

# Hull Collaborative Academy Trust- Workplace COVID 19 Risk Assessment



<b>School</b>	The Marvell College	<b>Date of Assessment</b>	07/03/2021
<b>The number of children on the premises</b>	TBA	<b>Shared Setting</b>	Shared with HCAT Trust
<b>Assessor</b>	E Storey	<b>Review Date</b>	Live document, will be reviewed weekly
<b>Task/Activity</b>	COVID 19 Educational Setting	<b>Persons at Risk</b> (Delete as appropriate)	
		All School Staff	

<b>Hazard Identified</b> P=Probability I =Impact  Area of Risk Add any school specific Risks here	Before Control Measure			Academy Trust Control Measures	School Specific Measures	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	Each teaching bubble within school will have allocated resources that are not shared with other bubbles within school.	Each student will have their own personal belongings (1 bag per student) belongings will not be shared with other students or bubbles.	2	2	4
	4	4	16	Soft furnishings to be removed where possible.	There will no soft furnishings within the teaching areas.	2	2	4

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	5	5	25	Any unnecessary resources to be cleaned and stored.	All unnecessary resources will be stored, students will not have access to these resources.	2	2	4
	5	5	25	All hard surfaces to be wiped prior and after use, such as telephones, computer key pads and touch screens.	All areas will be deep cleaned prior to use, all student laptops and iPads will be cleaned prior to and after each.	2	2	4
	5	5	25	Pupils to bring in 1 bag per person, all personal items including packed lunch, to remain in the bag until required within the bubble setting.	Pupils to bring in 1 bag per person, all personal items including packed lunch, to remain in the bag until required within the bubble setting. Belongings will not be shared with other students or other bubbles.	2	2	4
	5	5	25	Bubbles to limit the amount areas of the school that is used.	Students will only use designated areas. Students will enter school from their designated entrance, use their designated staircase straight to their allocated area.	2	2	4
	5	5	25	Limit the number of staff who use equipment such as the photocopier and laminator etc.	Students requiring a lift pass will have a PEEP in place (Personal Emergency Evacuation Plan). No staff will be permitted to use the lift unless they have a PEEP in place.	2	2	4
	5	5	25		The central reprographics office will be manned throughout the school day for resources to be printed centrally from this location. The Ariel	2	2	4

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	5	5	25	Access to hand washing facilities, with access to soap.	printers in the will be cleaned after each use, these will be secured within department offices and Year offices.  There are multiple handwashing facilities on the school site, all including soap, within each enclosed toilet cubical, each bubble will have their own designated toilet/washing facilities.  All staff toilets have their own handwashing facilities.	2	2	4
Infection Risk of contracting Covid 19 from travelling to and from school	5	5	25	Staggered start and end times for each bubble within school.	There will be staggered start and end times for bubbles within school, details below: Year 7 arrive 9am, leave 3pm Year 8 arrive 8.45am. leave 2.45pm Year 9 arrive 9am, leave 3pm Year 10 arrive 8.45am, leave 2.45pm Year 11 arrive 8:30am, leave 3.15pm	3	2	6
	5	5	25	Separate exits and entrances where possible for bubbles within school.	Bubbles will have separate entrances and exits, using separate staircases. Students will be greeted by their classroom teacher, at a minimum of <u>2m distance</u> , who will reinforce the rules. Hand sanitiser for students and staff is in each classroom.	3	2	6

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	5	5	25	Signage and social distance measures in place for drop off and pick up of pupils.	<p>Students will leave at the end of the school day, as they arrived staggered, using separate staircases and exits.</p> <p>All staff will arrive and leave via the front school doors and sign in/out at the reception Inventory unit, 2m distance markings in place.</p> <p>By <u>prior arrangement</u> vulnerable staff will use the side staff entrance, sign in at the Inventory point and make their way immediately to their secure office.</p> <p>All deliveries will be made to the RFM side entrance.</p>	3	2	6
	4	4	16	No parents to enter the school building.	<p>Parents will not be permitted onto the school site, unless by prior agreement.</p>	2	2	4

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Infection Risk of contracting Covid 19 from moving around the school building	5	5	25	Lunch and break time for each bubble.	Each bubble with have an allocated space for break time and lunchtime.	2	2	4
	5	5	25	Bubbles to limit the amount areas of the school that is used.	Each bubble with have designated spaces, toilets and rooms.	2	2	4
	5	5	25	Limit the numbers of staff using shared areas such as staffrooms and offices.	Dedicated rooms will be made available to each department for meeting/planning. These rooms, along with the teaching rooms, will be deep cleaned at the end of each day.	3	2	6

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	5	5	25	Schools should consider operating one way systems, if required, for shared areas such as corridors and stairs.	A one way system will be in place on staircases on route to and from designated areas.	2	2	4
	5	4	20	Allocate toilets to specific bubbles and protocols – number of children using at once and consider supervision etc	Toilets are self-contained, individual rooms, with hand washing facilities, each bubble will have their own designated toilet facilities.	2	2	4
Infection Risk of contracting Covid 19 from direct contact with others.	5	5	25	Bubbles to operate on no more than <b><u>264 pupils</u></b> within a bubble.	Each bubble will not exceed <u>265 students</u> , classrooms will hold a max of <u>34 students</u> .	2	2	4
	5	5	25	Consider social distancing at lunch time and break time	Each bubble with have an allocated space for break time and lunchtime.	2	2	4
	5	5	25	Where possible, pupils to remain within their allocated “bubbles”.	Students will remain in their bubbles for T&L.	2	2	4

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	5	5	25	Access to handwashing facilities, including soap and ensure frequent handwashing across the school day for pupils and staff.	Each bubble will have designated toilet cubicles, each with their own hand washing facilities.	2	2	4
	4	4	16	Limit face to face meetings between staff, if essential, these should be conducted at distance or virtually.	A dedicated room will be made available to each department for meeting/planning. All face to face meetings will take place at a minimum of 2m distance between staff. These rooms, along with the teaching rooms, will be deep cleaned at the end of each day.	2	2	4
	5	4	20	Visitors to the school site.	Visitors – requests to visit school to be considered individually and arranged by appointment only. Any other visitors to be refused access, the intercom will be used to communicate with all unexpected visitors. Face coverings and hand sanitizer for all staff, students and visitors available on entering the school building.	3	2	6
Infection Risk of contracting Covid 19 from surfaces.	5	5	25	Increased level of cleaning, including a cleaner onsite whilst buildings are occupied.	There will be 2 day cleaners in attendance during the school day along with 5 members of caretaking staff, on a rota basis.	2	2	4
	5	5	25	All surfaces to be thoroughly cleaned at the end and beginning of each day, including door handles etc.	All surfaces will be thoroughly cleaned prior to and after the school day.	2	2	4

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	5	5	25	Full deep clean of areas where confirmed Covid 19 has been identified.	After a confirmed Covid 19 case has been identified, a full deep clean of all identified areas will be coordinated by Robertson Facilities Management.	2	2	4
	5	5	25	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.	Staff and students will wear face coverings whilst in school, in communal areas and lessons. Within each classroom there is a hazard taped area for staff to safely address students without wearing a mask, ensuring a minimum of 2m distance. All student face mask exceptions will hold an exception card.  All teaching staff will have the PPE in their <u>designated area</u> , in case a child becomes ill or needs urgent close assistance, consisting of gloves, mask, apron and visor.	2	2	4
Risk of contracting Covid 19 from a pupil or adult displaying symptoms	5	5	25	Allocation of a room/space within the building for isolation of individual displaying symptoms.	The First Aid waiting room, located on the ground floor, will be used for any individual displaying Covid 19 symptoms.	3	2	6
	5	5	25	Pupil/staff member to return home at the earliest opportunity.	If an individual shows Covid 19 symptoms they will return home at the earliest opportunity. Parents will be contacted immediately.	3	2	6



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	5	5	25	Supervision, until pupil/adult, leaves the building to be done at distance where possible and with appropriate PPE.	The individual showing Covid 19 symptoms will be supervised by the designated First Aider, retaining 2m distance, if possible. The designated First Aider will wear full PPE.	3	2	6
	5	5	25	Individuals to report any family members who are displaying signs of Covid 19.	Information will be gained prior to individuals returning to school of any family members displaying signs of Covid 19, this information will be gained by families contacting the school.	3	2	6
	5	5	25	Pupils and staff members to not enter the building if they display signs of Covid 19.	Any individual displaying signs of Covid 19 will be refused entry onto the school site.	3	3	9
	5	5	25	Deep clean of areas used by individuals who display symptoms.	Robertson Facilities Management will co-ordinate the deep cleaning of all areas that have been used by individuals displaying symptoms of Covid 19.	2	2	4
	5	5	25	Individuals bubble to not return to work if symptoms of individuals are confirmed as Covid 19.	Any person/persons who have been in contact, within the same bubble, will not be permitted to return to school until the incubation period has been completed.	2	2	4

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Risk of contracting Covid 19 from a pupil who requires medical attention and or personal care.	5	5	25	Staff to use appropriate PPE when attending to individuals who require care.	Individuals requiring medical/personal care will be seen by the designated First Aider, wearing full PPE.	3	2	6
Risk of delayed evacuation of the building due to Covid 19 changes within school.	5	5	25	Schools to reconsider and rewrite evacuation policy (if required)	Evacuation to be completed as per TMC Emergency Evacuation plan.	2	2	4
	5	5	25	Within the first week of pupils returning schools, practice fire drills to take place.	Students will complete evacuation drills as per the TMC Emergency Evacuation plan.	2	2	4
	5	5	25	Schools to review evacuation procedures as and when more year groups start back at school. This needs to be followed up with a practice drill, if changes have been made.	Students will complete evacuation drills as per the TMC Emergency Evacuation plan, one per term.	2	2	4

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	5	5	25	Pupils, where possible, to congregate at muster points observing social distance.	Pupils will congregate at their allocated muster points, standing a minimum of <u>2m distance apart</u> .	2	2	4
Risk of Health and Safety breach in areas or schools closed for periods of time due to Covid 19.	5	5	25	Check that all usual building checks have been completed and are up to date.	Robertson Facilities Management will ensure all building checks have been completed.	2	2	4
<b>Risk of staff, children and any visitors not adhering to procedures</b>	5	5	25	Ensure all staff have seen and understood Covid risk assessment	The Covid 19 Risk Assessment will be distributed to all staff after each update.	2	2	4
	5	5	25	Place adequate signage is displayed around school for staff, parents and children to adhere to.	Social distancing floor markings and all signage will be posted on and around the school site for all students, parents and staff to adhere to.	2	2	4
	5	5	25	Place distancing measures on playground etc if required (markings)	Bubbles will not mix during break time or lunchtime. All staff on duty will stand in their designated duty point space, which has been <u>clearly marked</u> to allow social distancing to take place.	2	2	4

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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  $1 \times 5 = 5$ .

**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
Remote	1	2	3	4	5



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