebody who entered the school (staff, child or visitor) developing CV19)	
Collection of free school meals (FSMs)	<ul style="list-style-type: none"> Trust issuing meal vouchers to eliminate the need for FSMs to be prepared on-site 	✓		Low
Fire evacuation and lockdown procedures	<ul style="list-style-type: none"> Review evacuation plan and update if some parts of the building are out of use Ensure that at least two routes of escape are available once people have entered a protected escape route e.g. staircase, corridor. If two routes aren't available, the Trust H&S Manager <u>must</u> be contacted before the building is occupied Rehearse fire evacuation / lockdown procedures with staff and pupils Identify responsible person(s) in case of fire Consider arrangements for disabled people including cognitive disability in event of an evacuation. Use PEEP (Personal Emergency Evacuation Plan) for people who are at their usual site. For all others use the academy GEEP (Generic Emergency Evacuation Plan) 	✓	Site staff to ensure that all emergency exits in occupied areas are unlocked before staff and pupils enter site Fire safety induction for any new staff on their first day to confirm evacuation arrangements including escape routes (and alternatives), emergency exits, assembly points etc. Carry out drill when revised arrangements start and if there is any change in the Responsible Person. The Academy Principal is the Responsible Person but if a Senior Leader from another part of the Trust takes over responsibilities (as part of a rota process or because of sickness, leave etc.) they should ensure they carry out a drill on their first day in charge. Principal to identify and allocate roles and responsibilities and review/amend details as and when these people change. Key roles are: Assembly Point Control Officer Wardens Fire Panel monitoring (including identifying location of fire)	Low

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	<ul style="list-style-type: none"> Ensure register of all people on site (staff, pupils and visitors) is available at all times to staff in charge of evacuation 		Ensure any external contractors are informed of emergency evacuation procedures and their role should the alarm sound	
Statutory Compliance checks	<ul style="list-style-type: none"> Site manager - or back up person to continue with usual checks Trust to ensure that more than one staff member is available to undertake key tasks. 	✓	<p>Follow Trust guidance on frequency of checks as these may be amended as a result of COVID-19 and shut down of sites</p> <p>Arrange buddying system between sites to provide resilience should a site manager at a Primary have to self-isolate</p> <p>Ensure any site staff covering on rota are familiar with the academy asbestos register</p>	Low
Contractors on site (School holidays)	<ul style="list-style-type: none"> Briefing and escorting of contractors Contractor DBS in place 	✓	Ensure social distancing followed when meeting contractors and any other interactions e.g. checking work, signing off Permits to Work etc.	Low
Site Management staff absence	<ul style="list-style-type: none"> Multiple key holders in place - remind key holders that they may be called upon Likely to be limited to Fire, Water and Lighting - ensure at least one other staff member can do these tasks. Cleaners on standby to be called in. 	✓	Ensure list of key holders held by all SLT	Low

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<p>Are there any other foreseeable hazards associated with dealing with bodily fluids</p>	<p><u>List any additional control measures:</u> Cleaning staff have access to PPE and appropriate cleaning equipment for bodily fluids.</p>		<p>Cleaning staff are on site all day and will be called to clean areas affected by bodily fluid hazards.</p> <p>It is possible that bubble staff may need to take initial measure to prevent further spread – for example, assisting children in changing clothes. Staff in this instance MUST wear PPE when doing so.</p> <p>Cleaning staff should be contacted immediately to attend and complete clean up.</p> <p>If there is a spillage or risk of contamination in an area – they will be called immediately to clean that area. They are aware of the need and have had training in how to wear PPE and how to dispose of it safely.</p> <p>If the spillage is vomit – that room will be evacuated and another room provided for the bubble to work in until that area is cleaned and quarantined as necessary.</p> <p>If the spillage is blood, or urine, the area affected will be isolated, cleaned and covered until resolved. IF more wide spread, or makes a learning area inaccessible, another area will be provided for that bubble until resolved.</p>	<p>Low</p>

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Reference Documents

COVID-19 Guidance for Schools and Other Educational Settings

<https://www.gov.uk/government/collections/CV19-covid-19-guidance-for-schools-and-other-educational-settings>

COVID-19 Guidance on Social Distancing

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

COVID-19 Guidance on Staying at Home

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

COVID-19 Guidance for First Responders. NB this guidance gives advice, which is applicable to First Aiders

<https://www.gov.uk/government/publications/novel-CV19-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

- GAT Health and Safety Hub
 - GI Sheet No 51 Procedure for dealing with and disposal of Bodily Fluids
 - GI Sheet No 53 COVID-19
 - GI Sheet No 13 Slips and Trips
 - GI 74 Finger Traps
 - Risk Assessments
 - RA 13.1 Slips, Trips and Falls
 - RA Cleaning
 - RA Classroom Activities in Primary Schools
 - Safe Systems of Work
 - SSW 51.1 Dealing with Bodily Fluids
 - SSW 11.1 PPE – Using Gloves
 - SSW 13.1 Wet Dry Mopping

ASSESSED BY (Print name) Martin Guest (Site Manager)	SIGNED	DATE 06.01.21
LINE MANAGER Kris Radford (Principal)	SIGNED	REVIEW DATE 10th Feb 21

