

## Risk Assessment Form – Managing Health and Safety

<b>The Learning Village Academy Trust</b>	<b>Completed by: J Goldstraw / J Garside / R Bailey</b>	<b>Line manager: R Green</b>
<b>Area/ Activity Assessed: Coronavirus (COVID-19) Return to Work Risk / Re-Opening Assessment</b>		<b>Date: 14.7.2020</b> -Reviewed 18.8.2020 for Sept 2020 -Return 1.9.2020 -Reviewed 31.10.2020 Tier 2 Lockdown rules – Stoke-on-Trent, High Alert Area to 5 <sup>th</sup> November 2020 then National Lockdown to 2 <sup>nd</sup> December 2020, schools stay open -End of National Lockdown 2.12.20 Stoke in Tier 3 -Updated for 4.1.2021 - Updated for National Lockdown from 5 <sup>th</sup> January 2021 -Updated for whole academy return 08.03.2021 -Updated following updated guidance 12.4.2021 -Updated following updated guidance 14.5.2021

NO	Hazard (what might cause harm, who is affected & how?)	Reasonable Control Measures – what are you already doing to control the hazards?	Risk
1	Government decision for schools to reopen to all pupils	<ul style="list-style-type: none"> <li>• Updated guidance 10.5.2021 <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits</a></li> <li>• Update RA and protocols in line with Government road map and guidance for schools</li> <li>• Covid-secure environment</li> <li>• Regular consistent, clear communication with all stakeholders</li> <li>• Familiarity with the Government expectations</li> </ul>	Medium Risk, follow all Government guidance

**Injury Severity**

1. Minor injury (first aid only)
2. Serious injury (medical attention, time off work)
3. Major injury (broken bones etc.)
4. Death

**X Likelihood**

1. Rare
2. Unlikely
3. Likely
4. Very likely

**=**

**Risk rating**

- 1-3. Low: no further action needed – keep under review  
**4-8. Medium: implement reasonable measures as per action plan**  
 9-16. High: work cannot start until risk has been reduced

<b>Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.</b>				
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2	Awareness of Policies & Protocols (staff, pupils, visitors, contractors, parents, suppliers)	<ul style="list-style-type: none"> <li>All staff, parents, trustees, volunteers, contractors (including cleaners and caterers) are aware of Coronavirus protocols which draw from DfE, HSE and Public Health England guidelines as well as Policies &amp; Protocols including but not limited to: Health &amp; Safety Policy</li> <li>Staff to have regard to all relevant guidelines and legislation including but not limited to;             <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> </ul> <p>The Trust and its employees keep up to date with advice issued by, but not limited to,</p> <ul style="list-style-type: none"> <li>DfE, NHS, Department for Health &amp; Social Care, PHE</li> <li>Stoke LA H&amp;S team</li> <li>Local Health &amp; Safety Policy &amp; Protocols</li> <li>Relevant staff receive appropriate training that helps minimise the spread of infection</li> </ul> <ul style="list-style-type: none"> <li>Staff are made aware of the Trust's Risk Assessment and the academy's Covid 19 Protocols – all staff will receive a copy of both by email and be briefed by the Head of Academy each time they are amended</li> </ul> <p><b>See Covid protocols</b></p> <ul style="list-style-type: none"> <li>Confidentiality is maintained at all times – this includes withholding names of staff, volunteers and pupils with either confirmed or a suspected case of coronavirus</li> <li>Staff surveys to ensure high levels of understanding of the Risk Assessment and Covid Protocols and provide a system for feedback to continually improve the procedures in the academies</li> </ul>	Medium Risk, follow all Government guidance

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3	Hygiene/infection control practice (staff, pupils, parents, contractors, visitors)	<ul style="list-style-type: none"> <li>• SLT to regularly check the latest government advice for schools and to ensure the advice is shared and followed.</li> <li>• Staff are emailed all updated Covid19 specific Protocols and are briefed by Head of Academy at staff meetings</li> <li>• Staff share key information about hygiene daily with all children</li> <li>• Posters are displayed reminding pupils, staff and visitors to wash their hands (also see Visitor Protocol)</li> <li>• Sufficient amounts of hand wash and hand sanitiser are in stock at school and more is on order, clean water and white/blue roll is available in toilets and kitchen areas. Bar soap is not used</li> <li>• Sufficient amounts of PPE – gloves, masks, aprons, face shields are in stock at school and regularly ordered to maintain adequate stocks.</li> <li>• EYFS can use sand/water. Pupils must wash their hands before and after use. Play-doh must be available for individual children and clearly labelled.</li> <li>• Due to the age and stage of EYFS and KS1 children, EYFS practice and KS1 where applicable to remain as free flow and children to sit in small groups and access continuous provision as well as adult-led activities. Regular cleaning of resources will take place throughout the day as well as promoting handwashing and 'Catch it, bin it, kill it'.</li> <li>• Children across all classes can sit at desks which are in groups of no more than 6 within the same bubble if it will benefit teaching and learning. Children will be reminded of 'Catch it, bin it, kill it'.</li> <li>• PE provision will be planned in line with the weather and size of the academy hall. Activities will be planned indoors that do not result in heavy breathing, e.g. yoga, gymnastics, dance and any other activities, e.g. boot camp type activities, non-contact sports, will be outside. Activities will be planned/adapted in line with the weather and facilities available to the setting.</li> <li>• To reduce anxiety and possible transmission of germs between staff members and the wider public (parents, carers), staff and parents are given the option to wear a mask outside during drop off and pick up times, but social distancing must be maintained at all times. Staff will be responsible for the type of mask they wear, the storage and disposal of it and any possible side effects they experience.</li> <li>• Staff will be kept 2m apart and given the option to remote in to meetings from their own classroom where possible.</li> <li>• Staff have the option to wear their own masks during times when social distancing may not be possible, e.g. staff meetings, inset day, staff briefings,</li> </ul>	Medium Risk, follow all Government guidance
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		<p>training. Visitors/contractors who are not working with children are expected to wear a mask before they enter the academy site. If working outside, contractors do not have to wear a mask unless they speak directly to staff or re-enter the academy building.</p> <p style="background-color: yellow;">See protocols</p>	
4	Child/Adult is unwell and it is believed that they have been exposed to COVID-19.	<ul style="list-style-type: none"> <li>• Call NHS 111 and parent (if child) or relative (if adult) and explain reasons for suspicions of exposure and ask for the parent to come to school. Call 999 if they are seriously ill or injured or their life is at risk.</li> <li>• <span style="background-color: yellow;">First Aid Protocol/ Suspected Covid 19 Case</span></li> </ul>	Medium Risk, follow all Government guidance
5	A case of COVID-19 (pupil or school adult) is suspected or confirmed at our settings.	<ul style="list-style-type: none"> <li>• <span style="background-color: yellow;">COVID symptoms protocol</span></li> <li>• No restrictions or special control measures are required while laboratory test results for COVID-19 are awaited (48 hours), no need to close the setting or send other learners or staff home.</li> <li>• If the case is confirmed contact with the DfE (08000468687) will be made by the Exec Head/Head of Academy to discuss the case, identify close contacts and to advise on any actions or precautions that should be taken. An assessment will be undertaken and advice on the management of pupils or students will be given.</li> <li>• Using the draft letter provided by the DfE, the Exec Head/ Head of Academy will inform the close contacts detailing their isolation period.</li> <li>• Using the draft letter provided by the DfE, the Exec head/ Head of Academy will inform the academy community of the confirmed positive case.</li> <li>• A member of the leadership team will also be in contact with the patient directly to advise on the isolation period and will discuss and identify any other close contacts outside of the patient's bubble e.g. cousins, out of school support bubbles</li> <li>• Exec Head/Head of Academy will inform the Local Authority and Trustees</li> <li>• Case will be recorded on the Local Authority spreadsheet as well as internal documents</li> <li>• The Exec Head/Head of Academy will actively engage with families isolating to ensure any symptoms that develop in isolating pupils are made known to the academy.</li> </ul>	Medium Risk, follow all Government guidance

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		<ul style="list-style-type: none"> <li>Health &amp; Safety Stoke team – Michelle Garside - Team - 01782 (23)7173, Direct - 01782 (23)8181, e-mail - michelle.garside@stoke.gov.uk</li> <li>Stoke COVID response team – <a href="mailto:tracecovid19@stoke.gov.uk">tracecovid19@stoke.gov.uk</a></li> </ul>	
6	<p>Emergencies</p> <p>Staff, pupils, parents</p>	<ul style="list-style-type: none"> <li>All staff and pupils' emergency contact details are up-to-date, including alternate emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> <li>Emergency vehicle access is maintained throughout the day.</li> <li>PHE / Trustees are consulted in relation to emergency situations by Exec Head/ Head of Academy</li> <li>Pupils / staff are isolated as necessary according to the nature of the situation. <b>COVID symptoms protocol</b></li> <li>All staff have access to resources and guidance to support mental health and wellbeing specifically for COVID-19 related restrictions such as isolation and social distancing.</li> <li>Should a staff member be unable to attend the workplace and there is lack of availability to cover a class; the class may be closed at short notice i.e. that morning. Families and Chair of Trustees will be notified.</li> <li>Business Continuity Plans are up to date</li> </ul>	Medium Risk, follow all Government guidance
7	<p>Business as usual processes not adhered to</p> <p>H&amp;S / Planned Maintenance</p>	<p><b>Cleaning / Hygiene / Infection Control Protocols</b></p> <ul style="list-style-type: none"> <li>Premises &amp; cleaning tasks reviewed so that hygiene Protocols take priority.</li> <li>Safety checks continue as normal.</li> <li>Evacuation drills continue as normal</li> <li>Statutory building maintenance continues according to planned schedules.</li> <li>Doors wedged open during the daytime to reduce use of door handles / aid ventilation but all doors to be closed at night for fire safety reasons.</li> <li>Business Continuity Plans are up to date</li> </ul>	Medium Risk, follow all Government guidance

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8	Staff & pupil wellbeing not ensured	<ul style="list-style-type: none"> <li>All communications are clear and consistent – advice and guidance is followed from government updates and approved by Trustees if required</li> <li>Staff assure pupils with concerns; communication is maintained with parents who are provided with updates regularly and have access to government information</li> <li>Children are permitted to access the academy playground and field space for daily exercise in groups (bubbles)</li> <li>Social distancing protocols are followed by all adults</li> </ul>	Medium Risk, follow all Government guidance
9	Safeguarding during Covid19	<ul style="list-style-type: none"> <li>Safeguarding Policy adhered to</li> </ul>	Medium Risk, follow all Government guidance
10	Contracted works / PFI / contractors on site during Covid19  Staff, pupils, contractors	<ul style="list-style-type: none"> <li>All parties follow government / PHE guidance and have appropriate risk assessments to cover both the works and COVID-19 aspect of working on site. Works undertaken are statutory maintenance or essential work only, which is required for health and safety / safeguarding purposes.</li> <li>Social distancing rules apply.</li> <li>Updating operating arrangements completed and sent to Engie</li> <li><b>Contractors Protocol</b></li> </ul>	Medium Risk, follow all Government guidance
11	Staff shortages due to illness, isolation periods, unofficial action or any other reason making it unsafe to remain open	<ul style="list-style-type: none"> <li>Consider closure of whole school / partial closure / bubble closure/ change to the start and end times of the school day / shortened day if there are insufficient staff numbers to meet safe / statutory ratios or provide safe numbers of adult / paediatric first aiders, fire marshals, SLT, safeguarding for example – daily monitoring of such measures and imposed for as short a period as possible.</li> <li>Consider the impact on specific cohorts if the same bubbles are constantly affected</li> <li>Supply staff where necessary and safe to do so</li> <li>Keep lines of communication open for all staff so as to get advance notice of absence to enable planning</li> </ul>	Medium Risk, follow all Government guidance

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12	Lateral Flow Testing	<ul style="list-style-type: none"> <li>Member of staff to attend the training led and organised by the Local Authority</li> <li>Only trained staff members to carry out LFT (unless advised by LA otherwise)</li> <li>Trained member of staff to apply and remove PPE in line with guidance</li> <li>Trained member of staff to complete the testing process in line with the training</li> <li>Designated room for testing</li> <li>Designated space to store equipment</li> <li>No staff member to enter the room during the testing process</li> <li>Only used for secondary symptoms, primary symptoms (temperature, loss of taste / smell, new &amp; persistent cough) should seek a full Covid test</li> <li>Data controlled by the NHS and an audit form kept by the Operational Test Manager</li> <li>If positive member of staff is sent home and asked to book a PCR test immediately and inform the academy of the results</li> <li>Trained member of staff to wipe down and disinfect the room following a test being completed</li> <li>All LFT waste can be disposed of with general waste in black bags.</li> </ul>	Medium Risk, follow all Government guidance
13	Home asymptomatic testing	<ul style="list-style-type: none"> <li>Home testing risk assessment adhered to</li> </ul>	Medium Risk
14	Making telephone calls to pupils at home in the event of a bubble closure	<ul style="list-style-type: none"> <li>Send a text message prior to making the call stating who is going to be calling, the purpose of the call and a request for the phone to be put on loud speaker</li> <li>Caller to withhold their number if using a personal device by dialing 141</li> <li>When the recipient answers ask the for telephone to be put onto loud speaker</li> <li>Speak to the parent first to ensure they are happy for the call to take place and confirm the telephone is on loud speaker</li> <li>Following the call, log the conversation by completing a parent conversation</li> <li>If at any point the phone call becomes inappropriate or abuse is given to the staff member, the call must be ended and the Head of Academy must be informed immediately.</li> </ul>	Medium Risk
15	Live streaming in the event of bubble closure	<ul style="list-style-type: none"> <li>Live streaming agreement to be shared with parents, pupils and staff and to be uploaded onto Padlet</li> <li>Meeting ID and password to be shared with parents via text/email</li> </ul>	Medium Risk

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		<ul style="list-style-type: none"> <li>• Two members of staff must be on the live meeting</li> <li>• Only allow pupils into the meeting room is their name if recognisable to the academy</li> <li>• Only allow pupils in when there are two or more pupils waiting</li> <li>• Participants will be muted on entry into the meeting room</li> <li>• Only academy staff can accept pupils into the meeting room</li> <li>• The meeting will be ended if the safety of staff members or pupils is compromised</li> <li>• Any child/parent not complying with the live streaming agreement will be removed from the meeting room</li> </ul>	
<p>Further information can be found at:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits</a> 10.5.2021            DfE launched a new helpline:            Phone: 0800 046 8687            Email: <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a>            Opening hours: 8am to 6pm (Monday to Friday)</p> <p><b>No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England or the Local Authority.</b></p>			

### ACTION ARISING FROM RISK ASSESSMENT

NO	RISK RATING	ACTION REQUIRED	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
All	4 x 2 = 8 Medium Risk	Follow Protocols	All employees and stakeholders	Ongoing	

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