

## Activity Risk Assessment

<b>Reference</b>	COVID -19	<b>Activity Description</b>	All
<b>Assessment Date</b>	31/08/21 with ongoing reviews	<b>Publish to Website.</b>	Yes
<b>Assessor Name</b>	Hugh Johnston	<b>Activity Description</b>	COVID-19 - Education General Risk Assessment
<b>Assessment Team Members</b>	DCEO, COO, Principals, Estates and Facilities Manager	<b>Review Date</b>	Ongoing review
<b>Org Unit</b>	Mossbourne Federation		
<b>Location</b>	Mossbourne Parkside Academy	<b>Number of people at risk?</b>	Staff 66 Students 412
<b>Risk Assessment Category</b>	Activity risk assessment	<b>People at risk</b>	

Substance, activity or a process with potential to cause

**Cr** Details those that may be affected by

Lists legal requirements along with any control

A list of recommended control measures put in place to reduce the level of risk and new ratings to indicate how effective they are

Hazard Type & Example	Category of person who may be at risk.	Examples of Legal requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
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Severity	
1	Trivial
2	Minor
3	Moderate

4	Significant
5	Very Significant

Likelihood	
1	Very Unlikely
2	Unlikely
3	Likely
4	Very Likely

Risk (likelihood x severity)	
1 – 6	Low
7 – 14	Moderate
15 – 20	High

Hazard Type & Example	Category of person who may be at risk.	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
1 <b>Severe illness from exposure to COVID-19</b>	The federation has categorised all staff into 5 categories as follows: A. No significant concerns B. Living with a clinically vulnerable or extremely clinically vulnerable person C. Vulnerable due to a combination of age, ethnicity and / or underlying health condition that isn't listed under category D or E. D. Clinically vulnerable E. Clinically extremely vulnerable	Remote learning provision for pupils affected. Additional wash stations provided throughout the Academy. Sanitising stations at entry points and high traffic areas. Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).	4	5	20	Managers to monitor the wellbeing of staff working on site and at home.  All staff concerned about their work environment should speak to HR.  Hand sanitisation and cleaning supplies to continue to be replenished regularly.  Ventilation in rooms doors and windows where possible to remain open.  Federation Leadership Team are continuously monitoring government guidance.	1	4	4
2 <b>Individuals contracting COVID-19 by any means.</b>	Any individual attending the academy, including: Staff Contractors Members of the public Pupils	Remote learning provision for pupils affected. Schools' coronavirus operational guidance, <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a>  Individuals who display symptoms must self-isolate (10 days) and book a test.  Individuals identified by track and trace must self-isolate (10 days) when told to do so  Distribution and display of PHE (Public Health England) literature/posters across indoor screens desktops etc.	4	5	20	Pupils to be made aware of regular hand washing upon entry to the academy.  Classroom laid out to create as much space as possible between stations.  Distribution and display of literature/posters across Federation.  If symptomatic, book a test at a local testing station.  If told to self-isolate by NHS track and trace, live in a household with anyone	2	4	8

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		Staff who consent, to LFT testing should test at home twice per week.				<p>who develops symptoms and/or develop symptoms, self-isolate and not come to school.</p> <p>staff with a positive lateral flow test result will need to self-isolate and follow <a href="#">guidance</a>.</p>			
<b>3</b> <b>Reception areas</b>	Any individual attending the academy, including: Staff Contractors Members of the public Pupils	<p>Sanitising units at point of entry.</p> <p>Signage to be displayed on social distancing measures where possible.</p> <p>Controlled entry and access.</p> <p>Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Outside of the school setting staff must follow government guidance on the wearing of face coverings.</p> <p>Visitor restrictions</p>	4	4	16	<p>Distribution and display of literature/posters across the Federation.</p> <p>Front of receptions fitted with Perspex screens.</p> <p>Sanitising station on entry.</p> <p>Adopt Catch it Bin it Kill it slogan publicise at Reception.</p>	2	2	4
<b>4</b> <b>Pupil Drop off/ Pick up.</b>	Any individual attending the academy, including: Staff Contractors Members of the public Pupils	<p>Students to be met and greeted at the gate.</p> <p>No parents allowed to enter through gates.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">Schools' coronavirus operational guidance, https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a></p> <p>Staff and adult visitors may choose to wear a face covering in situations where social</p>	4	4	16	<p>No parents to enter academy grounds, anyone that may have a need to must have an appointment and enter via reception.</p> <p>Start Times as follows.</p> <p>Arrival: from 8.40 8.55am Dismissal 3.30pm</p> <p>Hand sanitising units fitted at all entry points.</p>	2	4	8

Hazard Type & Example	Category of person who may be at risk.	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
		<p>distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Visitor restrictions</p>				<p>Entry points to be staffed at opening and closing times.</p> <p>Signage displayed.</p> <p>Adopt Catch it Bin it Kill it</p>			
<p>5</p> <p><b>Dining Hall arrangements</b></p>	<p>Any individual attending the academy, including: Staff Contractors Pupils</p>	<p><u>Schools' coronavirus operational guidance</u>, <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a></p> <p>Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p>	4	4	16	<p>Where possible social distancing to be followed.</p> <p>Set Menu; 1x Main &amp; 1 x Vegetarian to enable queue management. To reduce queues and move students quicker.</p> <p>Hand sanitising units fitted at the entrance to dining halls.</p> <p>Students and staff encouraged to wash hands and sanitise before eating food. Sanitise table before and after lunch.</p> <p>Adopt Catch it Bin it Kill it.</p>	3	3	9
<p>6</p> <p><b>Kitchen staff.</b></p>	<p>Any individual attending the academy, including: Staff in all categories Contractors Pupils</p>	<p>Dining halls to be staffed appropriately with during mealtimes.</p> <p>Hand washing before and after eating.</p> <p>Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p>	3	4	12		3	3	9

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		Outside of the school setting staff must follow government guidance on the wearing of face coverings.							
7 <b>Classroom layouts and Class line-ups (playground)</b>	Any individual attending the academy, including: Staff Contractors Pupils	Classrooms to be laid out to create as much space as possible between stations.  <u><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">Schools' coronavirus operational guidance.</a></u> <u><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a></u>  Rooms ventilated when in use  Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).	3	4	12	Desks may be positioned in groups of up to six creating as much distancing between students as possible.  Students should be greeted and move straight into rooms on arrival and not line up outside rooms.  Hand sanitising units on entry.  Clear routes through all rooms to be maintained and fire Evacuation routes not compromised.  Adopt Catch it Bin it Kill it.  All classrooms to be fitted with  Hand gel x1  Replenishment daily and on request vis the helpdesk. <b><u><a href="mailto:Site.services@mossbourne.org">Site.services@mossbourne.org</a></u></b>	2	2	4

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						<p>Ventilation systems have been serviced and operated accordingly.</p> <p>During class line-up visual checks should be done of all students regarding any visible health issues.</p>			
<b>8 Medical rooms/First aid</b>	Any individual attending the academy, including: Staff Contractors Visitors Pupils	First Aid should continue to be administered whenever required.	4	4	16	<p>A stock of PPE will be held centrally in first aid rooms for use, when required.</p> <p>A separate stock of PPE will be held in each medical room to deal with emergency situations.</p> <p>Qualified staff (including paediatric first aid for early years) to oversee administration of first aid for the number of pupils and staff onsite-</p> <p>Deep clean to take place as soon as possible after confirmed case of COVID-19.</p> <p>Adopt Catch it Bin it Kill it.</p>	3	3	9
<b>9 Doors Internal / External. All Hard surfaces</b>	Employees Contractors Members of the Public Visitors Pupils	Doors remain open.	3	4	12	<p>Where possible, doors should be wedged open in classrooms corridors etc. to reduce contact.</p> <p>Barrier tape, markings, and signage to identify routes.</p> <p>Where possible, and weather permitting, external doors should remain open.</p>	2	2	4
<b>10 Contractors</b>	Employees Contractors Members of the Public	Only essential works to be carried out. Contractors responsible for the provision of their own PPE, to be checked before commencement.	3	4	12	Planned maintenance to continue scheduled out of hours, where possible.	3	2	6

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						<p>All contractors to provide information relating to their social distancing methods and use of PPE.</p> <p>Work only to take place when no pupils are onsite.</p> <p>Risk assessment method statements to supplied by contractors.</p>			
<b>11 Cleaning</b>	Employees Contractors Members of the Public Pupils	<p>Daily cleaning in place.</p> <p>Antiseptic chemicals used.</p> <p>Attention to door handles hard surfaces and toilets.</p>	4	3	12	<p>Pinnacle Cleaning Ltd and SND cleaning to ensure their staff have all the necessary PPE available to safely work with the academies.</p> <p>Additional refresh cleaning to be put in place throughout, toilets corridors</p> <p>Staff and pupils will frequently clean desktops with sanitiser and blue roll.</p> <p>Adopt Catch it Bin it Kill it.</p> <p>Additional cleaning schedule issued to cleaning staff.</p>	2	2	4
<b>12 Fire Evacuation</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Fire Evacuation Policy.	3	4	12	Flick online training available for new staff identified as fire wardens.	2	2	4
<b>13 Educational Visits</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils		3	3	9	<p>Public transport may be used for educational visits.</p> <p>Additional assessment may be required to facilitate the trip.</p>	1	2	2



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<b>14 Catering Provision</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">Schools' coronavirus operational guidance.</a> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a>	3	3	9	In the event of a covid-19 outbreak within the kitchen that would cause the kitchen to close the following procedure should be put in place.  AIP will relocate to the nearest Federation site that is not affected.  It may not be possible to cater for all students, as a minimum AIP will provide food for Free school Meals in the form of a packed lunch.  Principals should inform non-FSM students to bring a packed lunch.	2	3	6

<b>Signed</b>	H Johnston	<b>Date</b>	18 <sup>th</sup> May 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	28 <sup>th</sup> May 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	01 <sup>st</sup> June 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	11 <sup>th</sup> June 2020.
<b>Revised by</b>	H Johnston	<b>Date</b>	1 <sup>st</sup> August 2020.
<b>Revised by</b>	H Johnston	<b>Date</b>	2 <sup>nd</sup> September 2020.
<b>Revised by</b>	H Johnston	<b>Date</b>	9 <sup>th</sup> September 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	18 <sup>th</sup> September 2020.
<b>Revised by</b>	H Johnston	<b>Date</b>	06 <sup>th</sup> November 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	2 <sup>nd</sup> December 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	5 <sup>th</sup> January 2021
<b>Revised by</b>	H Johnston	<b>Date</b>	25 <sup>th</sup> January 2021
<b>Revised by</b>	H Johnston	<b>Date</b>	22 <sup>nd</sup> February 2021

<b>Revised by</b>	M Ojja	<b>Date</b>	8 <sup>th</sup> March 2021
<b>Revised by</b>	H Johnston	<b>Date</b>	20 <sup>th</sup> April 2021
<b>Revised by</b>	H Johnston	<b>Date</b>	13 <sup>th</sup> May 2021
<b>Revised by</b>	H Johnston	<b>Date</b>	31 <sup>st</sup> August 2021