

# Penk Valley Academy Trust Risk Assessment Form

<b>DEPARTMENT :</b> All schools	Description - Supplementary risk assessment to establish control measures within Penk Valley Academy Trust Schools, in response to COVID-19 School return from March 2021	
<b>Establishment:</b>  <b>Penk Valley Academy Trust</b>	<b>Assessment Carried out by:</b> Headteacher Marshbrook First School Headteacher Princefield First School Headteacher St Mary and St Chad First school Headteacher St Johns First School Headteacher Penkridge Middle School Headteacher The Rural Enterprise Academy Headteacher Wolgarston High School CEO, COO, CFO and DCC Penk Valley Academy Trust	<b>Date Created:</b>  02/03/2021
<b>Review Date Due:</b>  weekly	<b>Shared with:</b>  All staff  Published on Penk Valley website	<b>Date:</b>  02/03/2021

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Control Measures	Are Control Measures sufficient Y/N/NA		What is the risk rating now – VH, H, M, L?
				In place	Adequate	
Spreading Covid 19 from surfaces (fomite)	Staff Pupils Visitors Contractors	Covid 19 can survive on surfaces, the length of time varies on the type of surface	<p>Self-cleanliness and Hygiene</p> <ul style="list-style-type: none"> <li>All children, staff and visitors to wash hands upon arrival in school (if this is not possible – hand sanitiser to be used)</li> <li>Wash hands regularly.</li> <li>Use hand sanitiser where washing facilities do not exist.</li> <li>Regular cleaning of surfaces throughout the day with a focus on high usage areas such as desks and doors, play equipment and toys.</li> <li>Wipes or suitably COSHH assessed cleaning products provided for staff in between cleaning rounds.</li> </ul>	Y	Y	M
			<p>Classroom / School equipment</p> <ul style="list-style-type: none"> <li>Remove soft toys or complex toys.</li> <li>Equipment that can't be regularly cleaned to be removed or be in a space that is not allowed to be used.</li> <li>Outdoor play equipment where in use, can be used on a rota with single classroom bubbles, this should be on a 4 day basis allowing 72 hours between bubble use.</li> <li>Classroom based resources, such as books and games, can be shared within the bubble if they are cleaned regularly. High usage items such as pencils and pens should not be shared.</li> <li>Work books can be sent home remain with pupils so long as adequate precautions are taken to reduce the risk of transfer either through cleaning or leaving for 48hrs.</li> </ul>	Y	Y	M
			<ul style="list-style-type: none"> <li>If a teacher wishes to collect in children's work to take home, it should be left unused for 48 hours before they handle it.</li> <li>Where there is a closed bubble, such as those created in First Schools, teachers can handle children's work in the classroom without the need to leave unused for 48 hours but hand sanitiser must be used frequently.</li> </ul>	Y	Y	M

		<ul style="list-style-type: none"> <li>Any reading books /library books or other material sent home must be cleaned or quarantined for 48 hours (72 hours for plastic) when brought back to the school.</li> <li>Individual creative work can be taken home but should not be brought back in.</li> </ul>	Y	Y	M
		<p>Possessions</p> <ul style="list-style-type: none"> <li>Coats, bags and to be kept with child not in cloakroom where cloakrooms do not allow for adequate social distancing.</li> <li>Lunchboxes will be kept with pupils or within a designated area within bubbles where space does not allow for lunches to remain with Pupils</li> </ul>	Y	Y	M
		<p>Office based staff</p> <ul style="list-style-type: none"> <li>Work from home if possible to do so.</li> <li>No hotdesking for staff</li> <li>Staff shared equipment, such as, but not limited, to photocopiers, kettles and fridges should be cleaned before and after use following the cleaning guidelines.</li> <li>Where photocopying is essential staff should wash their hands prior to use. Copier should be regularly cleaned.</li> <li>Fingerprint readers to not be used, swipe cards only hand sanitiser used before and after operating keypads</li> </ul>	Y	Y	M
		<p>Contractors and Visitors</p> <ul style="list-style-type: none"> <li>Contractors and visitors must follow self-cleanliness and hygiene control measures</li> <li>Contractors to ensure surfaces are cleaned, reporting any areas requiring further cleaning to the caretaker or school manager</li> </ul>	Y	Y	M

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Spreading Covid 19 from surfaces (fomite)	Staff Pupils Visitors Contractors	Covid 19 can survive on surfaces, the length of time varies on the type of surface	Ventilation and Circulation <ul style="list-style-type: none"> <li>Where safe, doors to remain open to allow access through without contact. Internal fire doors, however, must not be propped open.</li> <li>Windows to be kept open as much as possible</li> <li>One-way systems to be established where possible.</li> <li>Desk fans can be used to direct the airflow and increase the air changes with the fresh air behind them.</li> </ul>	Y	Y	M
Spreading Covid 19 from person to person - contact or droplets	Staff Pupils Visitors Contractors	Covid 19 can be transmitted through person to person contact from an infected person	Face Coverings <ul style="list-style-type: none"> <li><b>First Schools</b> - Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible. Pupils are not recommended to wear masks.</li> <li><b>Middle Schools</b> - Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible. For students from year 7 and above, face coverings should be worn in classrooms, corridors and communal areas and during activities unless social distancing can be maintained. Students in years 5 &amp; 6 do not need to wear masks but can if they choose.</li> <li><b>High Schools</b> – Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible. All students should wear face coverings in classrooms, corridors and communal areas and during activities unless social distancing can be maintained.</li> <li>This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</li> </ul>	Y	Y	M

			<ul style="list-style-type: none"> <li>• Staff and pupils who are legally exempt from wearing masks will not need to wear a mask, however an individual RA should be in place to mitigate the risk of transmission as far as possible and help support those staff / pupils at school.</li> <li>• Staff and Pupils should store face coverings when not in use stored in a container / sealable bag.</li> <li>• Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</li> <li>• When putting on or taking off face masks hand sanitiser or hand washing should take place.</li> <li>• Face shields should not be seen as an alternative to masks, the wearing of face shields should be through risk assessment of the task</li> <li>• Where face shields are worn they should be sanitised with cleaner or wipes regularly and then washing /sanitising hands after putting on or storing face shields</li> </ul>	Y	Y	M
			<p>Cleanliness and Hygiene</p> <ul style="list-style-type: none"> <li>• Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>• Wash hands regularly and more often than usual and / or use hand sanitiser where washing facilities do not exist.</li> <li>• Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>• Maintain enhanced and effective cleaning utilising trust cleaning products in spray or wipe form</li> <li>• Staff should maintain distance from pupils and other staff as much as possible Where staff need to move between classes and year groups, they should try and keep their distance from</li> </ul>	Y	Y	M



		<ul style="list-style-type: none"> <li>• Refresh and restructure the timetable, where appropriate, to keep the group protected.</li> <li>• Break and lunch will be taken within the bubble and staggered to maintain distance between groups</li> <li>• From Year 1 onwards desks will, where possible be forward facing, ensuring pupils are side on, not facing each other. From Year 1 onwards teachers will keep a seating plan.</li> <li>• Staff will utilise natural ventilation via external doors and windows where possible and safe to do so.</li> <li>• It is expected that most feedback will be live and verbal.</li> <li>• Clearly identified toilets / handwashing facilities for each group with numbers closely controlled.</li> <li>• Water fountains which are direct to drink from not to be used, water dispensers can be used with pupils or staff own vessel, hand sanitiser / hand washing to take place before and after</li> <li>• Assemblies where possible will be virtual, in their existing group room</li> <li>• Class worship to take place in classrooms in the church schools</li> <li>• A church can be used following the church's RA and a school specific RA</li> <li>• Computers / laptops or specialist equipment should be wiped down before and after use.</li> <li>• Singing though class bubbles can go ahead so long as other measures such as ventilation and keeping to small groups not facing each other.</li> <li>• Peripatetic lessons must follow setting specific guidance.</li> <li>• Before and after school provision will be in small, consistent groups.</li> <li>• Encourage games that show social distancing whilst outside. No contact sport is allowed without an activity specific RA .</li> <li>• Teachers should be allowed to work from home where it is reasonable to do so, e.g. for their PPA time.</li> <li>• Staff should not bring in food to share (such as cakes in the staffroom) until further notice.</li> </ul>	Y	Y	M
			Y	Y	M

		<p>PVAT dedicated school transport:</p> <ul style="list-style-type: none"> <li>• The advice for passengers on public transport to adopt a social distance will not apply on PVAT dedicated transport as per government guidelines.</li> <li>• The approach will align with the system of controls, and will include use of allocated seats, use of hand sanitiser upon boarding and/or disembarking, additional cleaning of vehicles, organised queuing and boarding where possible and the use of face coverings for children over the age of 11.</li> </ul> <p>Office and school staff</p> <ul style="list-style-type: none"> <li>• Where appointments must take place, they must be pre-booked to allow for a planned, safe meeting to take place.</li> <li>• Contractors to be by appointment and to follow school / trust guidelines on cleanliness and social distancing.</li> <li>• All written communication to be electronic or on posters.</li> <li>• Staffrooms will either be closed or restructured to enable staff to keep 2m apart to stop spread between hubs, staffrooms will have a maximum occupancy that must be adhered to.</li> <li>• Staff offices will comply with social distancing requirements and ventilation.</li> <li>• Staff will not sit directly opposite each other unless suitable distance or screens are used.</li> <li>• Staff to use and bring their own travel cup for drinks</li> <li>• Physical staff meetings should be avoided and utilise digital solutions first to avoid transmission between groups. Where an essential meeting must take place appropriate social distancing will be enforced and not exceed max occupancy levels</li> </ul>	Y	Y	M
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Spreading Covid 19 from person to person contact or droplets	Staff Pupils Visitors Contractors	Covid 19 can be transmitted through person to person contact from an infected person	Fire, First aid and Intimate care policy <ul style="list-style-type: none"> <li>Where children are being supported under the Intimate Care and Toileting Policy, this must continue to be followed, with the added precaution of Eye and Face mask protection. This policy has been updated to reflect this. Waste to be disposed of in the usual fashion.</li> <li>In the event of a fire, usual fire evacuation procedures will apply. Assembly points will, where possible, appropriate social distancing</li> <li>For any situation arising requiring CPR, phone an ambulance and use compression only CPR until the ambulance arrives.</li> <li>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield.</li> </ul>	Y	Y	M

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				In place	Adequate	
Spreading Covid 19 from person to person contact or droplets	Visitors Contractors Casual staff Staff attending sites other than their main place of work	People outside of school bubbles can potentially pass on covid 19	<p>Face Coverings for visitors, contractors or casual staff.</p> <ul style="list-style-type: none"> <li>When visiting one of the school's a face covering or mask must be worn on entry or re-entry to any building where close interaction with staff or pupils may take place, face covering should be worn during face to face meetings, communal areas or interaction across pupil bubbles / classes. If you have a medical reason please inform a member of staff upon entry.</li> <li>Masks may be removed where work is taking place that does not involve contact with others and is away from school staff and pupils.</li> </ul>	Y	Y	M

Suspected pupil or staff member with Covid-19	Staff Pupils Contractors	Confirmed case increases risk of transfer	<ul style="list-style-type: none"> <li>• For lateral flow positive cases refer to the Lateral flow testing RA at each school</li> <li>• If sick and already at school</li> </ul> <ol style="list-style-type: none"> <li>1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.</li> <li>2. Call parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and refer them to the guidance for house holds with possible or confirmed coronavirus (COVID-19) infection.</li> <li>3. While the pupil is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Please a sign on the door to alert others that the room is in use.</li> <li>4. Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE</li> </ol> <p>Situation PPE -</p> <ul style="list-style-type: none"> <li>• 2m distance cannot be maintained - A face mask should be worn</li> <li>• Contact is necessary - Gloves, an apron and a face mask should be worn</li> </ul>	Y	Y	M
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			<ul style="list-style-type: none"> <li>• Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting) Eye protection should also be worn</li> </ul> <p>5. If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>6. Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.</p> <p>7. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.</p> <p>8. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.</p> <p>9. Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used) Place any used PPE into one of the bags provided then place that bag into another bag and seal.</p> <p>If not at school</p> <ul style="list-style-type: none"> <li>• Staff to book test through HR or if at a weekend / evening direct with NHS and to make HR / line manager aware.</li> <li>• Pupils and parents to book direct though <a href="#">NHS</a></li> </ul>			
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Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Control Measures	Are Control Measures Sufficient Y/N/NA Inplace Adequate		What is the risk rating now
Confirmed Covid 19 in school	Staff Pupils Visitors Contractors	Confirmed case increases risk of transfer	<p>1. Contact the dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>2. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team (HPT).</p> <p>3. The advice service (or HPT if escalated) will work with you to carry out a rapid risk assessment and identify appropriate next steps.</p> <p>4. With support from the advice service (or HPT), identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self-isolate for 10 days in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>	Y	Y	M

Confirmed Covid 19 in school	Staff Pupils Visitors Contractors	Confirmed case increases risk of transfer	<p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• Travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>5. For pupils who are isolating, ensure access to remote provision so that they can continue to learn remotely.</p> <p>6. A template letter will be provided to schools, by the advice service or the health protection team, to send to parents and staff if needed.</p> <p>7. Schools must not share the names of people with coronavirus (COVID-19) unless essential to protect others</p> <p>Once the above has been placed into effect</p> <ul style="list-style-type: none"> <li>• Extra clean of classroom and area, increase PPE for cleaning staff</li> <li>• Disposal of PPE through approved hazardous waste collection</li> </ul>	Y	Y	M
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Previously identified shielded pupils / staff, pregnancies or including people of BAME origin have an elevated risk of contracting Covid-19	Staff or pupils with underlying conditions being at greater risk	Increased risk of hospitalisation or death	<ul style="list-style-type: none"> <li>• Staff and pupils who were shielding, are critically vulnerable, pregnant or of a BAME background will have an individual risk assessment.</li> </ul>	<b>Y</b>	<b>Y</b>	<b>M</b>
Mental health	Staff	Increased risk of absence	<ul style="list-style-type: none"> <li>• Teachers have time to plan as well as respond to home learning.</li> <li>• Regular communication to all staff.</li> <li>• Sharing of support lines.</li> <li>• Reassure staff who are on vulnerable list.</li> <li>• Individual risk assessments by HR for those who need it.</li> <li>• Managers to ensure annual leave is taken.</li> <li>• Promoting walking or cycling to work.</li> </ul>	<b>Y</b>	<b>Y</b>	<b>M</b>

DATE OF REVIEW: 02/03/2021	COMMENTS: See previous RA post sept 2020 for historical changes prior to 02/03/2021
02/03/2021	Changes to mask wearing for 8 <sup>th</sup> March opening and addition of using fans to increase airflow, addition of pregnancy's to elevated risk category and need for individual RA.  Reference to lateral flow added

RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
<b>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury only</b>	No further action required.