

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

<b>School</b>	HCAT Schools Pearson Primary School	<b>Date of Assessment</b>	Initial: 04.03.2021 Updated: 07.04.2021
<b>The number of children on the premises</b>	EYFS – 38 Y1 – 34 Y2 – 28 Y3 – 29 Y4 – 29 Y5 – 29 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 weekly 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 phase 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 phase bubble to have their own playground equipment resources.</p> <p>Ensure windows are left open to fully ventilate classrooms. Fan heaters provided to support temperature management in classrooms and offices. Risk assessment provided for this equipment.</p> <p>Daily walk round to be carried out by Ged to ensure adequate ventilation in all rooms.</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 (Years 1 to 6) 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><del>Workbooks can be marked in school. A period of 48 hours needs to pass if taking books home to mark.</del> <b>Books may be taken home to be marked by the class teacher.</b> 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>Fixed PE equipment will be washed by cleaners at the end of each day.</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>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> <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.</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>Children split into two arrival and departure groups. Green group (families) to begin at 8:45am and leave at 3pm. Red group (single pupils) to start at 9:00am and leave at 3:15pm.</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>Area painted for EYFS parents to know where to go to collect and wait for their children.</p> <p>Parents have been given packs to show where their children enter the site and building, alongside other key information.</p> <p>Children to be sanitised by their class adult on arrival at school, prior to entering the school building.</p>	2	5	10

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					<p>Posters displayed about regular hand washing in all bubbles and office areas. Pathway marked out on the playground for adults to follow when dropping off and collecting pupils. Signage to accompany this.</p> <p>Class 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 phase bubble.</p> <p>2m section marks on the playground at the entry gate to prevent parents lack of distancing.</p> <p>Large, boxed area marked out for Y1 and Y2 parents to wait in at collection time so that they are not blocking the pathway for the parents of other year groups.</p> <p>All adults on the playground and in communal areas, including parents and carers dropping off children, are to wear a face mask at all times.</p> <p>Parents informed to only visit the school office at their collection or drop off time.</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</p>	<p>EYFS to eat in the small hall and play in the undercover area.</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>	2	5	10



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<p>Infection Risk of contracting Covid 19 from direct contact with others.</p>	4	5	20	<p><b><u>System of controls - Point 5 measure</u></b>            Consider social distancing within bubbles at 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>            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>Bubbles organised into class bubbles. Bubble sizes range from 20 to 34.</p> <p>Some children will work with a specialised SEND teacher. Screens purchased for 1-2-1 work. Masks also available for staff.</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 or their classroom. All staff should try to eat in the gym 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>Staff meeting, and school wide CPD to be conducted virtually using zoom.</p> <p>Daily staff circles to be conducted in three groups, 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>	2	5	10
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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. 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><del>All UKS2 classrooms will have forward facing desks, with only one child per table in Y6, to enable 2m social distancing.</del> EYFS/KS1/LKS2/<b>UKS2</b> are to try and keep children socially distanced, as much as possible. Screens available to use where this is not possible, if required.</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 after Easter, following Government guidance. This includes singing assemblies.</p>		
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					<p>Wider opportunities groups to take place in the large hall, where children can be 1m plus apart.</p> <p>All staff to wear a mask in communal areas – corridors, staff room, if entering another bubble and if supervising in the dinner hall.</p> <p>HCAT track and trace system form to be completed by all visitors on site.</p> <p>Track and trace app QR code for school in place for visitors to scan.</p> <p>All visitor meetings to be conducted in the community room or ELSA room. Meetings must be booked on the school calendar so visitors can be directed to the correct area and to ensure meetings are not held in rooms that are too small for the number of adults in the meeting.</p> <p>LC/CN/DR to keep masks on when entering classrooms for due to risk of being super-spreaders. <b>CN to wear mask if on learning walk. Mask removed when working for prolonged periods in a classroom.</b></p> <p>Parents and staff to all wear masks, as well as social distance, if a parent needs to come into school for a meeting.</p> <p><del>All PPA sessions to now take place on a Friday afternoon. This is to take place at home and not on site. ASAs to remain onsite to perform directed tasks. CN to provide PPA for UKS2 due to already working in these classrooms. KS1/LKS2 cover to be provided by Sophie Jackson.</del></p>			
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</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 and a half hours per afternoon assigned to clean bubble rooms once the children have left the premises.</p>	2	5	10



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			<p>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>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. New mop head for each bubble.</p> <p><del>Pupils workbooks to be left for 48 hours prior to being taken home to mark.</del> Books can be marked in school immediately – self/peer/group marking encouraged and staff to maintain hygiene standards. <b>Books can be taken home by the class teacher for marking.</b></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> <p><del>Full school to be deep cleaned on a Friday afternoon when school is closed to pupils and staff.</del></p>	
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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 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</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> <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>Excel spreadsheet created and accessible by all office staff and teachers to know when a child isolated and when they may return to school.</p>	3	5	15

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			15	<p>individuals who display symptoms.</p> <p>Individuals bubble to not return to work if symptoms of individuals are confirmed as Covid 19.</p>	<p>Tests to be given to pupils if they develop symptoms whilst on the school premises and cannot access a testing site. Staff to give assistance with the logging of these tests online if the family require support to do this.</p>			15
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 the building due to Covid 19 changes within school.	2	5	10	<p>Schools to reconsider and rewrite evacuation policy (if required)</p> <p>Within the first week of pupils returning schools, practice fire drills to take place.</p> <p>Pupils, where possible, to congregate at</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> <p>Fire drill to be carried out on 12.03.2021. <b>Additional fire drills to be carried out as per normal procedures.</b></p> <p>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>	1	5	5

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				muster points observing social distance.				
Risk of incident relating to key staff absence	3	5	15		Emergency caretaker identified and 'on call'  Additional senior leaders trained to safely open and close the site.  Additional 'fire wardens' identified and trained in school systems.  Bins – member of staff identified to ensure refuse collection	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	Check that all usual building checks have been completed and are up to date.	School has remained open and premises staff have been carrying out necessary checks throughout.	1	5	5
Risk of staff, children and any visitors not adhering to procedures	4	5	20	Ensure all staff have seen and understood COVID risk assessment  Place adequate signage is displayed around school for staff, parents and children to adhere to.	Copy of risk assessment provided for consultation.  Weekly staff meeting – Risk assessment on agenda.  Cleaners and dinner staff inducted on site.  All staff to email acknowledgement that they have read, understood and will adhere to the risk assessment.  Signage around the site – posters, markings and zoned off areas.  Well-being worker on site daily with specific focus on informally gathering opinion and intelligence regarding risk assessment from staff.	2	5	10

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					<p>Risk assessment re-sent out weekly <b>as changes are made</b>, 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>			
Risk of decrease in mental health for children, staff and the community	3	5		<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>Individual risk assessments in place for children with special educational and behavioural needs.</p> <p>Increased contact with vulnerable pupils that are isolating through Ali Lutkin and Jo Faulkner.</p> <p>Informal assessment of pupil mental health to be carried out by staff on return to school – done through PSHCE lessons, class circles, small group or 1-2-1 sessions.</p>	2	5	<b>10</b>

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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>
<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.

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### 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.

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