

Academy	Devonshire Infant Academy	Risk Assessment Author:	I Kirby and S Gibson
Assessment	Review of Risk Assessments for Summer Term	Date:	19/04/2021
Next Review Date:	As deemed necessary as per Government / PHE / DfE / Trust	Version	8v2
Who could be harmed	Trust employees, sub-contractors and visitors	Level of Overall Risk (H/M/L)	

#	Risk Factor	Potential Consequence	Likelihood (1 to 5)	Severity (1 to 5)	Risk Rating	Risk Rating Low/Med/High	Potential Control Measures	Individual school context Measures	Likelihood (1 to 5)	Severity (1 to 5)	New Risk Rating
1	Diagnosed with coronavirus	Member of staff infected with COVID-19	3	3	9	Medium	Anyone diagnosed with COVID-19 should not attend school setting for the required isolation period as per the latest government guidelines Member of staff, and school personnel should adhere to PHE and track and trace advice and guidance.	Anyone diagnosed with COVID-19 should not attend school setting for the required isolation period as per the latest government guidelines (10 days). If member of household diagnosed, isolate in line with guidance.	3	3	9
2	COVID Asymptomatic	A member of staff is infected with COVID but is asymptomatic	3	5	10	Medium	The government has issued lateral flow tests to primary schools. All staff are to be issued with testing kits and guidance to enable them to test twice weekly (3-4 days apart) at home. If a member of staff tests positive then they need to self-isolate and take a PCR test, following the current public health guidance. Report to test and trace and school. If negative the staff member can go to their workplace - adhering to RA and Hands, Face, Space guidance. Staff who have received a positive PCR test within the last 90 days should NOT take an LFD test regardless of whether they have tested positive previously as this is a good indicator of high viral load, and therefore infectiousness.	Lateral flow tests to be completed on a Sunday evening and a Wednesday evening. Part time staff will be informed of when to complete theirs. If a member of staff tests positive the bubble in which they are working in school will close	3	1	4
3	Fitness for work	Due to an existing health condition an employee is considered vulnerable An employee is showing symptoms of coronavirus Employee has travelled to a country outside the Common Travel Area	5	5	25	High	Latest shielding letters have expired staff who can work from home should work from home. To be agreed with Headteacher / Exec Head on an individual basis. All staff who can't work from home should return to normal duties. If an employee is showing symptoms of coronavirus they should be sent home and told to follow government advice that they should self-isolate for a period of 10 days and book immediately for a test, anyone else in their household should self-isolate for a period of 10 days. Employees must not come into school if they are required to quarantine having recently visited countries outside the Common Travel Area.	All staff with shielding letters are back at work as they can not work from home. They are following our hygiene procedures and RA Risk Assessments are in place for all Vulnerable, Clinically vulnerable and BAME staff and these have been produced in consultation with the individual staff. These are updated and include any additional measures needed to mitigate indiv risk - shown in red. Employees with symptoms or a positive LFT will be told to have a PCR test. If negative, they can return to work. Staff with symptoms, who have not had a test, will not be allowed to come to work.	3	4	12
4	Living with a person who is self-isolating, a person who is at increased risk or a person who is defined on medical grounds as extremely vulnerable.	A member of staff is living in the same household as someone with an existing health condition and is considered vulnerable as per government guidance	4	5	20	High	Anyone living with a person who is at increased risk of severe illness, or a clinically extremely vulnerable person who is shielding from Coronavirus (Covid-19), should return to work in line with latest guidance. Any queries or issues should be discussed with SLT	Staff reminded about hygiene procedures to reduce risk of transmission within the work place and between home and school. All CEV have now been offered vaccinations.	3	5	15
5	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) - whilst commuting to work	Close proximity to infected people through contact with contaminated person(s) or surface(s) Breathing in droplets in the air Touching contaminated surfaces	4	5	20	high	Staff should avoid travelling to school on public transport where possible. They should use their personal vehicles or taxis (if possible). Employees should travel in separate vehicles to and from school wherever possible. In the first instance this will be our own vehicles. The only time that sharing of vehicles can be considered is when there is no option to do otherwise and mitigating factors in line with latest guidance such as spacing, use of masks and ventilation should be followed. If employees do use public transport a face mask or face covering should be worn, and taken off before entering the school building. On arrival all employees to use alcohol based hand sanitizer at the entrance to the building, and ensure distancing measures are in place should employees arrive at the same time.	Staff who travel together in a vehical will wear a face mask, sit one in the front, one in the back with windows open. This will still be classed as a contact. Staff must wear a face covering as they arrive at school. This must remain on until they enter their area of work.	3	5	15
6	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) - entering school building	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	4	4	16	high	All staff are to wear face coverings when entering the premises and in all communal areas. Staff are to use designate building entrances. When signing in, staff should sanitise before and after using any electronic signing in systems, or if my pen, use their own pen. If you have to enter the school building, or queue to enter any part within, then staff should ensure they abide by social distancing guidance.	Signing in to be by fob only. Those without a fob need to ask the office staff to sign them in. Signage for visitors directing them to sanitise before and after signing in.	2	4	8

7	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress - staircases, lifts, pedestrian routes	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>All staff are to wear face coverings in all communal areas.</p> <p>Only use lifts as a last resort</p> <p>Implement one way systems on staircases if it permits.</p> <p>Zoning to be considered to keep employees in same work locations, and where possible should enter as few areas as they need during the day.</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation</p> <p>Where possible consider one-way circulation</p>	<p>Staff to use face coverings when they leave the classroom and in rest areas unless seated to eat. No lifts in place. Stair hand rails to be wiped after movement of classes by adult at end of line.</p> <p>Zoning for each 'bubble' and admin 'bubble' in place. Corridor doors and classroom doors, where safe to do so, propped open.</p>	3	4	12
8	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress - classrooms	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>Employees should only use their designated areas/ rooms and should not use areas which they are not required to enter.</p> <p>Hand sanitizer to be provide at the entrance of each classroom to be used on entry by all pupils and staff.</p> <p>Staff encouraged to wear face coverings in class where social distancing is not possible. However as per personal preference.</p> <p>Pupils should use the same desk and resources where possible in terms of everyday resources such as pens/ pencils.</p> <p>All classrooms are to be thoroughly cleaned each day follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Where possible all spaces should be well ventilated using natural ventilation (opening windows).</p> <p>Use outdoor space for learning as appropriate.</p> <p>Staff should stay on site for as minimum time as possible and leave promptly at the end of the school day when all necessary work is completed.</p>	<p>Children will be taught in bubbles when indoors.</p> <p>Each classroom has sink and soap- children wash hands on entry to classroom every time and sanitise hands when leaving the classroom.</p> <p>Outdoor space timetabled to stop contamination between groups. Outdoor bubble will be year groups.</p> <p>Each group uses their own equipment when outdoors.</p> <p>Cleaning kits to be safely stored in each classroom.</p> <p>Teachers to work with children from behind or alongside wherever possible. Visors available for working closely with children that require face to face work.</p> <p>Staff meetings to be held virtually or face to face in a hall, well ventilated when required. Where face to face meetings need to take place between staff, visitors or parents, a large well ventilated room should be used and visors or a face mask are required.</p>	3	4	12
10	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using welfare facilities - eating and drinking	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>Employees are encouraged to bring their own food to work, and not to share it with anyone</p> <p>All staff are to wear face coverings all communal areas.</p> <p>Employees should have access to welfare areas, but should use their own, lidded cups, which are washed and kept with them. When using communal items such as kettles/ boilers, employees should wash/sanitise hands before and after, and wipe down any handles/ surfaces immediately. A maximum of three people to be allowed in welfare facility at the same time. Strict social distancing rules to be adhered to at all times.</p> <p>Before preparing and eating food employees should thoroughly wash their hands following the government advise.</p> <p>Food should be consumed in their designated welfare areas/classrooms.</p> <p>Break times to be staggered where possible</p>	<p>Staff to use face coverings when they leave the classroom and in rest areas unless seated to eat. Staff encouraged to use own food and drink. Use same cup, wash everything up themselves.</p> <p>A maximum of people is indicated at the entrance to the welfare facility.</p> <p>The Community room will be timetabled for use by EYs. KS1 will use the KS1 staff room or class rooms. Support staff will eat with the bubble their child is attached to.</p> <p>Nursery staff room is closed and only accessed 1 at a time for lockers. Microwaves switched off (NOW ON!).</p>	3	4	12
11	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using welfare facilities - toilets and wash areas	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>All staff are to wear face coverings when in all communal areas.</p> <p>When entering toilet areas, do not touch any surfaces.</p> <p>When in toilet areas keep 2 metres apart. Floor markings may be added to show safe distances.</p> <p>Wipe down areas including taps after use.</p> <p>School should make arrangements to have a stock of surface cleaner and paper towels in toilet areas and implement a rule that EVERYONE cleans toilets before and after use.</p> <p>Ensure that bins for tissues are emptied throughout the day</p>	<p>Staff to use face coverings when they leave the classroom and in rest areas unless seated to eat. Toilets are not 2 meters in length so notices placed outside toilet. Zoned toilet for each 'bubble'.</p> <p>KS1 toilets only 1 person at a time. EYs toilet in staff room is closed. Staff to spray area and clean. A</p> <p>Air dryers to be switched off (delete this?) .</p> <p>Cleaning rule displayed on toilet to remind staff and spray available.</p>	3	4	12

12	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when - using changing facilities / locker rooms / offices	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	4	5	20	High	<p>All staff are to wear face coverings when in all communal areas.</p> <p>Restrict the number of people using these facilities at any one time so that social distancing can be maintained</p> <p>Introduce cleaning of regularly used facilities throughout the day and at the end of each day</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal</p> <p>Staff meetings can occur. These should be held in a large ventilated room (or outside if possible) with social distancing adhered to at 2 metres and face coverings worn. The number in attendance is limited by size of room. Meetings should be for core business only and no more than 1 hour.</p>	<p>Staff to use face coverings when they leave the classroom and in rest areas unless seated to eat. 1 at a time in Eys lockers.</p> <p>Some meetings that require staff interaction can now be held in a large well ventilated room with strict adherence to 2m distancing. Meetings longer than an hour or information sharing can be held virtually. Meetings with a parent will be held in a large ventilated room at a distance of 2m between participants.</p>	3	4	12
13	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when - exposed to children	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>Ensure that children and young people are in the designated class/ group/ phase bubbles at all times as per guidance.</p> <p>Ensure that staff are assigned to each group/class/phase in line with guidance to minimise adult/adult contacts as per guidance.</p> <p>Clean surfaces that children and young people are touching, such as toys, books, desks, doors, light switches more regularly than normal.</p> <p>Children to frequently wash their hands with soap and water for 20 seconds and dry thoroughly as per government guidance on hand cleaning</p> <p>Kitchen staff should remain within the kitchen facilities and not use other parts of the school site (except welfare facilities). Gloves should be worn when serving children</p> <p>Site staff should work where possible outside or where children are not located, and try to maintain distancing throughout the day to minimise contacts.</p> <p>Reception staff should remain within the reception area whenever possible and should ensure distancing and face coverings are worn when they leave the office. The reception window/hatch should remain closed at all times.</p> <p>Where possible areas to be kept well ventilated.</p> <p>Staff who are able to work from home and wish to should discuss working arrangements with the school leadership.</p>	<p>Class bubbles will operate inside school and Year group bubbles outside. Playtime staggered for Y1 and Y2 and staff cover each other for breaks. Forest school specialist not to work across bubbles. SEN and intervention staff, or visiting specialists, who work across phase bubbles will need to follow strict hygiene procedures and keep a log of the children they work with - track and trace. Face shields are available for staff to use at all times if they wish to do so.</p>	4	4	16
14	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when - exposed to children with complex needs / personal care needs	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>As above but enhanced to include the use of PPE equipment if appropriate. Engage with school SEN co-ordinator to ensure provision is appropriate for specific children.</p> <p>No new staff should be introduced to support children with complex needs/ care needs.</p>	<p>PPE available, vaccines have been made available to staff who care for complex needs and complete personal care. Distancing should be maintained between adults unless supporting crisis behaviour.</p>	3	4	12
15	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when - exposed to parents	Close proximity to infected parents Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>All staff to wear face coverings in communal areas. Including in areas where parents drop-off and collect children</p> <p>Staff receiving children from parents should maintain distancing from other adults, and from children as much as possible according to age and need.</p> <p>Staff to direct parents to appropriately distance when handing over child.</p> <p>Minimal numbers of adults and family members should be encouraged on site when handing over child. Where possible one parent/guardian per child.</p> <p>Parents wishing to talk to staff about issues or concerns should contact the school office and a telephone conversation arranged. No face-to-face meetings to occur with parents, unless pre arranged in a socially distanced area.</p>	<p>Parents to bring children to designated door and observe 2m rule following floor markers. Staff to wait just inside door to receive the children. Staff who need to talk to parents on the playground must wear masks or shields and keep 2m distance. Parents must wear face coverings on site. Teacher to take children immediately to class and TA to wait for final children. SLT to be on the playground to direct parents and to support smooth transition. Implement staggered starts. Staff are not to approach the parent and child when they are together. If a child is very upset the parent can enter just inside school but must wear a face mask.</p>	3	4	12
16	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when - exposed to visitors in school	Close proximity to infected parents Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>Visitors to school should be kept to a minimum. All visitors to wear face coverings when in communal areas.</p> <p>All members of trust staff who work across multiple schools can resume visits but should try to limit the number of bubbles they enter and ensure all COVID measures (face masks, social distancing) is adhered to where possible. Visits should only be made where necessary to undertake their role.</p> <p>Visitors should sanitise on entry to school and leave details of their purpose and who they will be in contact with. Visitors should not enter bubbles whenever possible and work outside of classrooms in open airy spaces. Visitors who enter bubbles should sanitise and distance from other staff as well as children who they will not be working with. Visitors should be questioned on entry about their health to ensure they are not symptomatic. Visitors should avoid bringing equipment, if they do, it should be wiped down before and after use.</p>	<p>Visiting specialists, who work across phase bubbles will need to follow strict hygiene procedures and keep a log of the children they work with - track and trace. Visitors must wear a face covering in communal areas and wherever possible when working with children. Visitors must read and sign the visitors guidance upon arrival and complete the visitors log to record who they have worked with and for how long.</p>	3	4	12

17	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) through working practice Shared office equipment (e.g. photocopiers), classroom equipment (pens, pencils, paper etc.)	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	Equipment to remain in the classroom and not be shared beyond the class/ phase/ year group 'bubble' Office equipment should be sanitizing after use, surfaces including: places that people touch regularly – handles / control switches / buttons / keyboards / phones, handrails, toilet facilities, taps, changing areas, shared desks & tables etc. Maintain good hygiene measures, regular handwashing	Class equipment to be kept in classes and not shared. Playtime equipment for the year group bubble to be kept separate and not shared. Whole teaching staff PDMs will be held virtually. Materials for meetings made available by email.	2	4	8
18	Increased risk to health due to reduced first aid arrangements (e.g. through isolation, travel restrictions and NHS)	Delays in administering point of injury medical treatment. N.B. The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.	4	5	20	High	When planning school activities, the provision of adequate first aid resources must be provided, delay any activities deemed high risk where able	First aid trained staff available in every phase group bubble. Provision of PPE for each first aider to use as necessary.	1	4	4
19	Increased risk to health due to school closure since 23 March - site health and safety	If schools have been closed or partially closed since 23 March school premises will need to ensure all elements (legionella, water, fire systems) are at full operational level	3	4	12	Medium	Engage third party health & safety providers to request guidance and onsite support where appropriate. Ensure site staff to conduct full compliance check of all key areas prior to reopening.	Site has been open to testing agencies and all statutory testing has taken place.	3	4	12
20	Coronavirus symptoms during the day	Infected Colleague infected	3	3	9	Medium	If you, or any co-worker develops symptoms during the day, you should leave the site immediately, after informing SLT, and book a PCR test as soon as possible. They should book a test immediately. If it is positive, then PHE and track and trace guidance should be stringently followed.	If any member of staff develops symptoms they should leave the site immediately. Staff member immediately notifies SLT at a safe distance and leaves. Adults to keep a log of children and staff that they work with if they cross bubbles. Central 'map' of staff contacts kept by HT. Area where staff have worked to be thoroughly cleaned.	3	3	9
21	Increased staff workload	Increased staff workload due to additional numbers of pupils in school, plus requirement to set home learning for few children not attending school. Additional DSL workload with having pupils to manage potential extra workload	4	4	16	High	All children should return to school where possible. If home learning is required it should mirror in school learning- or children can be directed to Oak Academy online learning which is age and pitch appropriate. Schools will follow individual remote learning plans. Provide time for DSLs to fulfil role effectively.	Staff to complete planning in a format that is able to go onto class dojo if home learning is needed. If a child isolates or a bubble is closed the planning will be put on line and the Remote Learning Plan will be followed.	4	3	12
22	Staff Wellbeing	Increased staff anxiety due to concerns regarding their safety and working during the pandemic.	3	3	9	Medium	Ensure staff are informed via clear communication policy of the safety measures in place to protect them against potential infection. Put in place clear escalation points for staff to raise concerns.	Risk Assessments and clear guidance based on the risk assessment shared with staff to inform daily routines. Staff training in February to ensure full understanding and how to raise concerns. School staff signposted to remind of new rules for each area. Staff training completed in new procedures. Monthly staff newsletter and Information station in place. Wellbeing strand of SDP work with Sandwell Healthy Minds	3	3	9

You should review your risk assessment if you think it is no longer valid or if there are any significant changes to the hazards.

Low	Less than 5
Medium	5-15
High	15+