

## Risk Assessment Form

**This guidance may change as further information and updates are available from the Government and Local Authority. Risk assessments and procedures will continue to be in place/reviewed in line with the Pandemic and the government guidance.**

### Minimising contact between individuals

Schools must do everything possible to minimise contacts and mixing. The overarching objective should be to reduce the number of contacts between pupils/and students and staff. This can be achieved through keeping groups separate (bubbles) and through maintaining the social distance between individuals. These are not alternative options. Both measures will help, but the balance between them will change depending on the age of pupils, the layout of the building, and the feasibility of keeping groups separate from each other while offering a broad curriculum. If staff need to move between classes and year groups, they should keep their distance from pupils and staff as much as they can, ideally 2 metres from adults. (amended 23/10/2020)

**Task/Activity: Protection, health and wellbeing of all staff and pupils**

<b>Location/Dept: The Russett school (Lower)</b>	<b>Date Assessed: 08/1/2021</b>	<b>Issue Number: 2</b>
--	---------------------------------	------------------------

<b>Assessed by: E Duffy (ADHoA)</b>	<b>Review Date: Thursday Weekly</b>	<b>Reference Number: Version 2 group</b>
-------------------------------------	-------------------------------------	--

Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk Rating	Additional controls required
Transmission of Coronavirus	Staff and pupils	<p>**The Council has published its Coronavirus Outbreak Prevention, Management and Support Plan which aims to prevent the spread of the virus and outlines how the Council will protect the community if local outbreaks occur in the borough.</p> <p>The plan explains how the Council's new COVID-19 Management Hub will:</p> <ul style="list-style-type: none"> <li>advise how the community can prevent outbreaks</li> <li>identify and declare a local outbreak</li> <li>manage a local outbreak</li> <li>declare the end of an outbreak</li> <li>support clinically vulnerable people who have tested positive and are self-isolating</li> </ul> <p>The plan can be found here: <a href="https://www.cheshirewestandchester.gov.uk/">https://www.cheshirewestandchester.gov.uk/</a></p>	4	2	M	

		<p><a href="https://www.cheshirewestandchester.gov.uk/your-council/policies-and-performance/council-plans-and-strategies/covid19-outbreak-prevention-plan/outbreak-prevention-plan.aspx">your-council/policies-and-performance/council-plans-and-strategies/covid19-outbreak-prevention-plan/outbreak-prevention-plan.aspx</a></p> <p><b>**The Department for Education coronavirus (COVID-19) helpline is available to answer questions about COVID-19 relating to education and children’s social care. Staff, parents and young people can contact this helpline by calling:</b></p> <p>Phone: 0800 046 8687        Opening hours:        Monday to Friday from 8am to 6pm.        Monday 31 August (Bank Holiday) from 10am to 4pm</p> <p><b>**NHS Test and Trace</b></p> <p>Cheshire West and Chester Council are working with both national and regional partners to ensure the success of the NHS Test and Trace service. The service is a crucial control measure to suppress the transmission of the virus in the community. To ensure this programme is successful it is vital that people who have symptoms of COVID-19 get tested and self-isolate alongside their household contacts until the results come back. If the test is positive they should continue to self-isolate for at least 10 days and work with the test and trace service who will contact them to establish where they have been and who they have been with. It is extremely important that cases accurately disclose who they have been in contact with and those who have been advised they are a close contact of a case self-isolate for two weeks. Schools are a key partner in this</p>				
--	--	---	--	--	--	--

programme by delivering strong messages about the importance of testing and self-isolation. You will also hold key data about contacts within the school setting including data on transport when travelling to and from school.

**Due to continuing concerns about Covid-19, administration staff will continue the current plan of remote and onsite working (2 staff onsite/2 staff remote working at any one time)**

**Reception to continue to be manned 5 days per week on site.**

**This will continue to the end of January when it will be reviewed.  
(amended 14/12/2020)**

All teachers and other staff can operate across different classes within their 'sub pods' in order to facilitate the delivery of the timetable and specialist provision but should minimise the number of interactions or changes wherever possible. Therefore the academy structure for lower school staff and pupils is as follows:

- Umbrella Pod 1 – Lower School**  
Pod 1a – EYFS (Rooms 1, 2)  
Pod 1b – KS1&2 (Rooms 3,4,5,6)

**Activity Area – KEY POINTS:**

**It is of paramount importance that as far as is practicable groups of pupils and staff from different classes should stay within their designated**

		<p>classrooms and playgrounds so as to minimise the risk of cross contamination. Staff should socially distance (where practical) in the designated staff rooms and wear PPE in line with the following guidelines.</p> <p>In order to minimise the transmission of coronavirus pupils and staff must adopt regular hand washing and sanitising throughout the day. Particularly before and after snack and lunchtime as well as when toileting and any transitions around the building and outside areas.</p> <p>Staff <b>MUST</b> ensure that any soft toys/blankets etc are removed from class rooms and disposed of in order to minimise the transmission of coronavirus. Likewise any outside play equipment must be cleaned and sanitised regularly and this will be carried out by a designated member of staff.</p> <p>Sand play and water based activities are permitted but <b>MUST</b> be restricted to one small group of pupils only. Sand and water should be checked and changed regularly as necessary. ALL sand and water to be disposed of at the end of Spring half term and new sand/water in place at the beginning of the new half term. This will be reviewed as necessary.</p> <p><u>Keeping occupied spaces well ventilated:</u>  <u>Staff must refer to the risk assessment for ventilation within rooms and adhere to the guidance outlined</u></p> <p><u>EYFS department must not use the air conditioning system to prevent additional risk</u></p>				
--	--	--	--	--	--	--

**One the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.**

- **Mechanical ventilation systems:** these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)
- **Natural Ventilation:** Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge air in the space). Opening internal doors can also assist with creating a throughput of air)
- **Natural ventilation:** if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)

Increased ventilation may make school buildings cooler than usual over the winter months. While schools will want to maintain benefits of their uniform, they may wish to consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents.

Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice (amended 23/10/2020)

		<p><b>PROTECTION HEALTH AND WELL BEING OF STAFF AND PUPILS:</b></p> <p>We require all Staff to follow the guide lines below:</p> <ul style="list-style-type: none"> <li>• PPE-aprons and gloves to continue to be used. Please ensure you order from the site manager.</li> <li>• Aprons and gloves are to be worn at all times when working with pupils.</li> <li>• On arrival in reception, hand sanitiser is available with aprons, gloves and masks available for collection by staff members</li> <li>• Masks are available for wearing and it recommended they are worn during the day whilst in the academy.</li> <li>• Change the aprons and gloves, when starting:       <ul style="list-style-type: none"> <li>○ Break times and lunch times with the pupils.</li> <li>○ When supporting a pupil with their personal care.</li> <li>○ Outside play and cleaning tables, chairs and other equipment.</li> <li>○ Attending to First Aid</li> </ul> </li> <li>• Bins are placed outside each classroom door and are provided for the disposal of the aprons, gloves and masks.</li> <li>• Ensure there is sufficient stock in the bathrooms and the classrooms – where practical, orders to be placed with the site</li> </ul>				
--	--	---	--	--	--	--

		<p>manager at the end of the academy day for use the following day</p> <ul style="list-style-type: none"> <li>• In order to minimise the risk of cross contamination, wipes etc. are available in the toilets/bathrooms and should be used to wipe down after each use</li> <li>• Do not wear your lanyard when working with pupils</li> <li>• Pupils will continue to wash their hands with sanitiser when they arrive at the academy and have temperature taken (see car park RA for details)</li> <li>• Wipe down equipment during the day as well as at the end of the day. Including chairs.</li> </ul> <p>When arriving home</p> <ul style="list-style-type: none"> <li>○ Have another shower</li> <li>○ Change your clothes</li> <li>○ Wash separately from family members clothes</li> </ul> <ul style="list-style-type: none"> <li>• When you are having your break or lunch please adhere to the social distancing guidance – see separate lower school Staff room risk assessment for further information</li> </ul>				
--	--	---	--	--	--	--

		<ul style="list-style-type: none"> <li>• Umbrella Pod 1 adhering to the staff room risk assessment for Lower school (amended 08/01/21).</li> <li>• Social distancing rules apply when staff visit the bathroom (where practical). It is advised that only one member of staff at any one time should be in the bathroom area so as to adhere to social distancing guidelines.</li> <li>• In order to minimise the risk of cross contamination, wipes etc. are available in the toilets/bathrooms and should be used to wipe down after each use</li> <li>• It is recommended that all adults wear a face covering when visiting or entering the school premises including outdoor yard areas.</li> <li>• <b>Face coverings MUST</b> be worn when toileting pupils. <b>These masks are NOT the FFP2 masks</b></li> <li>• <b>There are full face coverings/visors available upon request – please place an order with site manager the day before they are required where possible</b></li> <li>• Only one pupil at a time to be taken to the bathroom</li> <li>• If a child or adult present with symptoms of COVID 19, <b>masks (FFP2), isolation gowns and gloves</b> are to be worn</li> <li>• If a child or adult presents with symptoms of COVID 19 they are to be isolated in a room away from other staff and pupils - Speech and Language Room next to the staff room</li> </ul>				
--	--	---	--	--	--	--

		<p>for adults and soft play room for pupils. The child or adult must remain in isolation until arrangements have been made to transport the child or adult off the premises.</p> <ul style="list-style-type: none"> <li>• If a pupil or member of staff tests positive for Covid-19, the rest of their class should be sent home and advised to self-isolate for 10 days</li> <li>• If an employee, child or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team.</li> </ul> <p><b>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</b></p> <ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> <li>• Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</li> <li>• If a person becomes ill in a shared space, these will be cleaned using disposable cloths and appropriate sanitisers, according to current recommended workplace legislation and practice.**</li> </ul> <p><b><u>Vulnerable Children</u></b></p>				
--	--	--	--	--	--	--

	<p>Where individuals who are self-isolating are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them. School will keep in touch once a week when a child is self-isolating and/or positive</p> <p>When a vulnerable child is asked to self-isolate, schools should notify their social worker (if they have one). School leaders should then agree with the social worker the best way to maintain contact and offer support to the vulnerable child or young person.</p> <p>Schools should also have in place procedures to check if a vulnerable child is able to access remote education support, to support them to access it (as far as possible) and to regularly check if they are doing so. (amended 23/10/2020)</p> <p><b><i>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work (Sept 2020)</i></b></p> <p><b>** See 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' for further information:</b> <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-</a></p>				
--	--	--	--	--	--

[guidance-for-households-with-possible-coronavirus-covid-19-infection \(Jan 2021\)](#)

- Pupils and staff **MUST** adhere to social distancing guidelines (where practical) when entering and leaving the building through the pupil entrance/exit - see carpark RA for further details
- When transitioning around the academy building pupils and staff **MUST** stay to the **left hand side** of the corridors in order to minimise the risk of cross contamination.
- On arrival and departure, pupils will be collected from and delivered to their transport by academy staff where they will be directed to a separate side of the barrier depending on which class room they are in (see Carpark RA) Once pupils have had their temperature taken and hands sanitised they will be escorted by a staff member from their class team to their allocated classroom. Social distancing to be adhered to at all times where practical
- During the day the only time the pupils will leave the classroom and enter the corridor is to toilet where staff will wear PPE in line with guidance stated above (see Classroom RA)
- Pupils will use **ONLY** the playground designated to their classroom/pod and under no circumstances will any pupil be allowed to transition to another class's playground outside of their allocated 'pod'

		<p>in order to minimise contact and cross contamination between cohort groups.</p> <ul style="list-style-type: none"> <li>• There will be NO transition of pupils around the academy other than to enter and leave the building at the beginning and end of day and for toileting purposes.</li> <li>• Pupils MUST remain in class or their playground throughout the day and MUST NOT visit other classrooms</li> <li>• Pupils in upper school, apart from Room 9, who will eat their lunch in the dining hall. Lunch will be delivered by trolley to the door of the classroom where it will then be collected by a member of the classroom staff. Once the lunch has been eaten then the trolley and the contents will be returned to the corridor where it will then be collected and taken away by a designated member of staff</li> <li>• Disposable plates, bowls and cups will be made available within each classroom for pupils to use throughout the day including snack time. These which will be disposed of immediately once they have been used.</li> <li>• Pupils in Room 9 will go to the dining hall to eat their lunch. Once in the dining hall pupils will sit socially distanced apart (where practical). Pupils will queue for their lunch within the designated marked out areas which allow for social distancing of at least 2m. Staff to support as necessary.</li> </ul>				
--	--	---	--	--	--	--

		<p><b>FIRE ALARM PROCEDURES:</b></p> <p><b>In the event of a fire alarm usual academy procedures apply.</b></p> <p><b>Umbrella Pod 1 – Lower School:</b></p> <ul style="list-style-type: none"> <li>• Pod 1a (Rooms 1 &amp; 2) – assemble at the furthest point away from the academy building in the outside play area opposite their classrooms</li> <li>• Pod 1b (Rooms 3,4,5,and 6) – assemble on the track area at the furthest point away from the academy building and at the end nearest to their classrooms</li> <li>• In the event of a fire alarm, any staff members who are in Lower school staff room will exit the building through the nearest fire exit. Should this emergency situation arise, it will be permissible that Lower School staff may need to exit at the nearest fire exit point area of the academy. Academy staff will then proceed to join their class teams at the designated assembly point.</li> </ul> <p><b>Designated fire marshals will attend the allocated outside areas as listed above and will complete a full roll call of all persons present at the academy.</b></p> <p>** All fire evacuation procedures will be reviewed weekly during the Spring Term 2021.</p> <p><b>Teachers meetings</b> – to be conducted via Microsoft Teams/Zoom where necessary</p>				
--	--	--	--	--	--	--

		<p><b>Friday Briefing</b> - will not take place at this time and staff update information will be emailed out to all staff</p> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Only if absolutely necessary.</li> <li>• To gel hands and wear a face mask, to follow risk assessment.</li> <li>• Where possible before or after the academy pupil/staff day.</li> <li>• Supply agencies to be contacted as soon as possible once the academy has been made aware of a positive Covid 19 case , and agency staff asked to self-isolate in line with PHE guidance provided</li> </ul>				
		<p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Aprons, gloves, masks and hand sanitiser will be available within each classroom</li> <li>• Bins will be located outside each classroom for disposal of gloves, aprons and masks</li> <li>• Sanitiser available within each classroom for wiping down chairs and tables at regular intervals throughout the day as well as at the end of the day</li> <li>• Masks to be worn for toileting and as required by staff during the day</li> <li>• Masks (FFP2), isolation gowns and gloves to be worn if an adult/pupil presents with symptoms of COVID 19</li> <li>• Isolation rooms will be allocated should a pupil or staff member present with</li> </ul>	4	2	M	

		<p>symptoms of COVID 19 – Speech and Language Room next to the staff room for adults and soft play room for pupils</p> <ul style="list-style-type: none"><li>• 2m markings will run within areas of the academy in order to support social distancing rules</li><li>• It is expected that when transitioning around the building staff will walk to the left hand side in order to minimise cross contamination</li></ul>				
--	--	---	--	--	--	--

## Risk Rating Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK RATING PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-10	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so