

## Activity Risk Assessment

<b>Reference</b>	COVID -19	<b>Activity Description</b>	All
<b>Assessment Date</b>	31/08/2021 with ongoing reviews (see end of document)	<b>Publish to Website.</b>	Yes
<b>Assessor Name</b>	Hugh Johnston	<b>Activity Description</b>	COVID-19 - Education General Risk Assessment
<b>Assessment Team Members</b>	DCEO, COO, Principal, Estates and Facilities Manager and	<b>Review Date</b>	Ongoing review
<b>Org Unit</b>	Mossbourne Federation		
<b>Location</b>	Mossbourne Victoria Park Academy	<b>Number of people at risk?</b>	<b>840 pupils 122 staff</b>
<b>Risk Assessment Category</b>	Activity risk assessment	<b>People at risk</b>	Students, Staff and Visitors
<b>Date Original Record Created</b>	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 <b>Severe illness from exposure to COVID-19</b>	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 isn't listed under category D or E. D. Clinically vulnerable E. Clinically extremely vulnerable	Additional wash stations provided throughout the Academy.  Sanitising stations at entry points and high traffic areas.	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 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 <b>Individuals contracting COVID-19 by any means</b>	Any individual attending the academy, including: Staff Contractors Members of the public Pupils	Remote learning provision for pupils affected.  Schools' coronavirus operational guidance <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a>  Adults and children who test positive are still advised to stay at home and avoid contact with other people for at least five full days, and should then follow the guidance until	4	5	20	Pupils to be made aware of regular hand washing upon entry to the academy.  Distribution and display of literature/posters across Federation.	2	4	8

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		<p>they have received two negative test results on consecutive days.</p> <p>From the 1<sup>st</sup> of April, subject to any changes in government guidance, absences related to Covid-19 will be treated in the same way as other sickness absence and dealt with following the Federation's normal absence policy and triggers.</p>							
<b>3</b> <b>Reception areas</b>	Any individual attending the academy, including: Staff in all categories Contractors Members of the public Pupils	Sanitising units at point of entry.	4	4	16	<p>Distribution and display of literature/posters across the Federation.</p> <p>Controlled entry and exit into receptions, one in one out.</p> <p>Sanitising station on entry.</p> <p>Adopt Catch it Bin it Kill it slogan publicise at Reception.</p>	2	2	4
<b>4</b> <b>Pupil Drop off/ Pick up</b>	Any individual attending the academy, including: Staff Contractors Members of the public Pupils	<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 <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a></p> <p>Visitor restrictions</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>Hand sanitising units fitted at all entry points.</p> <p>Entry points to be staffed at opening and closing times.</p>	2	4	8
<b>5</b> <b>Dining Hall arrangements</b>	Any individual attending the academy, including: Staff Contractors Pupils	Schools' coronavirus operational guidance <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-">https://www.gov.uk/government/publications/actions-for-schools-during-the-</a>	4	4	16		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
		<a href="#">coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a>				<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.</p> <p>Sanitise table before and after lunch.</p>			
6 <b>Till Operators / Kitchen staff.</b>	Any individual attending the academy, including: Staff Contractors Pupils	<p>Dining halls to be staffed appropriately with during mealtimes.</p> <p>Hand washing before and after eating.</p>	3	4	12		3	3	9
7 <b>Classroom layouts</b>	Any individual attending the academy, including: Staff Contractors Pupils		3	4	12	<p>Hand sanitising units on entry to the building</p> <p>Clear routes through all rooms to be maintained and fire Evacuation routes not compromised.</p> <p>Adopt Catch it Bin it Kill it.</p> <p>Ventilation systems have been serviced and operated accordingly.</p>	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
<b>9</b> <b>Medical rooms/First aid</b>	Any individual attending the academy, including: Staff Contractors Visitors Pupils	First Aid should continue to be administered whenever required.	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.  Qualified staff to oversee administration of first aid for the number of pupils and staff onsite.  Deep clean to take place as soon as possible after confirmed case of COVID-19.  Adopt Catch it Bin it Kill it.	3	3	9
<b>10</b> <b>Doors Internal / External.</b>	Employees Students Contractors Members of the Public	Doors remain open.	3	4	12	Where possible, doors should be wedged open in classrooms corridors etc. to reduce contact and allow ventilation. All doors should be closed as part of the emergency evacuation procedure as required.  Where possible, and weather permitting, external doors should remain open.	2	2	4
<b>11</b> <b>Contractors</b>	Employees Contractors Members of the Public Pupils	Contractors responsible for the provision of their own PPE (when required).	3	4	12	Planned maintenance to continue scheduled out of hours, where possible.  Risk assessment method statements to supplied by contractors as required	3	2	6
<b>12</b> <b>Cleaning</b>	Employees Contractors Members of the Public  Pupils	Daily cleaning in place.  Antiseptic chemicals used.  Attention to door handles hard surfaces and toilets.	4	3	12	Day cleaners to be put in place during opening hours of academies to support enhanced cleaning.  Pinnacle Cleaning ltd and SND cleaning to ensure their staff have all the necessary PPE available to safely work with the academies.  Adopt Catch it Bin it Kill it.	2	2	4
<b>13</b>	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

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Fire Evacuation	Contractors Visitors Pupils								
14 Catering Provision	Any individual attending the academy, including: Staff Contractors Visitors Pupils	Schools' coronavirus operational guidance  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a>	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 Federation site that is not affected.  AIP will deliver food to site if required.  It may 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.  Principals should inform non-FSM students to bring a packed lunch.	2	3	6

Signed	H Johnston	Date	18 <sup>th</sup> May 2020
Revised by	H Johnston	Date	28 <sup>th</sup> May 2020
Revised by	H Johnston	Date	01 <sup>st</sup> June 2020
Revised by	H Johnston	Date	11 <sup>th</sup> June 2020.
Revised by	H Johnston	Date	1 <sup>st</sup> August 2020.
Revised by	H Johnston	Date	2 <sup>nd</sup> September 2020.

<b>Revised by</b>	H Johnston	<b>Date</b>	9 <sup>th</sup> September 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	18 <sup>th</sup> September 2020.
<b>Revised by</b>	H Johnston	<b>Date</b>	06 <sup>th</sup> November 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	2 <sup>nd</sup> December 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	5 <sup>th</sup> January 2021
<b>Revised by</b>	H Johnston	<b>Date</b>	25 <sup>th</sup> January 2021
<b>Revised by</b>	H Johnston	<b>Date</b>	22 February 2021
<b>Revised by</b>	M Ojja	<b>Date</b>	08 <sup>th</sup> March 2021
<b>Revised by</b>	H Johnston	<b>Date</b>	14 <sup>th</sup> May 2021
<b>Revised by</b>	H Johnston	<b>Date</b>	31 <sup>st</sup> August 2021
<b>Revised by</b>	H Johnston	<b>Date</b>	16 <sup>th</sup> November 2021
<b>Revised by</b>	H Johnston	<b>Date</b>	29 <sup>th</sup> November 2021
<b>Revised by</b>	H Johnston	<b>Date</b>	20 <sup>th</sup> January 2022
<b>Revised by</b>	H Johnston	<b>Date</b>	24 <sup>th</sup> January 2022
<b>Revised by</b>	H Johnston	<b>Date</b>	03 <sup>rd</sup> March 2022