

General Risk Assessment Record Form

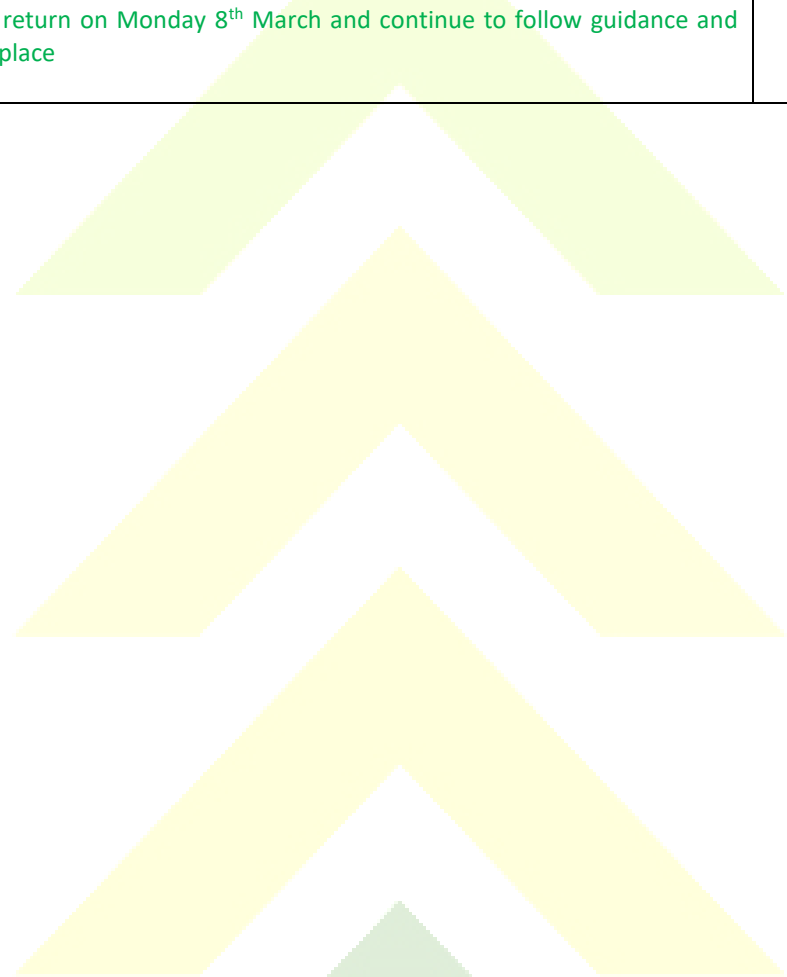
1. **Section/Service/Team:** Chaselea Alternative Provision Academy
2. **Assessor(s):** Mr P Archer (HT), Mr J Seymour (DHT)
3. **Description of Task/Activity/Area/Premises etc.** COVID-19 – Keeping pupils and staff as safe as possible.
4. **Update date:** 23/11/2020

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, and talking and breathing.</p> <p>The virus can be transferred</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors, and touching contaminated surfaces.</p>	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (updated February 2021 - applies from 8th March 2021)</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe (updated 1/3/21)</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918525/What to do if a pupil is displaying symptoms of coronavirus COVID-19 Schools.pdf</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings (updated 16/10/20)</p> <ul style="list-style-type: none"> • All staff complete Prevent-Covid online testing. 	<p>High</p>	<ul style="list-style-type: none"> • Continue to follow government guidelines – https://gov.uk • Review team stress risk assessment. • PAR to investigate the online COSHH training to evaluate if this would be beneficial for all. • Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. NOTE: in an emergency social distancing may not apply. Fire evacuation should 	<p>PAR</p>	<p>Medium</p>

<p>to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<ul style="list-style-type: none"> • Additional cleaning schedules – school is cleaned before opening to pupils and after closing to pupils. Additional cleaning is provided by both cleaners during the school day. • Maintain communication with parents, pupils and staff. Most recent communication to parents (and also staff) includes: <ul style="list-style-type: none"> ○ Face Coverings – 010920. ○ Parent and Pupil Conduct Expectations – September 2020. ○ September 2020 Return Letter. ○ All parents have been rung and spoken to. ○ Parents updated via letter Friday 8th January 2021 ○ Parents updated via letter Tuesday 2nd March 2021 • Signage used to promote hygiene (respiratory and hand) and social distancing. • Test and Trace service launched. • Local Outbreak Control Plans. • Anyone showing any of the three main symptoms, or has someone in their household who is showing symptoms is informed not to attend school. • Some testing kits are available, in emergency, for staff and household. • Social distancing maintained wherever possible between all adults on site and between pupil groups. • Frequent handwashing and sanitising promoted. • Frequent cleaning of surfaces that pupils touch. • Bins for tissues emptied during the day if required. • Staff, parents and visitors informed of the measures in place to reduce transmission. • Updated blended learning plan provided for staff (and parents) from September 18th. • Ventilation in the building maximised by opening windows, doors and ensuring ventilation at all times when possible. • Visitors on site for emergency reasons only. • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. • Individual RAs for all staff who fall into a vulnerable category. • Individual RAs for any BAME pupils. • Review COSHH assessment for hand sanitiser and cleaning materials. • All staff and pupils to wear face masks (not scarves, bandanas etc...) when in school and transporting to school – note, there is no necessity to wear mask when outside, in the classroom learning or eating; it is voluntary at these times. 		<p>take precedent over COVID-19 in an emergency</p> <ul style="list-style-type: none"> • SLT to review contingency for cleaning and also for remaining open due to staff absence – Chartwells are currently reporting pressure on staff availability due to increased demand and existing staff isolating. 	
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<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface</p>	<p>Staff and pupils</p> <p>Transmission may occur during learning activities and behaviour management.</p>	<ul style="list-style-type: none"> All pupil RA, specifically in relation to Covid-19 PPE provided by the Fire Department and LA available within the HT office should this become necessary due to aggressive behaviour between pupils. Chaselea is operating as a single bubble due to the number of pupils currently on roll and the size/layout of the site. Outside space used for education where possible. Practical lessons – equipment cleaned after use and environment cleaned between groups. Where possible actions taken for behaviour management will not involve touching a pupil. When planning pupil provision the pupil's individual RA must be referred to. Pupil and Parent Conduct Expectations – September 2020 sent to parents and gone through with pupils and staff. (parents asked to also go through it with their children). Specific training for safe use, maintenance and disposal of all PPE. https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes/covid-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video (updated 02/11/20) Parents to be made fully aware that aggressive/overly-boisterous behaviour will not be accepted and pupils will be refused access to the site should it be displayed. All staff and pupils to wear face masks (not scarves, bandanas etc...) when in school and transporting to school – note, there is no necessity to wear mask when outside, in the classroom learning or eating; it is voluntary at these times. Pupils regularly and consistently reminded to sanitise hands. Enhanced cleaning three times per day to reduce risk of transmission on surfaces. During National lockdown cleaning has been reduced to morning and afternoon due to pupils only in attendance 9.30am-1.30pm Only the most vulnerable pupils or those of key workers attending school until 8th March 2021 	Medium	<ul style="list-style-type: none"> Review behaviour management plans and procedures – adding appendix to Behaviour Policy. 	PAR	Medium

<p>type, its moisture content and temperature).</p>	<ul style="list-style-type: none"> • Remote learning in place for other pupils • Key working staff that are able to complete their work from home have the flexibility to do so as and when required, this includes the Bursar and Receptionist • Rota in place for Senior Leaders and Teachers to reduce the number of staff on site • All staff and pupils to return on Monday 8th March and continue to follow guidance and procedures already in place • 				
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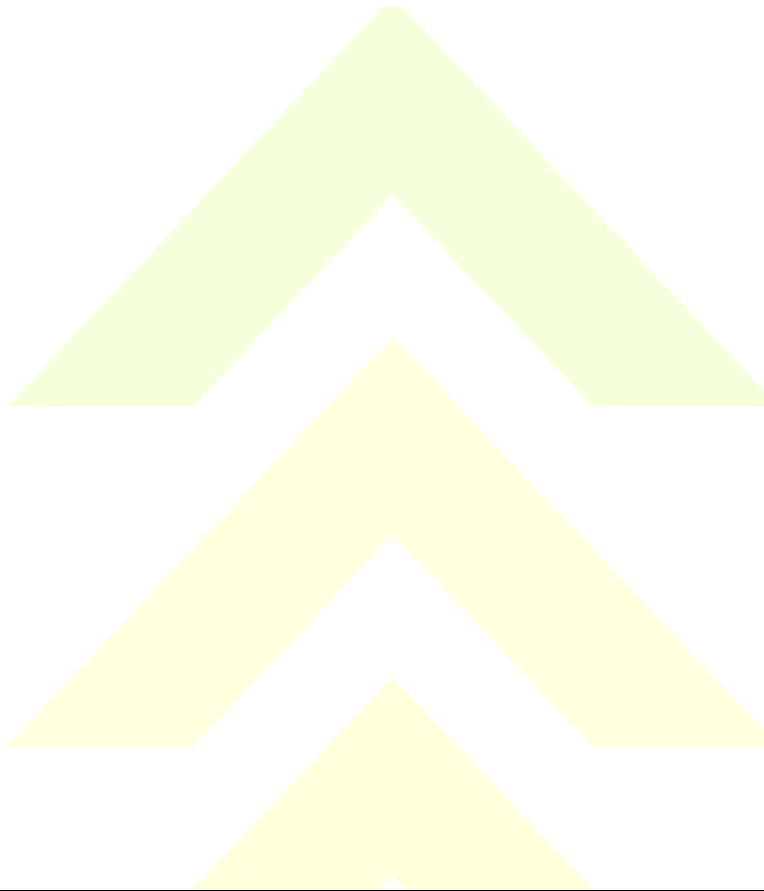


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Resuscitation Council UK Statement: It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.

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<p>Exposure to COVID-19</p>	<p>Staff and pupil.</p>	<ul style="list-style-type: none"> • Supervising staff to maintain 2m social distance. • It is unlikely (zero at present time) that any staff will be required to administer any medication. 	<p>Low</p>	<ul style="list-style-type: none"> • Review any medication plans to assess PPE 	<p>PAr</p>	<p>Low</p>

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<p>Managing school premises</p>	<p>Staff, Pupils and external bodies</p>	<ul style="list-style-type: none"> • Identify a responsible person. • Essential checklist completed. • Fire Risk Assessment reviewed. • BCP reviewed. • Maintain all PPM of services and equipment. • COVID compliance checklist from “The Key” completed 	<p>M</p>	<ul style="list-style-type: none"> • https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Coronavirus-HSW- 	<p>PAr</p>	<p>L</p>

		<ul style="list-style-type: none"> COVID Checklist from SSC to be completed 		Service/Premise-and-procedures.aspx <ul style="list-style-type: none"> Health and Safety Policy to be updated. 		
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4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
					✓	✓

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

		Potential severity of harm <i>(this may injury, loss or damage)</i>		
		Minor Harm 1	Moderate Harm 2	Serious Harm 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Low 2	Medium 3
	Unlikely 2	Low 2	Medium 4	High 6
	Likely 3	Medium 3	High 6	High 9

Risk Rating	Action Priority
High (6-9)	Immediate action required
Medium (3-4)	Actions to control the risk must now be considered and steps to manage the risk until control measures can be provided must implemented.
Low (2)	Implement reasonable control measures and monitor.
Trivial (1)	No action required unless level of harm or likelihood changes.

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6. Assessment

Signature of Assessor(s):
Print Name: Paul Archer

Date Assessed: 1st June 2020

Signature of Line Manager:
Print Name: Paul Archer

Review Date: 2nd June 2020 (M. Postles, Loxley Hall)
3rd June 2020 (LAB)
Regularly, but before 1st July 2020.
Covid working group – 16th July 2020.
Headteacher – 1st September 2020.
Headteacher – 17th September 2020.
Covid Working Group – 17th September 2020.
Headteacher – 4th January 2021
Headteacher – 8th January 2021
Headteacher – 5th March 2021

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

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