

Risk Assessment - 1913RA

Information valid as of 07/01/2021 13:29



General Details

Assessor	Vanessa Bragg
Assessment Date	10/06/2020
Assigned Reviewer	Hazel Richardson
Next Review Date	14/02/2022
Signed Off By	Hazel Richardson
Signed Off On	07/01/2021
Operation Assessed	Aspire Risk Assessment for Phased Opening of Schools During COVID19

Associated with specific area

Aspire Academy Trust Head Office

Primary

All

Description of work area and/or activity assessed

Our schools have all created individual risk assessments. These have been created using the DFE Guidance, DfE Planning Tool, Local Authority Model Risk Assessments and The Health and Safety Executive. This summary identifies the risks associated with opening our schools and the measures we are able to put in place to manage the risk. From this we have identified the level of risk - high, medium, low. This information in this summary document is taken from our detailed assessments. Our risk assessments are subject to change as new guidance becomes available and we review our practices.

Overall Current Risk



Persons Affected	
Cleaners	
Contractors	
皆 Lone Workers	
Members of the Public	
皆 Pupils	
📽 Staff	
🚰 Visitors / Public	

Current Rating	Hazard Information	Task Status
Medium	Access / Egress Entrance and exit to the school site causing large groups of parents inside school grounds and compromising social distancing requirements.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Stagger drop-off and collection times and use of multiple drop off/collection points. Parents will be directed to bring children to the allocated entrance and queue, maintaining 2m distance Signage will be clear and there will be a member of staff on duty at each entrance to direct and disper the school. A member of staff from each pod will ensure that children are escorted safely into class. Parents will be expected to leave immediately after drop off and not arrive too early for collection. Make clear to parents that they cannot gather at entrance gates or doors, or enter the school building arranged appointment, which should be conducted safely). Parents advised to wear masks if social distancing cannot be maintained during drop off and collection Staff will wear masks on gate duty.	rse parents from outside of g (unless they have a pre-

Potential Rating	Additional Controls Required
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	Infection Increased numbers of pupils and staff in school	0 0 0
	Measures Currently in place to prevent risk of injury	
	Pods will not mix at any point in the school day. Staff can work between pods but must maintain social distancing where ever possible. Staggered break times / designated zones so each group knows where they should be to avoid cross pod contamination. Staggered lunchtimes and in set groups with handwashing. Children will be reminded of the need to socially distance at social times. Children will use designated exit/entrances to the playground and this will be taken into account when planning the staggered times. The designated first aiders would need to treat any emergencies and these may be outside of their pod. If so, they would wear appropriate PPE (Mask, gloves, goggles, apron) and wash hands before and after.	

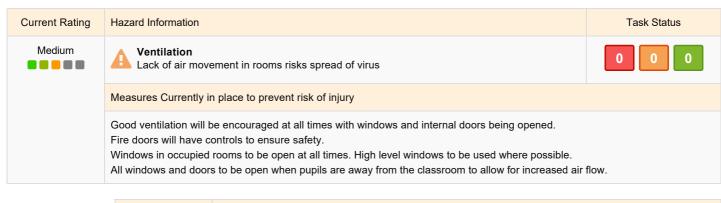
Potential Rating	Additional Controls Required
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status	
Medium	Buildings Changes to buil tape.	ding use being safe for pupils & staff e.g. storage, one way systems, floor	0 0 0
	Measures Currently in place to prevent risk of injury		
	Soft furnishings or ite Some furniture has be All children will be sho	eir own dedicated classroom and cloakroom space. ms that are difficult to clean have been removed from the classroom and stored een removed from classrooms to allow social distancing. own the correct route to use to access the toilets whilst maintaining social distan out safe zones to wait in and move around the school building.	
	Potential Rating	Additional Controls Required	

Potential Rating	Additional Controls Required
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low	Low A Buildings 0 Staff congregating in staff rooms and offices 0 Measures Currently in place to prevent risk of injury 0	
	Number of people in an area at one time reduced by staggered break and lunch times. A reduction in the amount of people allowed in smaller spaces according to social distancing. Staff to wear masks in communal areas or when social distancing cannot be maintained.	

Potential Rating	Additional Controls Required		
Low	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.		



Potential Rating	Additional Controls Required		
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.		

Current Rating	Hazard Information	Task Status
Medium	Infection Contaminated surfaces in classrooms and school building risk spreading the virus.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Unnecessary and difficult to clean items have been removed from classrooms and stored away from the children. Surfaces in classrooms and any communal areas to be kept clear for easy cleaning. Extra cleaning of all touch surfaces including door handles, light switches, tables and chairs will be completed by the cleaning contractor and once a day by academy staff.	
	Teachers instruct and remind pupils to adopt the 'catch it, bin it, kill it' approach for coughs and sneezes. Clear posters in every pod, shared areas and wider site to remind children of hygiene procedures. All tissues are to be disposed of into a bin, and hands washed for 20 seconds.	
	Children will be directed to wash their hands regularly.	

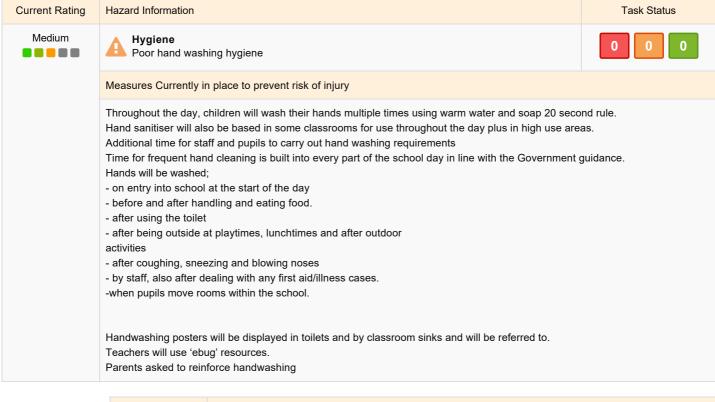
Potential Rating	Additional Controls Required		
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.		

Hazard Information	Task Status
Infection Using play equipment and the risk of spreading the virus.	0 0 0
Measures Currently in place to prevent risk of injury	
Equipment can only be used if it can be appropriately cleaned using the correct chemical between portime. Outdoor play equipment e.g. footballs will be cleaned after each pod use. Outdoor play equipment e.g. fixed equipment climbing frames can only be used if allocated strictly to	
	Infection Using play equipment and the risk of spreading the virus. Measures Currently in place to prevent risk of injury Equipment can only be used if it can be appropriately cleaned using the correct chemical between potime. Outdoor play equipment e.g. footballs will be cleaned after each pod use.

Potential Rating	Additional Controls Required		
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.		

Current Rating	Hazard Information	Task Status
Medium	Additional cleaning required above existing contract	
	Measures Currently in place to prevent risk of injury	
	Glen Cleaning contract has been amended and they will complete a thorough end of day cleaning of each room/area being used Senior leaders will monitor the standard of cleaning	

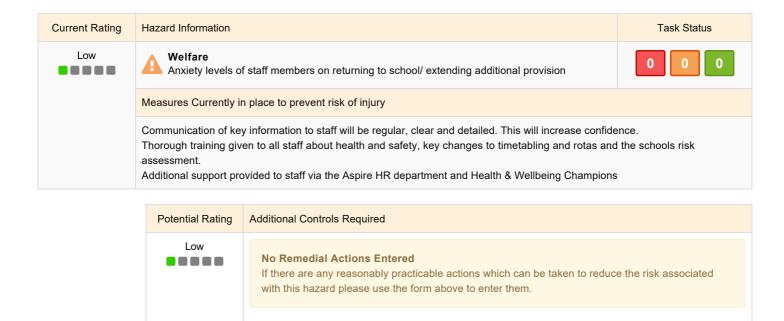
Potential Rating	Additional Controls Required
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.





Current Rating	Hazard Information	Task Status
Medium	Supervision Shortage of teachers and support staff to maintain staff to pupil ratio and provide services such as first aid; cleaning; safeguarding support and 1:1 LSA support where required.	0 0 0
	Measures Currently in place to prevent risk of injury	
	The completion of staff audits has identified available staff capacity which was based on the Department for Education planning document that advises on staff to pupil ratios. Staff are able to work between pods so that ratio's can be maintained.	

Potential Rating	Additional Controls Required	
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.	



Current Rating	Hazard Information	Task Status
Medium	A Violence to staff Parent aggression to staff and others due to anxiety and stress of the situation	0 0 0
	Measures Currently in place to prevent risk of injury	
	Staggered drop off and collection times will be communicated to parents/carers as well as protocols for contact. Staff will follow the Aspire policies for dealing with violence, threatening behaviour and will report any incidents of parental aggression.	U U

Potential Rating	Additional Controls Required	
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.	

Current Rating	Hazard Information	Task Status	
Low/Medium	Welfare Pupils and staff who are in the government defined "Clinically Extremely Vulnerable" category.	0 0 0	
	Measures Currently in place to prevent risk of injury		
	Individual risk assessments have been completed for all staff defined as clinically extremely vulnerable with measures put in place to minimise the risk to them from working in school. Clinically extremely vulnerable staff will work from home during as and when required to by the Government guidance.		

Potential Rating	Additional Controls Required	
Low/Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.	

Current Rating	Hazard Information	Task Status	
Medium	Pupils Risk to Children	with EHCP	0 0 0
	Measures Currently in place to prevent risk of injury		
	Individual risk assess introduced	al risk assessments will be completed before deciding on attendance or what additional control measures need to be ced	
	Potential Rating	Additional Controls Required	
	Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduc	e the risk associated

with this hazard please use the form above to enter them.

Current Rating	Current Rating Hazard Information	
Medium/High	Infection Increased risk to BAME (Black and minority ethnic) staff and pupils.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Individual staff/pupil risk assessment on a case by case basis	

Potential Rating	Additional Controls Required
Medium/High	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status	
Medium	Pupils Pupils not following guidance.	0 0 0	
	Measures Currently in place to prevent risk of injury		
	Clear expectations of children will be communicated to parents, staff and children Staff will regularly revisit rules and responsibilities as well as talking about responsibilities for all to ke Safe staff ratios have been planned by the school. Senior leaders will be informed of any breach of the behaviour policy as soon as it is safe to do so an prioritised.	Id safety needs have been	
	Staff training will ensure that staff are confident with the expectation and strategies to use to support this. Children, who are at risk of not following guidance or do not follow guidelines during the day, will be individually risk assessed and use of exclusion per the behaviour policy could apply.		

Potential Rating	Additional Controls Required	
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.	

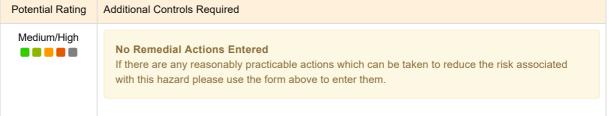
Current Rating	Hazard Information	Task Status	
Medium	A Infection Child showing symptoms associated with with COVID19 whist at school.	0 0 0	
	Measures Currently in place to prevent risk of injury		
	We will follow the DFE guidance which states: If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct person home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maint A COVID safe area has been set up in each school. If contact with the child or young person is necessary, then gloves, an apron and a face mask should adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from c vomiting, then eye protection should also be worn. Parents will be contacted immediately to collect their child. The room will be cleaned thoroughly after use including the toilet if it has been used.	ained. be worn by the supervising	

Potential Rating	Additional Controls Required
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low	Low Infection Staff or pupil testing negative for COVID 19 after being in school	
Measures Currently in place to prevent risk of injury		
	Anyone with suspected COVID-19 symptoms must not come into school, self isolate and obtain a test as soon as possible. When the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.	

Potential Rating	Additional Controls Required	
Low	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.	

Current Rating	Hazard Information	Task Status	
Medium/High	A Infection Staff or pupil testing positive for Covid 19.	0 0 0	
	Measures Currently in place to prevent risk of injury		
Where the child or staff member tests positive, the rest of their pod will be sent The other household members of that wider class or group do not need to self-in member they live with in that group subsequently develops symptoms.		•	



Current Rating	Hazard Information	Hazard Information T		
Low	Hygiene Lack of PPE		0 0 0	
	Measures Currently in	n place to prevent risk of injury		
		schools and additional emergency kits have been proved to all schools. utinely already involves the use of PPE due to their intimate care needs will cont	tinue to receive their care in	
	Potential Rating Additional Controls Required			
	Low	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk ass with this hazard please use the form above to enter them.		
Current Rating	Hazard Information		Task Status	
Medium	Food Hygiene Virus transmissi	on during food service	0 0 0	
Measures Currently in place to prevent risk of injury Access to the kitchen will be prohibited to all other than kitchen staff. Where possible 2 m social distancing to be adhered to at all times		n place to prevent risk of injury		
		•		

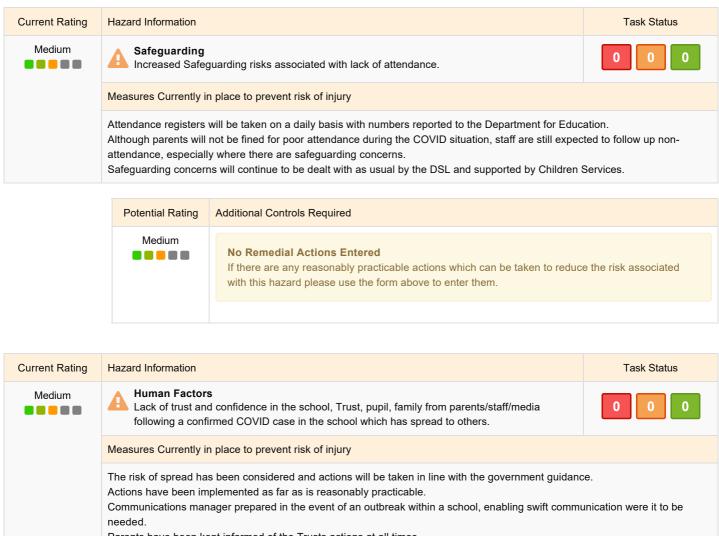
Where possible 2 m social distancing to be adhered to at all times. Normal food hygiene procedures should be followed.

Food service is to be staggered to avoid pods mixing.

Potential Rating	Additional Controls Required
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status	
Medium	Parents/visitors Visitors: parents, contractors, staff and visitors entering school not complying with external requirements for staff safety.	0 0 0	
	Measures Currently in place to prevent risk of injury		
	Communication has been sent out to all parents & visitors that entry is not allowed into the school built arrangement.	lding unless by prior	

Potential Rating	Additional Controls Required	
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.	



Parents have been kept informed of the Trusts actions at all times.

Potential Rating	Additional Controls Required		
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.		

Current Rating	Hazard Information	Task Status			
Medium	Pupils Priority order for Key Worker and Vulnerable pupils should Academies have more requests for spaces then are available.				
	Measures Currently in place to prevent risk of injury				
	 Aspire Academy Trust will allocate spaces to pupils according to the following categories: 1. Significantly vulnerable children (CP, CIC,EHCP) 2. Other vulnerable children 3. Both parents/carers or single parent/carer are critical workers 4. One parent is a critical worker 				
	Potential Rating	Additional Controls Required			
	Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce with this hazard please use the form above to enter them.	e the risk associated		