

## Hull Collaborative Academy Trust- Workplace COVID 19 Risk Assessment

<b>School</b>	HCAT Schools Pearson Primary School	<b>Date of Assessment</b>	Initial: 10.07.2020 11.09.2020 16.09.2020 18.09.2020
<b>The number of children on the premises</b>	EYFS – 40 (35 am / 35 pm) Y1 – 30 Y2 – 29 Y3 – 29 Y4 – 31 Y5 – 30 Y6 - 20	<b>Shared Setting</b>	No
<b>Assessor</b>	Louise Clarkson Claire Neale	<b>Review Date</b>	Daily if required in response to changes in guidance. Teachers in zoom staff meetings on a Wednesday (will bring any issues raised by ASAs to the meeting). Formal Review every Friday by SLT.
<b>Task/Activity</b>	COVID 19 Educational Setting	<b>Persons at Risk</b> (Delete as appropriate)	
		All School Staff, children and the wider community who access the site.	



Hazard Identified P=Probability I=Impact  Area of Risk	Before Control Measure		Academy Trust Control Measures Hull Collaborative	School Specific Measures Academy Trust- Workplace COVID 19 Risk Assessment	After Control Measure			
	P	I			Risk Rating P x I	P	I	Risk Rating P x I
1. Infection Risk of contracting Covid 19 from shared resources	5	5	25	<p><b><u>System of controls - Point 5 measure</u></b> Each year group bubble within school will have allocated resources that are not shared with other bubbles within school.</p> <p><b><u>System of controls - Point 4 measure</u></b> Any unnecessary resources to be cleaned and stored.</p> <p>All hard surfaces to be wiped prior and after use, such as telephones, computer key pads and touch screens.</p> <p><b><u>System of controls - Point 5 measure</u></b> Limit the number of staff who use</p>	<p>Each class bubble to have own teaching space and resources, both indoors and outdoors. No cross use of equipment between any bubbles.</p> <p>Staff to wipe down own areas after children have left. Each bubble provided with their own cleaning bucket of resources.</p> <p>Each class bubble to have their own playground equipment resources.</p> <p>Ensure windows are left open to fully ventilate classrooms.</p> <p>Each classroom has access to hand washing facilities (sinks) for their bubble.</p> <p>Hand sanitizing units fitted to all entrances that are being used on the school site. COSH labelling up to date, including the importance of air drying before touching surfaces. (Fire risk)</p> <p>Each child to have their own classroom equipment in a resource tray or zip wallet that is kept on their table. This includes writing equipment, rulers, glue sticks and scissors.</p> <p>Workbooks can be marked in school. A period of 48 hours needs to pass if taking books home to mark. Staff are to not mark books in school whilst eating.</p> <p>Ipads/laptops to be wiped down after use with warm, soapy water.</p> <p>Number of reading books in classrooms reduced.</p> <p>PE equipment will be washed by cleaners at the end of each day.</p> <p>Children in Years 2 to 6 are to attend school in their PE kits on their PE day.</p> <p>Each bubble room and offices to have lidded pedal bins for COVID waste (used tissues etc)</p>	2	5	10

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				<p>equipment such as the photocopier and laminator etc..</p> <p><b><u>System of controls - Point 4 measure</u></b> Access to hand cleaning facilities</p>	<p>Soft furnishings have been reduced and stored – exceptions are for sensory dens for specified pupils, and continuous provision in EYFS and Year 1.</p> <p>Cleaners on site throughout the day when children are present. Specific focus on transition areas that are used by multiple classes, and the pupil toilets for KS2.</p> <p>Sanitising wipes placed next to phones, any shared computers and the photocopier.</p> <p>Home reading books will be placed in a box on return, and not redistributed to another child until 48 hours has passed. Reading cards to be used for the first half-term. Collected in by school on Friday to gather home reading information on the Monday, after they have been left for 48 hrs.</p>			
Infection Risk of contracting Covid 19 from travelling to and from school	4	5	20	<p><b><u>System of controls - Point 5 measure</u></b> Staggered start and end times for each Year group within school, if needed.</p> <p>Signage and social distance measures in place for drop off and pick up of pupils.</p> <p>No parents to enter the school building without an appointment</p>	<p>School community split into two family group cohorts. Group A arrive at 8:45am and leave at 3pm Group B arrive at 9am and leave at 3:15pm Y6 to arrive at 8am and leave with <b>Group A</b>.</p> <p>All children to enter the school through the main entrance gate and follow a one-way system to drop off then exit via the Pearson tree gate. Children will be dropped off and collected in the order of KS1, KS2, EYFS.</p> <p>Handover is done in the playground. Children will be waiting in their class bubble, ready for parents to collect as they walk around the one-way system.</p> <p><b>New path painted for EYFS parents that includes a larger area for waiting to collect their children. Letter sent home about this.</b></p> <p>Parents have been given packs to show where their children enter the site and building, alongside other key information.</p> <p><b>Children to be sanitised by their class adult on arrival at school, prior to entering the school building.</b></p>	2	5	10

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					<p>Posters displayed about regular hand washing in all bubbles and office areas.</p> <p>Pathway marked out on the playground for adults to follow when dropping off and collecting pupils. Signage to accompany this.</p> <p>Year group waiting areas to be marked on the playground for collection times.</p> <p>HT and DHT to be on duty to supervise parental social distancing and following of one-way systems.</p> <p>In the event a child is late, a member of staff from EYFS/KS1 will come and collect the child and take them straight through their bubble doors. KS2 pupils will come through the main entrance and straight to their class bubble.</p>			
Infection Risk of contracting Covid 19 from moving around the school building	4	5	20	<p><b><u>System of controls - Point 5 measure</u></b></p> <p>Staggered lunch and playtimes for each year group bubble, if possible.</p> <p>Limit the numbers of staff using shared areas such as staffrooms and offices.</p> <p>Schools should <b>consider</b> operating one-way systems, where possible, for shared areas such</p>	<p>EYFS to eat in the small hall and play in the <b>foundation stage outdoor area</b>.</p> <p>All other year groups to eat in the dining hall at staggered times.</p> <p>KS1: 11:45-12:30 (20 mins hall / 25 mins play)            LKS2: 12:15 – 13:00 (20 mins hall / 25 mins play)            UKS2: 12:45 to 13:30 (20 mins hall / 25 mins play)</p> <p>Where two classes are in the hall at the same time, each class will have their own designated seating area.</p> <p>Any children that have not finished eating in the designated time, will be moved to additional tables section – bubble distancing maintained.</p> <p>Lunchtime supervisors will be responsible for cleaning and sanitising the area that the children have eaten in AFTER they have finished and will wash their hands between bubbles. 10 minutes time given between each sitting to support this.</p> <p>Playtimes in their own, separate designated areas. Only two bubbles out at any time for break and lunch.</p>	2	5	10



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<p>direct contact with others.</p>			<p>lunchtime and playtime.</p> <p>Where possible, pupils to remain within their allocated year group bubbles</p> <p><b><u>System of controls - Point 4 measure</u></b></p> <p>Access to hand cleaning facilities, and ensure frequent hand cleaning across the school day for pupils and staff.</p> <p>Limit face to face meetings between staff, if essential, these should be conducted at distance or virtually.</p>	<p>Social distancing to be adhered to by teacher supplying PPA cover.</p> <p>Sink available at the front of the school building for visitors.</p> <p>Screen installed at the front desk.</p> <p>Staff work in their bubble spaces and eat in the dining hall. The staff room is not to be used for eating by staff. All staff should try to eat in the gym or small hall between the hours of 11:30 and 13:30. There is designated staff seating, should this be required.</p> <p>Staff with personal risk assessments working in designated areas at designated times (on plans).</p> <p>Risk assessments carried out on clinically vulnerable staff and adjustments made to work from home if needed.</p> <p>School action to be taken if pupils are found not to be adhering to social distancing guidelines outside of school and are a risk.</p> <p>Daily assemblies to be carried out virtually.</p> <p style="color: green;">Staff meeting, and school wide CPD to be conducted virtually using zoom. Phase meetings may take place in large classrooms, with no more than six adults maintaining social distancing.</p> <p>Daily staff circles to be conducted in phases, rather than full school staff.</p> <p>PPE is available if needed for specific tasks and must then be disposed of. The bucket containing the PPE is to be taken out with the bubble at break/lunch/PE sessions, in case it is required to deal with any minor first aid incidents.</p> <p>Cleaning staff, lunchtime staff, administrative staff and leadership are to ensure that they do not spend more than 15 minutes with 2m distance of any bubble groups.</p> <p>Games outside are to be risk assessed to encourage those that maintain social distancing e.g. tennis.</p>		
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				<p>Staff working in a bubble are to cover the other staff member if they need toilet facilities or for a break.</p> <p>Use of staff room and other communal staff areas to be open at limited capacity. Social distancing to be adhered to.</p> <p>Visitors to school will only be allowed into the school building with an appointment or to pay dinner money. All other contact to be via phone or email.</p> <p>Signage displayed in all bubbles about catch it, kill it, bin it, washing hands for 20 seconds, maintaining 2m distance etc.</p> <p>First aid kits in each bubble. Basic first aid to be administered by bubble staff. Admin staff available for more serious first aid. PPE bundles in all bubbles to reduce risk of contamination of stock. Guidance for safe donning and doffing of PPE provided.</p> <p>Tracking system in place to monitor the length of time children need to self-isolate for following a positive COVID-19 test or contact through track and trace.</p> <p>Updated behaviour policy in place to manage children who fail to adhere to school expectations regarding hygiene and bubbles.</p> <p>Where possible, classrooms will have forward facing desks. Screens available to use where this is not possible.</p> <p>At lunchtimes, there will be a designated first aider with each phase on the playground, who will have PPE and first aid equipment to deal with minor injuries.</p> <p>When using carpet areas with younger pupils, children will be as socially distanced as possible.</p> <p>Singing to not take place until October half-term following Government guidance. This includes singing assemblies.</p> <p>Wider opportunities groups to <a href="#">take place in the large hall, where children can be 1m plus apart.</a></p>		
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					All staff to wear either a mask or visor in communal areas – corridors, staff room, if entering another bubble and if supervising in the dinner hall.			
Infection Risk of contracting Covid 19 from surfaces.	4	5	20	<p>Increased level of cleaning, including a cleaner onsite whilst buildings are occupied.</p> <p>All surfaces to be thoroughly cleaned at the end and beginning of each day, including door handles etc..</p> <p>Full deep clean of areas where confirmed Covid 19 has been identified.</p> <p><b><u>System of controls - Point 6 measure</u></b> Staff, where appropriate, to be provided with PPE if roles require constant touching of multiple surfaces outside of a bubble. Such as caretaking staff and cleaners etc..</p>	<p>Cleaner onsite all day - scheduled areas to clean throughout this time. Key focus on door handles, toilets and shared areas.</p> <p>Two hours per afternoon assigned to clean bubble rooms once the children have left the premises.</p> <p>Staff in bubbles to have cleaning packs to clean at regular intervals throughout the day following written procedure.</p> <p>All stocks of cleaning products/tissues in classrooms etc to be audited and refreshed daily.</p> <p>Cleaning/PPE stock check to be done every Monday morning.</p> <p>Separate areas in the hall that each bubble eat in to minimise contact on tables and chairs.</p> <p>Children in Years 2 to 6 to attend in PE kit, on PE days, to reduce the need to changing facilities being used.</p> <p>Tissues available in all classrooms in order to catch it / bin it / kill it.</p> <p>Children will be given their own plastic cup for drinks. These will be sterilised daily by staff in class bubbles.</p> <p>Cleaners to use fresh cloths, aprons etc as they move between cleaning bubbles. These will be washed at 90 degrees each night.</p> <p>Mops to be rinsed and cleaned between each bubble.</p>	2	5	10



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					<p>Pupils workbooks to be left for 48 hours prior to being taken home to mark. Books can be marked in school immediately – self/peer/group marking encouraged and staff to maintain hygiene standards.</p> <p>Dinner money collected in sealed envelopes. Stored for 48 hours before processing.</p> <p>Change to coat storage for Y6 – coats to be kept in the classroom to reduce contact with Y3 and Y4 in the corridor area.</p> <p>Extra signage placed in toilets to encourage correct washing of hands.</p>			
Risk of contracting Covid 19 from a pupil or adult displaying symptoms	5	5	25	<p><b><u>System of controls - Point 1 measure</u></b></p> <p>Allocation of a room/space within the building for isolation of individual displaying symptoms.</p> <p>All trust schools to follow flow charts in response to suspected cases. Supervision, until pupil/adult, leaves the building to be done at distance where possible and with appropriate PPE.</p> <p>Individuals to report any family members who are</p>	<p>Room with ventilation and access to water has been identified. Signage to show this room and all staff aware.</p> <p>Separate toilet identified for use by a child displaying symptoms whilst they are waiting to be collected. Signage to be placed on this to inform others to not use until deep cleaned.</p> <p>Procedure written and provided for dealing with an incident.</p> <p>Crib sheet written for parents to help them know what to do next once they have collected their child from school. Updated to include that all children to take minimum 10 days off school following recognised symptoms.</p> <p>If a child or adult displays symptoms, they will be sent home and informed to take a test. The child will remain at home for 10 days.</p> <p>A bubble will be closed following a positive test result for a child or adult in that bubble, and after consultation for the local health protection team.</p> <p>PPE put in identified medical room. (Dee's room)</p> <p>Protocol on the wall in line with Gov Guidance.</p> <p>Infra-red thermometer to be used to test children as required.</p>	3	5	15

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			<p>displaying signs of Covid 19.</p> <p>Pupils and staff members to not enter the building if they display signs of Covid 19.</p> <p>Deep clean of areas used by individuals who display symptoms.</p> <p>Individuals bubble to not return to work if symptoms of individuals are confirmed as Covid 19.</p>	<p>Staff to be aware that loss of taste and smell are now official symptoms and to isolate.</p> <p>Office staff to call home if any pupil is absent to uncover the reason for the absence and check it is not COVID19 related.</p> <p>SLT to monitor staff attendance and contact daily.</p> <p><i>Excel spreadsheet created and accessible by all office staff and teachers to know when a child isolated and when they may return to school.</i></p>				
Risk of contracting Covid 19 from a pupil who requires medical attention and or personal care.	3	5	15	<p>Staff to use appropriate PPE when attending to individuals who require care.</p>	<p>Full visors for personal use bought for staff (6) for specific tasks identified through risk assessments.</p> <p>Written procedure for managing first aid within bubbles, where possible.</p> <p>Children who present with sickness/tummy bugs to have temperatures checked and isolated before pick up.</p>	2	5	10
Risk of delayed evacuation of	2	5	10	<p>Schools to reconsider and rewrite evacuation policy (if required)</p>	<p>Playground signage in place to show muster point for each bubble. Staff to ensure their bubble are socially distanced when standing in muster points.</p>	1	5	5

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the building due to Covid 19 changes within school.				<p>Within the first week of pupils returning schools, practice fire drills to take place.</p> <p>Pupils, where possible, to congregate at muster points observing social distance.</p>	<p>Fire drills carried out fortnightly in the first half-term – Friday at 10:15am. Amended escape routes to minimise contact.</p> <p>Additional keys cut so that all staff have a set for the doors and gates to exit their bubble.</p> <p>Dinner staff to sign in at the main office so we have a record of all adults on site.</p>			
Risk of incident relating to key staff absence	3	5	15		<p>Emergency caretaker identified and 'on call'</p> <p>Additional senior leaders trained to safely open and close the site.</p> <p>Additional 'fire wardens' identified and trained in school systems.</p> <p>Bins – member of staff identified to ensure refuse collection</p>	2	5	10
Risk of Health and Safety breach in areas or schools closed for periods of time due to Covid 19.	2	5	10	<p>Check that all usual building checks have been completed and are up to date.</p>	<p>School has remained open and premises staff have been carrying out necessary checks throughout.</p>	1	5	5
Risk of staff, children and any visitors	4	5	20	<p>Ensure all staff have seen and</p>	<p>Copy of risk assessment provided for consultation.</p> <p>Weekly staff meeting – Risk assessment on agenda.</p>	2	5	10

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not adhering to procedures				<p>understood COVID risk assessment</p> <p>Place adequate signage is displayed around school for staff, parents and children to adhere to.</p>	<p>Cleaners and dinner staff to have induction on site week beginning 15.07.2020.</p> <p>All staff to email acknowledgement that they have read, understood and will adhere to the risk assessment.</p> <p>Signage around the site – posters, markings and zoned off areas.</p> <p>Well-being worker on site daily 8:00-10:00 specific focus on informally gathering opinion and intelligence regarding risk assessment from staff.</p> <p>Risk assessment re-sent out weekly with amendments highlighted for staff.</p> <p>Visitors to read and sign to say they will adhere to guidance on conduct whilst in school.</p> <p style="color: green;">HCAT track and trace system form to be completed by all visitors on site.</p>			
Risk of decrease in mental health for children, staff and the community	<b>3</b>	<b>5</b>		<p>Ensure that 'keeping in touch' systems are in place and support and help is available or well signposted.</p>	<p>All staff have completed Mental Health training on WeAreEvery.</p> <p>Small number of staff have completed accredited Mental Health course.</p> <p>Daily zoom assemblies established for children in school.</p> <p>Individual risk assessment for staff who are clinically vulnerable or who live with clinically vulnerable people.</p> <p>Well-being worker on site daily 8:00-10:00 specific focus on supporting mental health of pupils, families and staff.</p> <p>Three transition weeks planned in September to welcome children back to school and support mental wellbeing of the pupils.</p> <p>Individual risk assessments in place for children with special educational and behavioural needs.</p>	<b>2</b>	<b>5</b>	<b>10</b>

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				<p>Staff have held zoom transition meetings about pupils.</p> <p>September class teachers have all called their new class to introduce themselves to parents and pupils.</p> <p>All children have had a letter written to them by their new teacher that has gone home in a summer bag.</p> <p>All families provided with a mental wellbeing activity sheet in their summer bag.</p> <p>EYFS video of area sent to new starters prior to September phased opening.</p> <p>Summer activity club held for pupils entering Years 3, 4 and 5, as they did not have the opportunity to attend school in summer.</p>			
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### **Identification of risks**

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

### **Evaluation of risks**

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks. The Trust uses a 5 x 5 Matrix to assess impact and probability as high to low, as illustrated in the diagram below: With 5 x 5 having High Impact and High Probability (see appendix section 2 and 3)

<b>Score</b>	<b>Probability</b>	<b>Impact</b>
<b>1</b>	<b>Remote</b>	<b>Insignificant</b>
<b>2</b>	<b>Unlikely</b>	<b>Minor</b>
<b>3</b>	<b>Possible</b>	<b>Moderate</b>

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<b>4</b>	<b>Likely</b>	<b>Serious</b>
<b>5</b>	<b>Certainty</b>	<b>Catastrophic</b>

For example - A hazard such as an insecure school entrance would be judged as Likely (4) this would result in undesirable visitors entering the site with potentially Catastrophic consequence (5) thus resulting in a score before measures have been introduced of  $4 \times 5 = 20$ . Following measures being implemented this is reduced to Remote (1) probability. The impact however still remains Catastrophic (5) and so the overall score reduces to  $1 \times 5 = 5$ .

### **Risk appetite**

The term risk appetite describes the Trust's readiness to accept risks and those risks it would seek to reduce. The Trust's risk threshold is the boundary delineated by the red shaded area (represented by scores of 5 and above with scores 15 and above requiring immediate attention) in the risk matrix in paragraph 3.3. Above this threshold, the Trust will actively seek to manage risks and will prioritise time and resources to reducing, avoiding or mitigating these risks.

### **Addressing risks**

When responding to risks, the Trust will seek to ensure that it is managed and does not develop into an issue where the potential threat materialises.

The Trust will adopt one of the 3 risk responses outlined below:

- Assume Treated (or Mitigate)      Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business Or the response actions either reduce the likelihood of a risk developing, or limit the impact on the Trust to acceptable levels.
- Treat (Transfer)      The risk is transferred to a third party, for example through an insurance policy.
- Tolerate      We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring.

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Catastrophic	5	10	15	20	25
Serious	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
	Remote	Unlikely	Possible	Likely	Certainty