

Activity Risk Assessment

Reference	COVID -19	Activity Description	All
Assessment Date	20/05/20 with ongoing reviews	Publish to Website	Yes
Assessor Name	Hugh Johnston	Activity Description	COVID-19 - Education General Risk Assessment
Assessment Team Members		Review Date	Ongoing review
Risk Profile			
Org Unit	Mossbourne Federation		
Location	Mossbourne Community Academy	Number of people at risk?	
Risk Assessment Category	Activity risk assessment	People at risk	
Date Record Created	20/05/2020		

Substance, activity or a process with potential to cause harm.

Details those that may be affected by the Hazard

Lists legal requirements along with any control measures that may already be in place.

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	Risk Rating			Additional Control Measures	Risk Rating		
			L	S	R		L	S	R

Likelihood	
1	Very Unlikely
2	Unlikely
3	Likely
4	Very Likely

Severity	
1	Trivial
2	Minor
3	Moderate
4	Significant
5	Very Significant

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 Extremely high vulnerability persons/groups exposed to COVID-19	Clinically extremely vulnerable person Clinically vulnerable person Vulnerable persons	Guidance on shielding and protecting people defined on medical grounds as clinically extremely vulnerable. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Provision of education and information resources. Additional wash stations provided throughout the Academy. Sanitising stations at entry points and high traffic areas.	4	5	20	HR to compile a definitive list of all staff that fall into the clinically vulnerable category shared with specific academy leaders. Employees must declare to HR their vulnerable status including a copy of their doctor's/ NHS letter for inclusion. Medical reasons not required. Government guidance to be followed for all that fall into this category. Managers to monitor the wellbeing of staff working on site. BAME staff concerned about their work environment should speak to HR. All that fall into his category have been grouped assessed and action plans are in place to remove from the workplace if and when required in order of priority. Hand washing to be increased more regularly. Ventilation in rooms doors and windows where possible to remain open. Priority Parking should be made available on all sites.	1	4	4
2 Employee(s) who have contracted COVID-19 by any means	Employees Contractors Members of the public Clinically vulnerable person Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Provision of education and information resources. Staff communications. Colleagues who have had contact with a symptomatic employee will be made aware	4	5	20	Toolbox talks on COVID-19 infection control to be provided to staff. Pupils to be made aware of regular hand washing upon entry to the academy. Class room laid out to create as much space as possible between stations.	2	4	8

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		<p>of the symptoms and advised to contact NHS 111 for guidance.</p> <p>Employees and pupils with symptoms must isolate at home for 10 days, or 14 days if they are living with other people.</p> <p>Distribution of PHE literature/posters across indoor screens desktops etc.</p>				<p>Reorganisation of the academy day to minimise pupils contact outside of class.</p> <p>Distribution of literature/posters across Federation.</p> <p>If in doubt, staff and pupils are encouraged to book an appointment at a local testing station.</p>			
3 People that are not aware of the need to self-isolate or how to self-isolate	<p>Employees</p> <p>Contractors</p> <p>Members of the public</p> <p>Clinically extremely vulnerable person</p> <p>Pupils</p> <p>Disproportionately affected groups such as male, BAME and older individuals</p>	<p>COSHH 2002 Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment or isolation on site.</p> <p>Provision of education and information resources.</p> <p>NHS 111 online provides advice on when to self-isolate and access to an online interactive information.</p> <p>Advice on how to self-isolate has been passed onto employees.</p> <p>Employees with underlying health problems to make their manager aware so that appropriate arrangements can be made, in line with Government advice.</p>	4	5	20	<p>Toolbox talks on COVID-19 infection control to be provided to staff and students.</p> <p>Distribution of literature/posters across the Federation.</p> <p>Employees with symptoms must book a test appointment soonest if positive they then must isolate at home for 10 days, or 14 days if they are living with other people</p>	1	3	3
4 Reception/Areas	<p>Employees</p> <p>Contractors</p> <p>Members of the Public</p> <p>Clinically extremely vulnerable person</p> <p>Pupils</p> <p>Disproportionately affected groups such as male, BAME and older individuals.</p>	<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>	4	4	16	<p>Distribution of literature/posters across the Federation.</p> <p>Line managers should account for staff on a daily basis, this will take away the need to sign-in, reducing contact and helping to reduce transmission.</p> <p>Visitors by appointment only (appointments should be conducted via telephone or other means, where possible. Last resort is a visit.</p>	2	2	4

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
	Vulnerable persons.					<p>Controlled entry and exit into receptions, one in one out.</p> <p>Front of receptions fitted with Perspex screens.</p> <p>Sanitising station on entry.</p> <p>A record of name and telephone number should be kept for all visitors for the purpose of track and trace.</p> <p>Adopt Catch it Bin it Kill it slogan publicise at Reception.</p>			
<p>5</p> <p>Student Drop off/ Pick up</p>	<p>Employees</p> <p>Contractors</p> <p>Members of the Public</p> <p>Clinically extremely vulnerable person</p> <p>Pupils</p> <p>Disproportionately affected groups such as male, BAME and older individuals</p>	<p>Students to be met and greeted at the gate.</p> <p>No parents allowed to enter through gates. This is the case in secondary academies and should be extended to Primary Academies.</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>Drop off and Pick up</p> <p>Monday – Wednesday</p> <p>Years 7,8,9 7.50am</p> <p>Dismissal 16.05pm – 16.15pm</p> <p>Years 10,11, 8.05am</p> <p>Dismissal 16.20 -,16.25pm</p> <p>Year 12,13 07.50</p> <p>Dismissal 15.25-16.20pm</p> <p>Thursday -Friday</p> <p>Opening times as above.</p> <p>Dismissal times</p> <p>Years 7,8,9 15.10pm 15.25pm,15.20pm</p> <p>Years 10,11,12,13 15.25pm 15.30pm, 1430/15.25pm</p> <p>Hand sanitising units fitted at all entry points.</p> <p>Entry points to be staffed at opening and closing times.</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
						Signage displayed. Adopt Catch it Bin it Kill it			
6 Dining Hall arrangements	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Follow government guidance on social distancing, where possible. Lunch queue to be controlled, access restricted accordingly	4	4	16	Lunch to be carried out within bubbles. Where possible social distancing to be followed. Set Menu; 1x Main & 1 x Vegetarian to enable queue management. In order to reduce queues and move students quicker. Hand sanitising units fitted at the entrance to dining halls. Students and staff encouraged to wash hands are sanitise before eating food. Sanitise table before and after lunch. Adopt Catch it Bin it Kill it.	3	3	9
7 Till Operators / Kitchen staff.	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Dining halls to be staffed appropriately with during meal times. Hand washing before and after eating.	3	4	12	Option a. Biometrics to be done manually by operator student to give name and identify themselves by their planner till staff to manually enter into the till. Option b. Finger print scanning till operator to clean the point of contact after each use. Catering staff to wear PPE whenever the Government guidelines of social distancing cannot be achieved. Catering staff deployed behind hotplate to wear Gloves and masks. Gloves to be changed frequently.	3	3	9

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
						Till staff to wear Gloves and visors during lunch periods.			
<p>8</p> <p>Classroom layouts</p> <p>6TH Form students, Sanitising off desks</p>	<p>Employees</p> <p>Contractors</p> <p>Clinically extremely vulnerable person</p> <p>Pupils</p> <p>Disproportionately affected groups such as male, BAME and older individuals</p>	Classrooms to be laid out to create as much space as possible between stations.	3	4	12	<p>Double desks to be separated where possible creating as much distancing between students as possible.</p> <p>Students should be greeted and move straight into rooms on arrival and not line up outside rooms.</p> <p>Hand sanitising units on entry.</p> <p>Where possible students should be facing the front and not directly opposite each other.</p> <p>Movement in classrooms should be minimised</p> <p>Clear routes through all rooms to be maintained and fire Evacuation routes not compromised.</p> <p>Minimal objects in classrooms to enable efficient cleaning.</p> <p>Adopt Catch it Bin it Kill it.</p> <p>All class rooms to be fitted with the below this will allow for sanitising hands on entry and the cleaning of desk tops frequently.</p> <p>Blue roll x1</p> <p>Sanitising spray x1</p> <p>Hand gel x1</p> <p>Daily cleaning in each room cleaning staff x1</p> <p>Replenishment daily and on request vis the helpdesk. Site.services@mossbourne.org</p>	2	2	4

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						It is compulsory that all 6 th formers sanitise desks in all classroom that they use including ES room.			
9 Class changeover	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Transition periods to be kept to a minimum. Use of building to be minimised.	4	5	20	Decrease movement around corridors and stairwells. Staggered changeover to be considered to decrease the volume of traffic in corridors.	2	2	4
10 Class line-ups (Playground)	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Where possible students should maintain a safe distance in line up.	3	4	12	Classes should be dispersed intermittingly to rooms. If possibly go straight to room as soon as possible after entry. During class line-up visual checks should be done of all students regarding any visible health issues.	2	2	4
11 Lifts	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Access controlled.	4	4	16	Lift use should be discouraged and only used if absolutely necessary. To be cleaned inside, including buttons, frequently. Full list of cleaning duties to be placed on the cleaning schedule and issued to cleaning staff.	2	2	4
12 Medical rooms/First aid	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	First Aid should continue to be administered whenever required. COVID-19 symptoms to be reported to 111 immediately. Deep clean to take place as soon as possible after detection.	4	4	16	Where possible, all first aid to be conducted in the confines of the medical room A stock of PPE will be held centrally in first aid rooms for use, when required. A separate stock of PPE will be held in each Medical room to deal with emergency situations. Qualified staff (including paediatric first-aid for early years) to oversee administration of first aid for the number of pupils and staff onsite.	3	3	9

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						<p>One patient in room at a time, adhering to social distancing measures whenever possible.</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>			
13 Staff Bases / TA rooms	<p>Employees</p> <p>Contractors</p> <p>Clinically extremely vulnerable person</p> <p>Pupils</p> <p>Disproportionately affected groups such as male, BAME and older individuals</p>	<p>Government guidance.</p> <p>Social distancing measures, where possible.</p>	4	4	16	<p>Staff to use the same desks and keyboards where possible.</p> <p>Line managers to restrict number of staff in these areas.</p> <p>Staff to seek alternative free space to work if required.</p>	2	3	6
14 Departmental meetings	<p>Employees</p> <p>Contractors</p> <p>Members of the Public</p> <p>Clinically extremely vulnerable person</p> <p>Pupils</p> <p>Disproportionately affected groups such as male, BAME and older individuals</p>	Social distancing measures, where possible.	3	4	12	<p>Where possible, telephone conversations/digital meetings should be used, rather than face to face.</p> <p>Face to face should be restricted to no more than 2 people, where possible</p> <p>If more than two people are required the room should be big enough to allow social distancing.</p>	2	2	4
15 All staff briefing (Weekly)	<p>Employees</p> <p>Contractors</p> <p>Members of the Public</p> <p>Clinically extremely vulnerable person</p> <p>Pupils</p> <p>Disproportionately affected groups such as male, BAME and older individuals</p>	Social distancing measures, where possible.	3	4	12	<p>Minimise number of staff meetings.</p> <p>If there is a need to brief staff, this should be done weekly and held in a large space where social distancing measures can be adhered to (e.g. auditoriums, dining hall. etc.).</p>	2	2	4
16 Doors Internal / External.	<p>Employees</p> <p>Contractors</p> <p>Members of the Public</p>	Doors remain open.	3	4	12	Where possible, doors should be wedged open in classrooms corridors etc. to reduce contact.	2	2	4

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	Clinically extremely vulnerable person Disproportionately affected groups such as male, BAME and older individuals					Barrier tape, markings and signage to identify routes. Where possible, and weather permitting, external doors should remain open.			
17 Playgrounds	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Government guidance. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	4	5	20	Control number of people in playgrounds. (Bubbles) Equipment to be cleaned prior to and after use. Handwashing/sanitising units used before and after play. Reduce equipment that is shared, where possible. Any equipment that cannot be cleaned should be removed.	3	3	9
18 Daily student briefings at the start of the day	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Hand washing techniques to be displayed in corridors etc. Hand washing facilities replenished throughout operating hours. Sanitiser units fitted in key areas.	3	4	12	Pupils to be reminded of social distancing and hygiene rules upon site entry. Reiterate Catch it Bin it Kill it	2	2	4
19 Contractors	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	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. All contractors to provide information relating to their social distancing methods and use of PPE. Work only to take place when no pupils are onsite. Risk assessment method statements to supplied by contractors.	3	2	6
20 PPE	Employees Contractors Members of the Public Clinically extremely vulnerable person	Government guidance 12/05/20 states there is no requirement for students and staff to wear PPE in the classroom environment.	4	4	16	A stock of PPE will be maintained and held centrally to support the stock held by academies. Training in the use of PPE used in the course of duties provided to staff and slides available on the desktop.	3	2	6

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
	Pupils Disproportionately affected groups such as male, BAME and older individuals					All staff issued with a visor.			
21 Cleaning	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Daily cleaning in place. Antiseptic chemicals used. Attention to door handles hard surfaces and toilets.	4	3	12	Day cleaners to be put in place during opening hours of academies to support enhanced cleaning. Pinnacle Cleaning Ltd and SND cleaning to ensure their staff have all the necessary PPE available to safely work with the academies. Additional cleaning to be put in place throughout, toilets corridors doors stairwells including bannisters. Along with dining hall. Staff and pupils will frequently clean desk tops with sanitiser and blue roll. Adopt Catch it Bin it Kill it. Additional cleaning schedule issued to cleaning staff.	2	2	4
22 IT Equipment /IT staff Touch screens Signing in and out biometric readers	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	IT equipment to be cleaned after each use. Telephones to be cleaned daily and before first use. Photocopier touch screens to be wiped down by operator before use.	4	4	16	IT equipment to be frequently cleaned. Sanitising spray to be available in all IT Rooms IT issues to be remedied remotely, where possible. Password resets to be done remotely. Adhere to social distancing measures where IT response is required to attend workstations. Signing in and out biometric readers to be covered up and not used. Manual signing in and out to be adopted across all sites.	3	3	9
23 Hot desking	Employees Contractors Clinically extremely vulnerable person	Each staff member should be allocated their own workstation.	3	3	9	Where hot desking cannot be avoided, work station should be sanitised before use.	2	2	4

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
	Pupils Disproportionately affected groups such as male, BAME and older individuals					Anti-bacterial spray to be provide in hot desk areas.			
24 Staffing	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals		3	4	12	All staff will be required to return to work. All Staff have been categorised depending on age and medical status. Procedures are in place to remove categories from site in the event of a spike in COVID-19. At risk staff in categories to have individual assessments conducted.	2	2	4
25 Fire Evacuation	Employees Contractors Clinically extremely vulnerable person Visitors Pupils Disproportionately affected groups such as male, BAME and older individuals	Fire Evacuation Policy.	3	4	12	Assembly points to adhere to social distancing measures, space permitting. Flick online training available for new staff identified as fire wardens.	2	2	4
26 Car parking & Public transport School Minibuses	Employees Contractors Visitors Pupils Disproportionately affected groups such as male, BAME and older individuals	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport	2	2	4	Prioritise Car parking for disabled staff those with specific Health issues followed by distance to their academy workplace. Staff made aware of alternative parking availability in surrounding residential areas. Staff to refer concerns around travel to line managers, Principals and/or HR Business Partners Face coverings is compulsory at all times while travelling in the school minibus All users must sanitise on Boarding.	1	2	3

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						<p>While waiting to board all passengers must socially distance at a distance of 2m.</p> <p>On reaching the destination face coverings must be worn if you are going to mix with people you don't normally meet.</p>			
27 Clothing School uniform.	Pupils	Where possible social distancing to be in place.	3	3	9	<p>Any stocks of uniforms in academies should be utilised and issued to students who may require it.</p> <p>Uniforms should be washed daily</p>	1	2	3
28 Science, Technology, Music and Art rooms	Employees Visitors Pupils Disproportionately affected groups such as male, BAME and older individuals Contractors		3	3	9	<p>Sharing of any equipment should be restricted. Where this is not possible it should be sanitised between use.</p> <p>Desk tops should be sanitised between lessons.</p> <p>Staff to spray sanitiser Students to wipe down with Blue roll.</p>	2	2	4
29 Sports hall	Employees Pupils Disproportionately affected groups such as male, BAME and older individuals. Contractors		3	3	9	<p>Sport where possible should not include physical contact.</p> <p>Sports lessons conducted outside where possible.</p> <p>Hand washing before and after lessons.</p> <p>Equipment should be cleaned in between groups.</p>	2	2	4

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
30 Students requiring additional support.	Employees Pupils Disproportionately affected groups such as male, BAME and older individuals.	TA supervision	3	3	9	It is compulsory for staff working and providing intimate care students that PPE is worn. All staff to be briefed on the requirement to wear PPE. Items required, Face mask/ Visor gloves and apron	2	3	6
31 Educational Visits	Employees Pupils Disproportionately affected groups such as male, BAME and older individuals.	Current events procedure	3	3	9	A risk assessment in line with Covid –19 government guidelines must be submitted are included on the visits booking procedure.	2	3	6

Assessment Conclusion	<p>Staggered start and finish times. Importance of social distancing measures. Handwashing including the promotion of catch it, bin it, kill it. Where a classroom can be entered from an external door this should be encouraged. Government guidelines to be followed whenever possible</p>		
Signed	H Johnston	Date	18 th May 2020
Revised by	H Johnston	Date	28 th May 2020
Revised by	H Johnston	Date	01 st June 2020
Revised by	H Johnston	Date	11 th June 2020.

Revised by	H Johnston	Date	1 st August 2020.
Revised by	H Johnston	Date	2 nd September 2020.
Revised by	H Johnston	Date	9 th September 2020
Revised by	H Johnston	Date	18 th September 2020.