

Hull Collaborative Academy Trust- Workplace COVID 19 Risk Assessment



School	The Marvell College			Date of Assessment	10/09/2021			
The number of children on the premises	1248			Shared Setting	Shared with HCAT Trust			
Assessor	E Storey			Review Date	Live document, will be reviewed weekly			
Task/Activity	COVID 19 Educational Setting			Persons at Risk (Delete as appropriate)				
				All School Staff				
Hazard Identified 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
1. Infection Risk of contracting Covid 19 from shared resources	5	5	25	Limit the amount areas of the school that is used. Limit the number of staff who use equipment such as the photocopier and laminator etc.	Students will use designated areas. Students will enter school from their designated entrance, use their designated staircase straight to their allocated area. Students requiring a lift pass will have a PEEP in place (Personal Emergency Evacuation Plan). 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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	P	I	Risk Rating P x I			P	I	Risk Rating P x I
	5	5	25	Access to hand washing facilities, with access to soap.	printers have cleaning equipment to be cleaned after each use, these are secured within Year/Deptment offices. There are multiple handwashing facilities on the school site, all including soap, within each enclosed toilet cubical. 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	Separate exits and entrances where possible for students in school.	Students have allocated entrances and exits, us allocated staircases. Students will be greeted by their classroom teacher, who will reinforce the school rules. Hand sanitiser for students and staff is in each classroom.	3	2	6

Hazard Identified	Before Control Measure	Academy Trust Control Measures	School Specific Measures	After Control Measure
	<p>5</p> <p>4</p>	<p>5</p> <p>4</p> <p>25</p> <p>16</p> <p>Signage in place</p> <p>No parents to enter the school building.</p>	<p>All staff will arrive and leave via the front school doors and sign in/out at the reception Inventory unit.</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> <p>Parents will be permitted onto the school site, by prior agreement.</p>	<p>3</p> <p>2</p> <p>6</p> <p>2</p> <p>2</p> <p>4</p>

P=Probability I=Impact Area of Risk Add any school specific Risks here	P	I	Risk Rating P x I			P	I	Risk Rating P x I
Infection Risk of contracting Covid 19 from moving around the school building	5	5	25	Lunch and break time for each year group.	Each year group will have an allocated space for break time and lunchtime.	2	2	4
	5	5	25	Limit the amount areas of the school that is used.	Each year group will 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 staff for meeting/planning. These rooms, along with the teaching rooms, will be clean at the end of each day.	3	2	6

Hazard Identified	Before Control Measure	Academy Trust Control Measures	School Specific Measures	After Control Measure
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P=Probability I=Impact	P	I	Risk Rating P x I			P	I	Risk Rating P x I
Area of Risk Add any school specific Risks here								
	5	5	25	Schools should consider operating one way systems, if required, for shared areas such as corridors and stairs.	A one way system is in place on staircases, on route to and from designated areas.	2	2	4
	5	4	20	Allocate toilets and protocols – number of children using at once and consider supervision etc	Toilets are self-contained, individual rooms, with hand washing facilities.	2	2	4
Infection Risk of contracting Covid 19 from direct contact with others.	5	5	25	Year group to operate with no more than 270 pupils within a year group.	Each year group will not exceed <u>270 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 year group will have an allocated space for break time and lunchtime.	2	2	4
	5	5	25	Where possible, pupils to remain within their allocated year group.	Students will remain in their year group for T&L and break and lunch times.	2	2	4
	5	5	25	Music practise rooms	No more than 2 people to occupy a music practise room, rooms are self-contained and fully ventilated.	2	2	4

Hazard Identified	Before Control Measure	Academy Trust Control Measures	School Specific Measures	After Control Measure
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P=Probability I=Impact	P	I	Risk Rating P x I			P	I	Risk Rating P x I
Area of Risk Add any school specific Risks here								
	5	5	25	Access to handwashing facilities, including soap and ensure frequent handwashing across the school day for pupils and staff.	Toilet cubicles, each with their own hand washing facilities.	2	2	4
	4	4	16	Limit face to face meetings between staff.	A dedicated rooms available to staff for meeting/planning. These rooms, along with the teaching rooms, will be 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 maybe refused access, the intercom will be used to communicate with all unexpected visitors. 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 1 day cleaner 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
	5	5	25	Staff, where appropriate, to be provided with PPE if roles require constant touching of multiple surfaces.	School caretakers and cleaners will wear face coverings in communal areas. PPE is available in each year group area, 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	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, in line with Government guidance.	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. 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.	Pupils will congregate at their allocated muster points, in alphabetical order evenly spaced.	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
Risk of staff, children and any visitors not adhering to procedures	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 and posted on the school website.	2	2	4

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
Trivial	1	2	3	4	5

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