

# 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>  Penk Valley Academy Trust	<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>  04/01/2022

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>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> <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>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>No children to bring bags into school</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>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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				<b>In place</b>	<b>Adequate</b>	
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>Ventilation and Circulation</p> <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>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	<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, 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> </ul>	Y	Y	M

		<p>Pupils arriving and departing school</p> <ul style="list-style-type: none"> <li>• Parents collecting children should maintain social distancing and wear a mask if entering the school building</li> <li>• If bringing siblings who are not in school those children must not be allowed to run around.</li> <li>• Upon collection children and parent/ guardian should leave the property as quickly as possible.</li> <li>• Only one parent per family to drop off or pick up to minimise adults in school</li> </ul> <p>During the school day.</p> <ul style="list-style-type: none"> <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>• Computers / laptops or specialist equipment should be wiped down before and after use.</li> <li>• Teachers should be allowed to work from home where it is reasonable to do so, e.g. for their PPA time.</li> </ul> <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> </ul>			
			Y	Y	M
			Y	Y	M

			<ul style="list-style-type: none"> <li>Contractors to be by appointment and to follow school / trust guidelines on cleanliness and social distancing.</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> </ul>			
<b>Hazard / Risk</b>	<b>Who is at Risk?</b>	<b>How can the hazards cause harm?</b>	<b>Control Measures</b>	<b>Are Control Measures sufficient Y/N/NA</b>		<b>What is the risk rating now – VH, H, M, L?</b>
				<b>In place</b>	<b>Adequate</b>	
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>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>	<b>Y</b>	<b>Y</b>	<b>M</b>

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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"> <li>All visitors and parents must wear a face mask at all times whilst inside the school building</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>• Lateral flow testing is to be carried out by all staff and secondary school age children.</li> <li>• Kits will be supplied to staff and pupils</li> <li>• Tests should be completed twice weekly</li> <li>• Each school will hold a small supply in the office</li> <li>• Where a positive lateral flow test result is recorded, the person must get a confirmatory PCR within two days</li> </ul> <ul style="list-style-type: none"> <li>• Any test kits used in school can now be disposed in the general rubbish.</li> </ul> <ul style="list-style-type: none"> <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>	Y	Y	M
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			<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 back 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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<p>Previously identified shielded pupils / staff, pregnancies or including people of BAME origin have an elevated risk of contracting Covid-19</p>	<p>Staff or pupils with underlying conditions being at greater risk</p>	<p>Increased risk of hospitalisation or death</p>	<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>	<p><b>Y</b></p>	<p><b>Y</b></p>	<p><b>M</b></p>
<p>Mental health</p>	<p>Staff</p>	<p>Increased risk of absence</p>	<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>	<p><b>Y</b></p>	<p><b>Y</b></p>	<p><b>M</b></p>

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
06/05/2021	Lateral flow updated section to reflect testing at home and not in schools
7/09/21	Updated where necessary and shared with staff
29/11/21	Updated and shared with all staff and sections to parents
04/01/22	Updated and shared with all staff and put on website

RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	The activity must not take place at all.  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.