

Activity Risk Assessment

Reference	COVID -19	Activity Description	All
Assessment Date	31/08/21 with ongoing reviews	Publish to Website.	Yes
Assessor Name	Hugh Johnston	Activity Description	COVID-19 - Education General Risk Assessment
Assessment Team Members	DCEO, COO, Principal, Estates and Facilities Manager and N Robinson	Review Date	Ongoing review
Org Unit	Mossbourne Federation		
Location	Mossbourne Community Academy	Number of people at risk?	1455 Students and 203 staff
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 Severe illness from exposure to COVID-19	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 is not listed under category D or E. D. Clinically vulnerable E. Clinically extremely vulnerable	Remote learning provision for Students who need to self-isolate. Additional wash stations provided throughout the Academy. Sanitising stations at entry points and high traffic areas. Staff and students must wear a face covering, unless exempt, when moving around the premises, outside of classrooms, such as in corridors and communal areas up to and including Wednesday 26 January 2022.	4	5	20	Employees have been asked to update their category status by notifying the federation of any changes (including a copy of their doctor's/ NHS letter for inclusion). HR have updated the risk assessments and ensured the categorisation includes recent changes made by the government on people who need to shield. Managers to continue 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 Individuals contracting COVID-19 by any means.	Any individual attending the academy, including: Staff Contractors Members of the public Students	Remote learning provision for Students affected. Schools' coronavirus operational guidance, https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance If you are self-isolating with COVID-19, your isolation period reduces after 5 full days if you test negative on both day 5 and day 6 and do not have a temperature.	4	5	20	Students 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 who develops	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>If you are still positive on your rapid lateral flow tests, you must stay in isolation until you have had 2 consecutive negative tests taken on separate days</p> <p>Distribution and display of PHE (Public Health England) literature/posters across indoor screens desktops etc.</p> <p>Students who consent to LFT should test at home twice per week.</p> <p>Staff who consent to LFT should test at home, twice per week.</p>				<p>symptoms and/or develop symptoms, self-isolate and not come to school.</p> <p>Students or staff with a positive lateral flow test result will need to self-isolate and follow guidance.</p>			
3 Reception areas	Any individual attending the academy, including: Staff in all categories Contractors Members of the public Students	<p>Sanitising units at point of entry.</p> <p>Signage to be displayed on social distancing measures where possible.</p> <p>Face coverings Staff and students must wear a face covering, unless exempt, when moving around the premises, outside of classrooms, such as in corridors and communal areas up to and including Wednesday 26 January 2022.</p>	4	4	16	<p>Distribution and display of literature/posters across all academies in 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 and publicise at Reception.</p>	2	2	4
4 Student Drop off/ Pick up	Any individual attending the academy, including: Staff in all categories Contractors Members of the public Students	<p>Students to be met and greeted at the gate.</p> <p>No parents allowed to enter through gates.</p> <p>Schools' coronavirus operational guidance, https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</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>Arrival: Gates open 07:50 – 08:17 Monday to Friday all year groups.</p> <p>Departure: Gates open 16:20 – 16:40 Monday to Wednesday all year groups.</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>Gates open 15:25 – 15:45 Thursday to Friday all year groups</p> <p>Hand sanitising units fitted at all entry points.</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>			
5 Dining Hall arrangements	Any individual attending the academy, including: Staff in all categories Contractors Students	<p>Schools' coronavirus operational guidance, https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</p> <p>Staff and students must wear a face covering, unless exempt, when moving around the premises, outside of classrooms, such as in corridors and communal areas up to and including Wednesday 26 January 2022.</p>	4	4	16	<p>Lunch to be taken within year group bubbles.</p> <p>Set Menu; 1x Main & 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
6 Till Operators / Kitchen staff.	Any individual attending the academy, including: Staff in all categories Contractors Students	<p>Dining Hall to be staffed appropriately with during mealtimes.</p> <p>Hand washing before and after eating.</p> <p>Face coverings Staff and students must wear a face covering, unless exempt, when moving around the premises, outside of classrooms, such as in corridors and communal areas up to and including Wednesday 26 January 2022.</p>	3	4	12	<p>Fingerprint scanning till operator to clean the point of contact after each use.</p> <p>Catering staff deployed behind hotplate to wear Gloves and masks.</p> <p>Gloves to be changed frequently.</p>	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
7 Classroom layouts 6th Form students, Sanitising of desks	Any individual attending the academy, including: Staff Contractors Students	Classrooms to be laid out to create as much space as possible between stations. Staff and students must wear a face covering, unless exempt, when moving around the premises, outside of classrooms, such as in corridors and communal areas up to and including Wednesday 26 January 2022. Schools' coronavirus operational guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance	3	4	12	Hand sanitising units on entry. Whenever possible students should be facing the front and not directly opposite each other. 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 via the helpdesk. Site.services@mossbourne.org Ventilation systems have been serviced and operated accordingly. Classroom have been fitted with visible markers in the flooring to create 2m social distancing wherever possible.-	2	2	4
8 Class changeover	Any individual attending the academy, including: Staff Contractors Students	Staff and students must wear a face covering, unless exempt, when moving around the premises, outside of classrooms, such as in corridors and communal areas up to and including Wednesday 26 January 2022.	4	5	20		2	2	4
9 Medical rooms/First aid	Any individual attending the academy, including: Staff in all categories Contractors Visitors Students	First Aid should continue to be administered whenever required. Deep clean to take place as soon as possible after detection.	4	4	16	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.	3	3	9

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						<p>Qualified staff (including paediatric first aid for early years) to oversee administration of first aid for the number of Students 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>			
10 Doors Internal / External. All Hard surfaces	Any individual attending the academy, including: Staff Contractors Visitors Students	Doors remain open.	3	4	12	<p>Where possible, doors should be wedged open in classrooms corridors etc. to reduce contact. All doors should be closed as part of the emergency evacuation procedure as required.</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
11 Contractors	Employees Contractors Members of the Public	Contractors responsible for the provision of their own PPE.	3	4	12	<p>All contractors to provide information relating to use of PPE.</p> <p>Risk assessment method statements to supplied by contractors.</p>	3	2	6
12 Cleaning	Employees Contractors Members of the Public Students	<p>Daily cleaning in place.</p> <p>Antibacterial 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>Adopt Catch it Bin it Kill it.</p> <p>Additional cleaning schedule issued to cleaning staff.</p>	2	2	4
13 Fire Evacuation	Any individual attending the academy, including: Staff	Fire Evacuation Policy.	3	4	12	Flick online training available for new staff identified as fire wardens.	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
	Contractors Visitors Students					All staff training at the start of the academic year.			
14 Catering Provision	Any individual attending the academy, including: Staff Contractors Visitors Students	Schools' coronavirus operational guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance	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 unaffected Federation site. AIP will cater for MCA students and staff and deliver to site. If 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. Principal to inform non-FSM students to bring a packed lunch.	2	3	6

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.

Revised by	H Johnston	Date	06 th November 2020
Revised by	H Johnston	Date	2 nd December 2020
Revised by	H Johnston	Date	5 th January 2021
Revised by	H Johnston	Date	25 th January 2021
Revised by	H Johnston	Date	22 February 2021
Revised by	M Ojja	Date	8 th March 2021
Revised by	H Johnston	Date	13 th May 2021
Revised by	H Johnston/R Warren	Date	22 nd July 2021
Revised by	H Johnston	Date	31 st August 2021
Revised by	H Johnston	Date	20 th January 2022