

# 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: 26/11/2021

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 Anti-bacterial gel to be in all classes and shared spaces Staff to remind remind pupils to tell someone if they feel poorly Signage on site to remind all adults regarding social distancing Staff to advise HT if they have not received both doses of the vaccine Windows to be open to ventilate closed spaces Headteacher to share individual school plan, along with any amendments as they arise Weduc used to update parent community	3	3	9	
B Social Gathering	Signage around the site to remind parent/carers regarding distancing where possible Classrooms to be well ventilated Hall to be well ventilated when in use Indoor PE in well ventilated hall space SLT and safeguarding team to be present at drop off/collection times Parents and visitors are welcome on site- reminded to use antibacterial gel and meet at a safe distance where possible Events in school will be assessed separately	3	3	9	
C Transmission of COVID-19	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 Anti-bacterial wipes to be available in all rooms and staff toilets Where possible, equipment will be cleaned after use Office workspaces will be cleaned by the user where hotdesking is in place Adults (staff and visitors) are advised to wear face coverings in communal areas and as they travel around the school (not in classrooms)	3	3	9	

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D	Safeguarding	<p>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</p> <p>School lockdown procedures to be adhered to</p> <p>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 use</p> <p>If a child is isolating, first day calling/check in will be put in place</p> <p>Regular checks on isolating pupils will be made by the safeguarding team or the front office</p> <p>Lunch will be offered for those FSM pupils isolating</p>	3	3	9	
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 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> <p>Adults (staff and visitors) are advised to wear face coverings in communal areas and when travelling around the site indoors</p>	3	3	9	
G	First Aid	<p>Asthma pumps to be kept in classrooms</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	
H	Notification of positive cases	<p>A 'warn and inform' letter to be sent to classes affected by a positive case</p> <p>Staff to inform HT if they have not received full vaccination</p> <p>HT to contact PHE if 5 cases likely to have mixed closely within 10 day period</p> <p>HT to contact PHE if 10% or more of the school are likely to have closely mixed and test positive within a 10 day period</p>				

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## ACTION PLAN

1-4 ACCEPTABLE

5-9 ADEQUATE

10-16 TIMED ACTION REQUIRED

17-25 UNACCEPTABLE

	RECOMMENDED CONTROL	FINAL RISK RATING				COMPLETION DATE	RESPONSIBLE PERSON
		L	C	L x C	RISK		
A	Staffroom well ventilated. Anti-bacterial gel and soap readily available. Make sure all hot beverages/food is sealed and safe Ongoing reviews Headteacher to dynamically review and modify risk assessment where needed	3	3	9		ongoing	Management
B	Ongoing Review Headteacher to dynamically review and modify Risk Assessment where needed	3	3	9		ongoing	Management
C	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
H	Ongoing review Headteacher to dynamically review and modify risk assessment where needed	3				ongoing	Management / All