

Hull Collaborative Academy Trust- Workplace COVID 19 Risk Assessment

School	HCAT Schools Pearson Primary School	Date of Assessment	Updated 30/11/21 Updated 04/01/22
The number of children on the premises	EYFS – 41 Y1 – 29 Y2 – 32 Y3 – 28 Y4 – 30 Y5 – 32 Y6 – 29	Shared Setting	No
Assessor	Louise Clarkson Claire Neale	Review Date	Weekly as a minimum and daily if required in response to changes in guidance. All staff involved in weekly meetings for consultation and sharing of information. Formal Review weekly by SLT.
Task/Activity	COVID 19 Educational Setting	Persons at Risk	
		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 Academy Trust-	School Specific Measures Workplace COVID 19 Risk Assessment	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
Infection Risk of contracting Covid 19 from travelling to and from school	3	5	15	<p><u>System of controls - Point 5 measure</u></p> <p>Signage and social distance measures in place for drop off and pick up of pupils.</p> <p>Additional sanitisation measures on entry to school.</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. Signage to accompany this.</p> <p>Handover is done in the playground. Dropoff and pick up points are clearly marked.</p> <p>Parents wait behind a marked yellow line at their collection point at the end of the day and use 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>Children to be sanitised by their class adult on arrival at school, on entry to classroom.</p> <p>Posters displayed about regular hand washing in all classes and office areas.</p> <p>Pathway marked out on the playground for adults to follow when dropping off and collecting pupils.</p> <p>HT and DHT to be on duty to supervise following of one-way systems.</p>	2	5	10
Infection Risk of contracting Covid 19 from moving around the school building	3	5	15	<p><u>System of controls - Point 5 measure</u></p> <p>Staggered lunch times.</p> <p>Reduced contact for assemblies.</p> <p>Schools may consider operating one-way systems, where possible,</p>	<p>Ventilation and good respiratory hygiene – all windows opened am by SFO and closed by class teacher, doors open where possible to reduce touch surfaces and increase air flow.</p> <p>CO2 monitors placed in all classrooms. Staff to report to SFO if levels fall below recommendations.</p>	2	5	10

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		<p>for shared areas such as corridors and stairs.</p>	<p>Classroom doors left open during break and lunchtimes to allow air flow when room is vacant.</p> <p>All year groups to eat in the dining hall at staggered times.</p> <p>EYFS: 11:30 (20 mins hall / 25 mins play) LKS2: 12:00 UKS2: 12:30</p> <p>Where three classes are in the hall at the same time, each class will have their own designated seating area.</p> <p>3 assemblies via zoom each week and two in phase bubbles in different locations. (No whole school)</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 sitting. 10 minutes time given between each sitting to support this.</p> <p>Adults to supervise correct hand-washing during lesson time and before lunch. Lunch staff to re sanitise hands before children eat.</p> <p>Cleaners will endeavour to wipe down frequently touched surface around school.</p> <p>Zoned areas for cleaners to support monitoring of standards.</p> <p>All classes to have designated entrance and exits to the school building. EYFS – EYFS garden Year 1 – Year 1/2 class door Year 2 – Year 2 class door Year 3 – Front of school – front staircase Year 4 – Year 4 entrance and back staircase Year 5/6 – Front entrance and back staircase.</p>		
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<p>Infection Risk of contracting Covid 19 from surfaces.</p>	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>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 classrooms once the children have left the premises.</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>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>Extra signage placed in toilets to encourage correct washing of hands.</p>	2	5	10
<p>Risk of contracting Covid 19 from a pupil or adult displaying symptoms</p>	5	5	25	<p><u>System of controls - Point 1 measure</u> 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>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 7 days off school following recognised symptoms.</p>	3	5	15

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			<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>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 7 days, and needs 2 clear LFTs on days 6 and 7 at the earliest.</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> <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>				
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>Children who present with sickness/tummy bugs to have temperatures checked and isolated before pick up.</p>	<p>Visors for high-risk activity if staff request (nappy changing, child vomiting etc) made available.</p>	2	5	10

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Risk of delayed evacuation of the building due to Covid 19 changes within school.	2	5	10	Within the first week of pupils returning schools, practice fire drills to take place.	Fire evacuation procedures revert to pre covid plan – no one way system in event of emergency exit via nearest exit	1	5	5
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 staff, children and any visitors not adhering to procedures	4	5	20	<p>Ensure all staff have seen and understood COVID risk assessment</p> <p>Place adequate signage displayed around school for staff, parents and children to adhere to.</p>	<p>Copy of risk assessment provided for consultation.</p> <p>Signage around the site – posters, markings and zoned off areas.</p> <p>Well-being worker on site daily with specific focus on informally gathering opinion and intelligence regarding risk assessment from staff.</p> <p>Risk assessment re-sent out weekly as changes are made, 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>	2	5	10

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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)

Score	Probability	Impact
1	Remote	Insignificant
2	Unlikely	Minor
3	Possible	Moderate
4	Likely	Serious
5	Certainty	Catastrophic

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 $1 \times 5 = 5$.

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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.

Catastrophic	5	10	15	20	25
Serious	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10

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