

Penk Valley Academy Trust Risk Assessment Form

DEPARTMENT : All schools	Description - Supplementary risk assessment to establish control measures within Penk Valley Academy Trust Schools, in response to COVID-19 post September 2020	
Establishment: Penk Valley Academy Trust	Assessment Carried out by: 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	Date Created: 16 th July 2020
Review Date Due: 3 September and weekly thereafter	Shared with: All staff Published on Penk Valley website	Date:16/07/2020

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	Self-cleanliness and Hygiene <ul style="list-style-type: none"> All children, staff and visitors to wash hands upon arrival in school (if this is not possible – hand sanitiser to be used) Wash hands regularly. Use hand sanitiser where washing facilities do not exist. Regular cleaning of surfaces throughout the day with a focus on high usage areas such as desks and doors, play equipment and toys. Wipes or suitably COSHH assessed cleaning products provided for staff in between cleaning rounds. 	Y	Y	M
			Classroom / School equipment <ul style="list-style-type: none"> Remove soft toys or complex toys. Equipment that can't be regularly cleaned to be removed or be in a space that is not allowed to be used. 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. 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. 	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	Possessions <ul style="list-style-type: none"> Coats, bags and lunches to be kept with child not in cloakroom where cloakrooms do not allow for adequate social distancing. 	Y	Y	M
			Office based staff <ul style="list-style-type: none"> Work from home if possible to do so. No hotdesking for staff Staff shared equipment, such as, but not limited, to photocopiers, kettles and fridges should be cleaned before and after use following the cleaning guidelines. Where photocopying is essential staff should wash their hands prior to use. copier should be regularly cleaned. Fingerprint readers to not be used, swipe cards only 	Y	Y	M
			Contractors and Visitors <ul style="list-style-type: none"> Contractors and visitors must follow self cleanliness and hygiene control measures Contractors to ensure surfaces are cleaned, reporting any areas requiring further cleaning to the caretaker or school manager 	Y	Y	M
			Ventilation and Circulation <ul style="list-style-type: none"> Where safe, doors to remain open to allow access through without contact. Internal fire doors, however, must not be propped open. One-way systems to be established where possible. 	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	<p>Cleanliness and Hygiene</p> <ul style="list-style-type: none"> 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 Wash hands regularly and more often than usual and / or use hand sanitiser where washing facilities do not exist. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach Maintain enhanced and effective cleaning utilising trust cleaning products in spray or wipe form 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 pupils and other staff as much as they can, ideally 2 metres from other adults. <p>Pupils arriving and departing school</p> <ul style="list-style-type: none"> Staggered drop off and collections for pupils and parents to reduce contact. Parents to receive guidance on social distancing from the school specific for their environment. Unless there are mitigating reasons only one parent per family to and from school. No parents or non-essential visitors beyond school reception area and all drop off points. Pupils walking to school should be encouraged to not walk in groups. Dedicated school transport to follow transport RA and increased control measures. On public transport, pupils must adhere to current transport rules such as face covering if applicable 	Y	Y	M
				Y	Y	M

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			<ul style="list-style-type: none"> • Hand sanitiser / washing of hands must take place upon entering school • Parents collecting children should maintain social distancing. • If bringing siblings who are not in school those children must not be allowed to run around. • Upon collection children and parent/ guardian should leave the property as quickly as possible. <p>During the school day.</p> <ul style="list-style-type: none"> • Restrict exposure by clustering children into bubbles (known as hubs, cocoons, or pods locally). • Bubbles, which can be class, year or even mixed year in specific settings, will be as small as reasonably practicable for the building, school and delivery of a broad-based education. • Maintain these bubbles throughout the day and restrict interaction between different bubbles. • Refresh and restructure the timetable, where appropriate, to keep the group protected. • Break and lunch will be taken within the bubble and staggered to maintain distance between groups • From Year 1 onwards desks will be forward facing, ensuring pupils are side on, not facing each other. From Year 1 onwards teachers will keep a seating plan. • Staff will utilise natural ventilation via external doors and windows where possible and safe to do so. • 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. Items created in school can be taken home but are not to be brought back. • It is expected that most feedback will be live and verbal. If a teacher wishes to collect in children's work to take home, it 	Y	Y	M

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			<p>should be left unused for 48 hours before they handle it. It does not need to be left for 48 hours before returning to the children 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.</p> <ul style="list-style-type: none"> Clearly identified toilets / handwashing facilities for each group with numbers closely controlled. Assemblies where possible will be virtual, in their existing group room Class worship to take place in classrooms in the church schools A church can be used following the church's RA and a school specific RA Computers / laptops or specialist equipment should be wiped down before and after use. Peripatetic lessons must follow setting specific guidance. Before and after school provision will be in small, consistent groups. Encourage games that show social distancing whilst outside. No contact sport is allowed. Teachers should be allowed to work from home where it is reasonable to do so, e.g. for their PPA time. Staff should not bring in food to share (such as cakes in the staffroom) until further notice. <p>PVAT dedicated school transport:</p> <ul style="list-style-type: none"> The advice for passengers on public transport to adopt a social distance will not apply on PVAT dedicated transport as per government guidelines. 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, 	Y	Y	M
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			<p>organised queuing and boarding where possible and the use of face coverings for children over the age of 11.</p> <p>Office and school staff</p> <ul style="list-style-type: none"> • Where appointments must take place, they must be pre-booked to allow for a planned, safe meeting to take place. • Contractors to be by appointment and to follow school / trust guidelines on cleanliness and social distancing. • All written communication to be electronic or on posters. • 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. • Staff offices will comply with social distancing requirements and ventilation. • Staff will not sit directly opposite each other. • Staff to use and bring their own travel cup for drinks • 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 	Y	Y	M

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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	Face Coverings for visitors, contractors or casual staff. <ul style="list-style-type: none"> 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. Masks may be removed where work is taking place that does not involve contact with others and is away from school staff and pupils. Masks may also be removed where meetings take place outdoors or in large well-ventilated rooms, where 2-meter distances can be maintained. These spaces will be identified upon entry. 			
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"> 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. In the event of a fire, usual fire evacuation procedures will apply. Assembly points will, where possible, appropriate social distancing For any situation arising requiring CPR, phone an ambulance and use compression only CPR until the ambulance arrives. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield. 	Y	Y	M

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Suspected pupil or staff member with Covid-19	Staff Pupils Contractors	Confirmed case increases risk of transfer	<p>If already at school</p> <ul style="list-style-type: none"> • Pupil or staff member isolated in medical room or equivalent designated space. • Sign on door to ensure staff are aware. • Staff to use provided PPE within the medical room setting and where contact at less than 2 metres is needed. • Pupil / staff member sent home for 10 days (or until negative test result) • Classroom and area pupil / staff member have been in contact with to receive extra clean. • Medical area cleaned straight after pupil / staff sent home, sign on door to remain until area clean. • All staff can access testing through the HR team • Any PPE used must be bagged and date marked for disposal – if negative disposal through normal waste. <p>If not at school</p> <ul style="list-style-type: none"> • Staff to book test through HR or if at a weekend / evening direct with NHS and to make HR / line manager aware. • Pupils and parents to book direct though NHS 	Y	Y	M
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			<p>When they become aware that someone who has attended school has tested positive for coronavirus (COVID-19), the school will contact the local health protection team.</p> <p>Schools will follow the guidance provided by the health protection team</p> <p>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • 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) • Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • Travelling in a small vehicle, like a car, with an infected person 	Y	Y	M

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Confirmed Covid 19 in school	Staff Pupils Visitors Contractors	Confirmed case increases risk of transfer	<p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, schools will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</p> <p>West Midlands North HPT Public Health England Stonefield House St Georges Hospital Corporation Street Stafford ST16 3SR</p> <p>Telephone 0344 225 3560 (option 2) Out of hours advice 01384 679 031</p> <ul style="list-style-type: none"> • Extra clean of classroom and area, increase PPE for cleaning staff • Disposal of PPE through approved hazardous waste collection • If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. 	Y	Y	M

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Previously identified shielded pupils / staff 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"> Staff and pupils who were shielded staff during the lockdown period or are critically vulnerable or of a BAME background will have an individual risk assessment. 	Y	Y	M
Mental health	Staff	Increased risk of absence	<ul style="list-style-type: none"> Teachers have time to plan as well as respond to home learning. Regular communication to all staff. Sharing of support lines. Reassure staff who are on vulnerable list. Individual risk assessments by HR for those who need it. Managers to ensure annual leave is taken. Promoting walking or cycling to work. 	Y	Y	M

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
DATE OF REVIEW: 19/08/2020	COMMENTS: Section added regarding face coverings for visitors, contractors, casual staff and staff attending sites that are not their main place of work. Staffrooms and meeting spaces to include maximum occupancy Increased self-isolation from 7 days to 10 days as per most recent guidance			
DATE OF REVIEW:	COMMENTS:			
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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	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.
LOW (L) Possibility of minor injury only	No further action required.

