

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.	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. All staff concerned about their work environment should speak to HR. 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	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 they have received two negative test results on consecutive days. From the 1 st 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.	4	5	20	Pupils to be made aware of regular hand washing upon entry to the academy.	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
3 Reception areas	Any individual attending the academy, including: Staff in all categories	Sanitising units at point of entry.	4	4	16	Distribution and display of literature/posters across the Federation.	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	Students to be met and greeted outside.	4	4	16	Entry points to be staffed at opening and closing times. Events onsite to be kept under review and events where appropriate held on line.	2	4	8
5 Dining Hall arrangements	Any individual attending the academy, including: Staff in all categories Contractors Pupils		4	4	16	Students and staff encouraged to wash hands and sanitise before eating food.	3	3	9
6 Kitchen staff.	Any individual attending the academy, including: Staff in all categories	Dining halls to be staffed appropriately with during mealtimes.	3	4	12		3	3	9

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	Contractors Pupils	Hand washing before and after eating.							
7 Classroom layouts	Any individual attending the academy, including: Staff Contractors Pupils	Rooms ventilated .	3	4	12	Clear routes through all rooms to be maintained and fire Evacuation routes not compromised. Ventilation systems have been serviced and operated accordingly.	2	2	4
8 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.	3	3	9
9 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
10 Contractors	Employees Contractors Members of the Public	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. Risk assessment method statements to supplied by contractors.	3	2	6

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11 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. Additional cleaning schedule issued to cleaning staff.	2	2	4
12 IT Equipment /IT staff Touch screens	Employees Contractors Members of the public Pupils		4	4	16	IT equipment to be frequently cleaned Password resets to be done remotely.	3	3	9
13 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
14 Educational Visits	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Risk Assessments to be completed for each trip.	3	3	9	Public transport may be used for educational visits. Additional assessment may be required to facilitate the trip.	1	2	2
15 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.	2	3	6

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						<p>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.</p> <p>Principals should inform non-FSM students to bring a packed lunch.</p>			

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
Revised by	H Johnston	Date	20 th January 2022

Revised by	H Johnston	Date	03 rd March 2022
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