

# HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

## RISK ASSESSMENT

School Name: Richmond academy

Location: Richmond Academy

Activity: Peri-COVID-19 Richmond

Date: 23/02/2021

1-4 ACCEPTABLE

5-9 ADEQUATE

10-16 TIMED ACTION REQUIRED

17-25 UNACCEPTABLE

Persons at Risk	Employee	X	Likelihood (L)	1	Very Unlikely	Consequence (C)	1	No Injury	Risk Grade (L x C)
	Young Person	X		2	Unlikely		2	Minor Injury	
	Contractor	X		3	Likely		3	3 Day	
	Public	X		4	Very Likely		4	Major Injury	
	Other Site User	X		5	Certain		5	Fatal	

HAZARDS IDENTIFICATION	EXISTING CONTROL	INITIAL RISK RATING			
		L	C	L x C	RISK
A Lack of Understanding by staff, pupils and visitors to site	All school staff to regularly remind pupils to wash their hands and use anti-bacterial gel Staff to remind remind pupils to tell someone if they feel poorly Signage on site to remind all adults regarding social distancing Staff should remind each other about social distancing Staffroom and offices to be organised to ensure staff are not congregating. Windows to be open to ventilate closed spaces Headteachers to share individual school plan, along with any amendments as they arise Weduc used to update parent community	3	3	9	
B Social Gathering	Timings in the school day to be staggered to avoid large gatherings Signage around the site to remind parent/carers regarding distancing Children to go straight to bubbles without congregating Assemblies to be virtual via TEAMS Parent events to be postponed until further notice Playground/field to be segregated to prevent mixing of bubbles Indoor PE in well ventilated hall space Parent/carer meetings to be on the telephone where possible and pre-booked at all times SLT and safeguarding team to be present at drop off/collection times Staff to adhere to the staffroom and office regulations	3	3	9	

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C	Transmission of COVID-19	<p>Bubbles will not be mixed                  Increased cleaning routines to include cleaning of classrooms during break and lunchtimes. Bubble staff responsible for this and completing cleaning logs                  Anti-bacterial gel to be used on entry to site by all persons                  Anti-bacterial gel to be in every class to be used on entry and after activities                  Pupils to have their own equipment                  Equipment to not be shared between bubbles                  Staggered playtimes and lunch breaks to avoid bubbles mixing where possible                  Classroom desks to be in rows                  If a pupil or member of staff tests positive for COVID-19, advice from DfE/PHE regarding isolation and actions                  Regular hand washing by all persons                  Social gatherings to not take place                  Car sharing with people from different households to be discouraged                  Outdoor Gyms and shared apparatus to be put out of use unless allocated for sole use by one bubble                  Appropriate use of PPE for intimate care                  Visual reminders of social distancing to be around the site                  Bubbles to limit movement around the site                  1 parent/carer to be on site when dropping off and collecting children                  Isolation room to be in place                  Soap, tissues and anti-bacterial gel to be in all classrooms and offices; checked and replenished daily by cleaning team; bubble staff need to request this from the cleaners                  Equipment to be cleaned regularly within bubbles                  Adults need to socially distance                  If the isolation room is used, it will be cleaned after in addition to the routine cleaning                  In the event of a confirmed COVID-19 case, the bubble will be deep cleaned                  Keyboards and mice to be cleaned after usage where schools have suites                  Ipad/individual devices to be cleaned between use                  Any sport equipment needs to be cleaned between use</p>	3	3	9	
D	Safeguarding	<p>RA to be in place for key children ( eg EHCP/HNF children )                  Visitors to the site will need to share contact details should a COVID case be confirmed; these will be held securely for 21 days and then destroyed                  School lockdown procedures to be adhered to                  Meetings held by Safeguarding Lead/PSA will be pre-booked and seating spaced accordingly. The room will be cleaned by the member of staff after                  If a child is isolating, first day calling/check in will be put in place                  Should a bubble close and a child does not 'attend' the lessons, first day calling will happen                  Lunch will be offered for those FSM pupils isolating</p>	3	3	9	

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E	Visitors to site	<p>Any visitor on site will be required to leave contact details with the school should a confirmed case occur within the school or from the visitor (details to be destroyed after 21 days)</p> <p>Catering and cleaning company have been issued with the Trust's Risk Assessment and shared their own</p> <p>Weduc will be used to communicate updates/guidance to parent community</p>	3	3	9	
F	Welfare of staff and pupils	<p>Absent staff through self-isolation or shielding to be regularly contacted to check on their welfare by the school's Senior Leadership Team</p> <p>Absent pupils through self-isolation to be regularly contacted</p> <p>Signage in schools to signpost staff to counselling service should it be needed</p> <p>In the event of symptoms developing during the school day, adult will be sent home and follow National guidance</p> <p>In the event of a child developing symptoms during the day, they will be moved to the allocated isolation room until collected. A member of staff will wait with them and wear PPE should 2m distancing not be possible</p> <p>Staff to be encouraged to complete the Virtual College- COVID 19 Staying Mentally Well and Simple Self Soothe strategies</p> <p>Trust Nurture Strategies will take place in all schools</p> <p>PSAs/Safeguarding Leads to signpost families to Mental Health support</p> <p>Schools to compile register of exposure to COVID experiences</p>	3	3	9	
G	First Aid	<p>Asthma pumps to be kept in bubbles</p> <p>Any prescription/adult administered medicine to be stored in the front office as per usual</p> <p>Parent/carers to complete medicine administering forms via the front office</p> <p>First Aiders to wear PPE when dealing with bodily fluids</p> <p>Radios used to communicate a need for a First Aider to attend</p>	3	3	9	

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## ACTION PLAN

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	RECOMMENDED CONTROL	FINAL RISK RATING				COMPLETION DATE	RESPONSIBLE PERSON
		L	C	L x C	RISK		
A	Maximum of 5 staff in the staffroom at one time; socially distanced Take refreshments to class/outside . Make sure all hot beverages/food is sealed and safe Photocopier from the staffroom moved to the main hall; 1 person at a time. Use radios to communicate when free Ongoing reviews Headteacher to dynamically review and modify risk assessment where needed	3	3	9		ongoing	Management
B	One way system at the start and end of the day- signage to support this and SLT/PSA on duty to support Ongoing Review Headteacher to dynamically review and modify Risk Assessment where needed	3	3	9		ongoing	Management
C	All bubble staff to be responsible for completing cleaning schedule and document Estates team to monitor and replenish cleaning materials, to include anti-bacterial gel and soap. Headteacher to dynamically review and modify risk assessment where needed	3	3	9		ongoing	Management
D	Ongoing review Headteacher to dynamically review and modify risk assessment where needed	3	3	9		ongoing	Management
E	Ongoing review Headteacher to dynamically review and modify risk assessment where needed	3	3	9		ongoing	Management
F	Ongoing review Headteacher to dynamically review and modify risk assessment where needed	3	3	9		ongoing	Management
G	Estates team to monitor stock of PPE First Aiders to update if First Aid stock is getting low Ongoing review Headteacher to dynamically review and modify risk assessment where needed	3	3	9		ongoing	Management