

RISK ASSESSMENT – COVID-19

Company Name:	Balby Central Primary Academy													
Location:	Littlemoor Lane, Balby, Doncaster DN4 0LL													
Date of Assessment:	03/01/2022			Review Date:		03/01/2022			Revision No:		5.4			
Persons Exposed:	Employees:		✓	Other Workers:		✓	Public / Visitors:		✓	Young Persons:		✓	Estimated total number of persons at risk:	100
	New / Expectant Mothers:				✓	Vulnerable Persons:		✓	Other:					

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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Lack of Information	3	5	15	The school has subscribed to information and updates from approved sources. These include, but are not limited to: - UK Government (https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do) - Public Health England (PHE) (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19), - Department for Education (DfE) (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) - Department for Education Hub (https://educationhub.blog.gov.uk) - National Health Service (NHS) (https://www.nhs.uk/conditions/coronavirus-covid-19/) - Health and Safety Executive (HSE) (https://www.hse.gov.uk/news/coronavirus.htm) Updates are passed to all staff members to ensure that they are kept informed. This is in the form of notices, memos and meetings (face to face, videoconference or teleconference). The subject is of public concern and all newspapers and other news sources are providing daily information on this matter. All persons, therefore, are considered to have easy access to information at the present time. Information is provided throughout the school covering topics such as good hygiene, handwashing, and the 'catch it, bin it, kill it' message. Information is routinely provided to children via school assemblies and by class teachers. Information is routinely provided to parents via the school website, text or email services, and letters.	1	5	5	Posters should be reviewed to ensure that they remain in readable condition.	✓	

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	L	S			L	S			Yes	No
Use of Personal Protective Equipment Including Facial Coverings	2	5	10	At the employee's discretion, facial coverings may be worn within classrooms providing that this does not detract from the teaching activities. Face coverings should be worn in communal areas (including staff rooms) by staff and visitors. Facial coverings must not be worn by young children or those with special educational needs as they may not be able to handle them as directed. Any pupil who has an existing care routine which requires the use of PPE should continue to receive care in the same way. This includes care routines such as AGP. In the event that a pupil becomes unwell with symptoms of COVID-19 then social distancing should be maintained. If this is not possible then the supervising adult should wear gloves, an apron and a face mask for this situation only. If the child is coughing, spitting or vomiting, then eye protection should be worn. Schools have obtained adequate quantities of PPE and have trained staff in the safe use (such as doffing and donning). Means of disposing of used PPE has been considered and suitable bins are provided which are emptied regularly.	1	5	5	Ensure that the school has a supply of face masks, aprons and eye protection for emergency use only.	✓	
Clinically Extremely Vulnerable or Persons with Increased Risk including Pregnancy	4	5	20	Any persons previously defined as being 'Clinically Extremely Vulnerable', or is in a group identified as being more at risk, will be managed via the implementation of controls detailed within this risk assessment. The school ensures that all at risk groups are protected as far as is reasonably practicable without any discrimination. Individual risk assessments will be undertaken where appropriate to determine individual needs that cannot be accommodated by the controls detailed in this risk assessment. Pregnant employees will be subject to regular assessment to ensure controls are adequate. Guidance from the UK Government will be followed at all times. Information can be found at: https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees	1	5	5	The school should ensure that medical records for children and staff are updated and kept on file.	✓	

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	L	S			L	S			Yes	No
Spread of the virus via hand contact	4	5	20	All persons on school are provided with information on good hygiene measure to include: - washing hands with soap and water often – do this for at least 20 seconds. - washing hands when you get home or into work. - using hand sanitiser gel if soap and water are not available. - covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. - put used tissues in the bin straight away and wash hands afterwards. - do not touch your eyes, nose or mouth if your hands are not clean. Staff and students are reminded of the importance of good hand hygiene via briefings, assemblies and posters throughout the school. Supplies of soap and hand sanitiser are available for use. Hand sanitiser, or similar, is available in the reception and all visitors and staff are instructed to use this on arrival to the building. Hand washing facilities are available throughout the school building and includes sinks in toilets and classrooms. Bins will be emptied regularly, especially those used for disposing of tissues.	1	5	5	None Required.	✓	

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Spread of the virus via aerosol transmission	4	5	20	Posters are displayed throughout the school with the 'Catch It, Bin It, Kill It' message. Staff and students are reminded of the importance of good respiratory hygiene via briefings and assemblies. The school will ensure that there is good ventilation of spaces by opening windows and doors wherever possible. Working temperature and fire requirements will be considered when opening windows and doors. Where there is mechanical ventilation, this will be turned to full natural air flow, if possible, or used in conjunction with natural air flow. Seating and spacing is considered during the organisation process for larger group meetings. At the employee's discretion, facial coverings may be worn within classrooms providing that this does not detract from the teaching activities. Facial coverings must not be worn by young children or those with special educational needs as they may not be able to handle them as directed. Face coverings should be worn in communal areas (including staff rooms) by staff and visitors. Facial coverings will be worn by any persons dealing with an individual in school with suspected symptoms until they have left site.	1	5	5			

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Cleaning of the premises	4	5	20	The school will continue to ensure that the premises are cleaned and that cleaning supplies are made available to teachers so that spot cleaning can be undertaken if required. Cleaning chemicals purchased in bulk will be stored centrally by the site manager / caretaker and decanted for use by others. When decanting cleaning chemicals, the site manager / caretaker will ensure that PPE required in the MSDS information will be followed and worn. Cleaning chemicals must be decanted into appropriate containers or bottles. The name of the product and hazards labels / information must be transferred to the new container so that the details of the chemical can still be seen by any person. Cleaning chemicals in classrooms must not be accessible by pupils. Cleaning chemicals should be stored in locked cupboards if possible. Dining areas, toilets and high frequency areas are prioritised. Contact points, work surfaces, door handles, light switches etc. are cleaned and sanitised regularly. Bins are emptied regularly. PPE is available for cleaning activities including disposable aprons, gloves and goggles as appropriate.	1	5	5			

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Symptomatic Staff and Children in School	4	5	20	Staff, students, and parents are instructed not to attend school if any person develops symptoms of the virus. If staff develop symptoms whilst at school they will be asked to leave school immediately. Pupils who develop symptoms will be permitted to leave school (admin office will be notified) if they are capable of travelling home alone safely. Pupils who develop symptoms who cannot travel home safely alone will be moved to a designated room where they can stay until collection by a responsible adult. Signage will be placed on the door to indicate that it is in use and should not be entered. Staff who interact with the pupil whilst waiting for collection will be required to wear suitable PPE to include a facial covering. Once the pupil is collected, the room will be cleaned thoroughly before being re-used. Social distancing will be implemented for staff and students with developing symptoms. This includes staff interacting with a pupil awaiting collection. Staff and students will be advised to avoid the use of public transport as a means of getting home. Staff and students will be advised to book a confirmatory PCR test as soon as possible. Close contacts of symptomatic persons should take a confirmatory PCR test, however self-isolation is only required for those over 18 years old and who are unvaccinated. Anyone aged 5 years or older, who has been identified as a contact of someone with COVID-19 and who is not legally required to self-isolate, are advised to undertake a rapid lateral flow device (LFD) test every day for 7 days. If any of these tests are positive, then the person should self-isolate.	2	5	5	Ensure that a suitable room for use by pupils awaiting collection has been identified and that staff have been provided with information on it's location and use.		

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Lateral Flow Device Testing	4	5	20	Twice weekly home Lateral Flow Device testing (LFD) is available for staff. Staff in primary settings are requested to undertake twice weekly Lateral Flow Device testing (LFD). Visitors are requested to undertake a LFD test prior to entering school buildings. This does not include parents who are dropping off or collecting children from the playground or school gates. LFD kits are provided by the school together with instructions on the safe use. LFD kits are available for collection at pharmacies in the wider community during the summer holiday period. Any new starters will be advised of the process as part of the induction to the school.	1	5	5			
Staff and Pupil Mental Health	4	5	20	Staff are available to support persons with mental health issues. Wellbeing and mental health is discussed regularly in PSHE, assemblies and pupil briefings. Staff briefings / training on wellbeing are provided. Staff are signposted to useful websites and resources. Staff are encouraged to manage work / life balance and work hours are monitored by line managers.	1	5	5			
Staff Holidaying Abroad	4	5	20	All staff are advised to follow government advice on the booking of holidays. Further information can be found from the UK Government (https://www.gov.uk/travel-abroad) . Staff are advised of the need to be available for work and to plan any quarantine timings into their holiday plans. Staff attendance policy and absence policies to be followed.	2	5	10			
School Visits and Trips	4	5	20	Domestic day and residential trips can be undertaken. International trips can be booked after September 2021. Any international trip must follow the government guidance on foreign travel. All trips must be undertaken only after a thorough risk assessment has been completed. This must include: - assessment of the management of COVID-19 at the destination. - Contingency plans in case a member of the trip becomes symptomatic - Cleaning and hygiene arrangements	2	5	10			

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Emergency Plans	3	5	15	The school has an Outbreak Management Plan (OMP) which covers the possibilities that it might be a necessity to reintroduce controls to manage the spread of COVID-19 at a local level. The OMP specifies the Single Point of Contact (SPOC) for the School. Advice from PHE / DfE will be sought. If several confirmed cases are reported in accordance with the definition of an outbreak specified in the OMP, the DfE helpline will be notified (0800 046 8687). Advice from the local Director of Public Health will be followed in stepping up or stepping down control measures. Consideration will be given to the local situation when stepping up or stepping down measures. Where necessary, all or elements of the OMP will be put into place.	1	5	5	Ensure that the details of the OMP are available for staff to review.	✓	

Name of Assessor:	Ian Clayton CMIOSH	Signature:	
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Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood						

Likelihood	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 5 = Low
2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	

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Signing Sheet

By signing this document below, I confirm that I have read and understood the content of the risk assessment above. I understand that the company requires me to comply with all controls and policies described in the risk assessment and that failure to adhere to the contents may result in disciplinary action against me.

Name	Signature	Date