

Activity Risk Assessment

Reference	COVID -19	Activity Description	All
Assessment Date	31/08/21 with ongoing reviews	Publish to Website.	Yes
Assessor Name	Hugh Johnston	Activity Description	COVID-19 - Education General Risk Assessment
Assessment Team Members	DCEO, COO, Principals, Estates and Facilities Manager	Review Date	Ongoing review
Org Unit	Mossbourne Federation		
Location	Mossbourne Riverside Academy	Number of people at risk?	Staff 47 Students 391
Risk Assessment Category	Activity risk assessment	People at risk	
Date Record Created	20/05/2020		

Substance, activity or a process with potential to cause

Details those that may be affected by

Lists legal requirements along with any control measures that may

A list of recommended control measures put in place to reduce the level of risk and new ratings to indicate how effective they

Hazard Type & Example	Category of person who may be at risk	Examples of Legal requirements and Control	L	S	R	Additional Control Measures	L	S	R
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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 Severe illness from exposure to COVID-19	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	Remote learning provision for pupils affected. Additional wash stations provided throughout the Academy. Sanitising stations at entry points and high traffic areas. Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal 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 Individuals contracting COVID-19 by any means.	Any individual attending the academy, including: Staff Contractors Members of the public Pupils	Remote learning provision for pupils affected. Schools' coronavirus operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance	4	5	20	Pupils to be made aware of regular hand washing upon entry to the academy. Classroom laid out to create as much space as possible between station Distribution and display of literature/posters across Federation.	2	4	8

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
		<p>Individuals who display symptoms must self-isolate (10 days) and book a test.</p> <p>Individuals identified by track and trace must self-isolate (10 days)</p> <p>Distribution and display of PHE (Public Health England) literature/posters across indoor screens desktops etc.</p> <p>Staff who consent, to test at home should carry out an LFT test twice per week.</p>				<p>If symptomatic, book a test at a local testing station.</p> <p>If told to self-isolate by NHS track and trace, live in a household with anyone who develops symptoms and/or develop symptoms, self-isolate and not come to school.</p> <p>staff with a positive lateral flow test result will need to self-isolate and follow guidance.</p>			
3 Reception areas	Any individual attending the academy, including: Staff in all categories Contractors Members of the public Pupils	<p>Sanitising units at point of entry.</p> <p>Signage to be displayed on social distancing measures where possible.</p> <p>Controlled entry and access.</p> <p>Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Visitor restrictions</p>	4	4	16	<p>Distribution and display of literature/posters across the Federation.</p> <p>Front of receptions fitted with Perspex screens.</p> <p>Sanitising station on entry.</p> <p>Adopt Catch it Bin it Kill it slogan publicise at Reception.</p>	2	2	4
4 Pupil Drop off/ Pick up.	Any individual attending the academy, including: Staff in all categories 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 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</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>Staggered start and exit times.</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

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		<p>Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Visitor restrictions</p>				<p>Signage displayed.</p> <p>Adopt Catch it Bin it Kill it.</p>			
5 Dining Hall arrangements	Any individual attending the academy, including: Staff in all categories Contractors Pupils	<p>Schools' coronavirus operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</p> <p>Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p>	4	4	16	<p>Lunch to be carried out within bubbles.</p> <p>Where possible social distancing to be followed.</p> <p>Set Menu; 1x Main & 1 x Vegetarian to enable queue management. To reduce queues and move students quicker.</p> <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. Sanitise table before and after lunch.</p> <p>Adopt Catch it Bin it Kill it.</p>	3	3	9
6 Kitchen staff.	Any individual attending the academy, including: Staff in all categories 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

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		<p>Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Outside of the school setting staff must follow government guidance on the wearing of face coverings.</p>							
7 Classroom layouts	Any individual attending the academy, including: Staff Contractors Pupils	<p>Schools' coronavirus operational guidance</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</p> <p>Rooms ventilated when in use. Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</p>	3	4	12	<p>Students should be greeted and move straight into rooms on arrival and not line up outside rooms.</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>All classrooms to be fitted Hand gel x1</p> <p>Replenishment daily and on request vis the helpdesk. Site.services@mossbourne.org</p> <p>Ventilation systems have been serviced and operated accordingly.</p>	2	2	4
8 Class line-ups (Playground)	Any individual attending the academy, including: Staff in all categories	Staff may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when	3	4	12	During class line-up visual checks should be done of all students regarding any visible health issues.	2	2	4

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	Contractors Pupils	moving around in corridors and communal areas).							
9 Medical rooms/First aid	Any individual attending the academy, including: Staff in all categories 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 (including paediatric first aid for early years) 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
10 Doors Internal / External. All Hard surfaces	Employees Contractors Members of the Public Staff Visitors Pupils	Doors remain open.	3	4	12	Where possible, doors should be wedged open in classrooms corridors etc. to reduce contact. Where possible, and weather permitting, external doors should remain open.	2	2	4
11 Contractors	Employees Contractors Members of the Public	Only essential works to be carried out. Contractors responsible for the provision of their own PPE, to be checked before commencement.	3	4	12	Planned maintenance to continue scheduled out of hours, where possible. All contractors to provide information relating to their social distancing methods and use of PPE. Work only to take place when no pupils are onsite. Risk assessment method statements to supplied by contractors.	3	2	6
12 Cleaning	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	Pinnacle Cleaning Ltd and SND cleaning to ensure their staff have all the necessary PPE available to safely work with the academies. Additional refresh cleaning to be put in place throughout, toilets corridors. Adopt Catch it Bin it Kill it.	2	2	4

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						Additional cleaning schedule issued to cleaning staff.			
13 IT Equipment /IT staff Touch screens	Employees Contractors Members of the public Pupils	IT equipment to be cleaned after each use. Telephones to be cleaned daily and before first use. Photocopier touch screens to be wiped down by operator before use.	4	4	16	IT equipment to be frequently cleaned. Sanitising spray to be available in all IT Rooms. IT issues to be remedied remotely, where possible. Password resets to be done remotely. Adhere to social distancing measures where IT response is required to attend workstations.	3	3	9
14 Fire Evacuation	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Fire Evacuation Policy.	3	4	12	Flick online training available for new staff identified as fire wardens.	2	2	4
15 Educational Visits	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Schools' coronavirus operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance	3	3	9	Public transport may be used for educational visits. Additional assessment may be required to facilitate the trip.	1	2	2
16 Catering Provision	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Schools' coronavirus operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance	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. 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.	2	3	6

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						Principals should inform non-FSM students to bring a packed lunch.			

Signed	H Johnston	Date	18 th May 2020						
Revised by	H Johnston	Date	28 th May 2020						
Revised by	H Johnston	Date	01 st June 2020						
Revised by	H Johnston	Date	11 th June 2020.						
Revised by	H Johnston	Date	1 st August 2020.						
Revised by	H Johnston	Date	2 nd September 2020.						
Revised by	H Johnston	Date	9 th September 2020						
Revised by	H Johnston	Date	18 th September 2020.						
Revised by	H Johnston	Date	06 th November 2020						
Revised by	H Johnston	Date	2 nd December 2020						
Revised by	H Johnston	Date	5 th January 2021						
Revised by	H Johnston	Date	25 th January 2021						
Revised by	H Johnston	Date	22 nd February 2021						
Revised by	M OJJA	Date	8 th March 2021						
Revised by	H Johnston	Date	19 th April.2021						
Revised by	H Johnston	Date	5 th May 2021						
Revised by	H Johnston	Date	13 th May 2021						
Revised by	H Johnston	Date	31 st August 2021						