

<b>ACADEMY</b> Skegness Infant and Junior Academies	<b>SECTION/TEAM</b> Primary- all	<b>DATE OF ASSESSMENT</b> 4/1/21
<b>WHO MIGHT BE HARMED?</b> Employees, pupils, parents/guardians, service users, contractors and members of the public.		<b>HOW MANY ARE AFFECTED?</b> 350+

Statements are generic and can be added to, altered, changed or deleted as appropriate. Once completed, all staff must read this document and sign within the box provided to confirm understanding.

<b>HAZARDS</b> (including inadequate or lack of arrangements)	<b>EXISTING CONTROL MEASURES</b>	✓ if in place ✗ if not	<b>WHERE:</b> ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	<b>RESIDUAL RISK RATING</b> High, Medium, Low
Fail to follow Government guidance	<ul style="list-style-type: none"> <li>The Trust will provide a summary of any changes to guidance, paying particular attention to guidance on education settings e.g. social distancing, maximum numbers allowed in any one place, cleaning etc.</li> <li>Principal or Senior Leader to ensure guidance is complied with and make any changes to site arrangements as required (amending this RA if necessary)</li> </ul>	✓	Contact Trust Emergency Planning Team for advice if unsure	Low
Insufficient staff to children ratio	<ul style="list-style-type: none"> <li>Appropriate for the planned activity</li> <li>Reviewed daily</li> </ul>	✓	At least one suitably trained member of staff for each room with a maximum ratio of 1:30.  Principal or Senior Leader in charge to review requirements and amend if required	Low
Inadequate First Aid Provision (staff and/or supplies)	<ul style="list-style-type: none"> <li>One First Aider per 50 people or part thereof i.e. staff/pupils on site.</li> <li>Sufficient stocks of first aid supplies (including back up supplies if required)</li> </ul>	✓	If any children are under 8 there must be a paediatric First Aider per fifty under 8s or part thereof (these First Aiders count towards the overall First Aid provision)  Instruct all staff and any external providers of sporting activities to avoid any high risk physical sport/activity	Low

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			<p>e.g. trampoline, to reduce the risk of accidents</p> <p>It may be possible to obtain additional supplies from other Trust sites if unable to obtain from usual suppliers. Contact Central Team if unable to make contact with other academies</p> <p>Consider online video training to rapidly increase number of First Aid trained staff (including paediatric) if insufficient staff available (check with other academies first)</p>	
First Aiders exposed to virus	<ul style="list-style-type: none"> <li>Follow Government guidance <a href="#">here</a></li> </ul>	✓	<p>Ensure suitable and sufficient PPE is available and that all First Aiders have been trained to use it</p> <p>As a minimum disposable gloves and fluid repellent surgical face mask is recommended and, if available, disposable plastic apron and disposable eye protection (such as face visor or goggles) should be worn.</p> <p>Use defibrillator or CPR if dealing with cardiac arrest. Do not use mouth to mouth.</p> <p>Wash hands thoroughly with soap and water before putting on and after taking off PPE, following relevant SSWs</p>	
Insufficient staff for vulnerable children	<ul style="list-style-type: none"> <li>Match staffing appropriately</li> </ul>	✓	<p>Ensure that ratios are increased if a care plan or other document indicates that a child needs additional support.</p>	Low
No arrangements in place for children with specific medical needs	<ul style="list-style-type: none"> <li>Data sheet for each child with specific needs - sign all medication in and out</li> <li>Ensure all medication administered is recorded with 2 staff present following</li> </ul>	✓	<p>Ensure data sheets are provided for all children (including those from other Trust academies)</p> <p>Ensure sufficient staff in place to manage administration of medicine</p>	Low

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	standard Trust guidance <ul style="list-style-type: none"> <li>First aider is on site</li> </ul>		Ensure First Aider ratio is compliant (including paediatric First Aiders for under 8s)  Child specific medical needs Epipens, inhalers etc. in place including emergency items if child has forgotten to bring theirs  First aider requirements are checked on a daily basis using the staff rota on Regional Cluster COVID 19 in TEAMS. Discussed at morning and afternoon TEAMS meeting to ensure sufficient provision is in place	
Site not suitable for age group  Secondary schools are not designed for primary age children especially reception and infants e.g. no finger trap guards, adult height toilets, wash basins, chairs, tables etc.	<ul style="list-style-type: none"> <li>Classroom Activities in Primary Schools RA completed where facilities for primary school children are provided in a secondary school</li> <li>Additional supervision for primary age pupils when moving through site</li> <li>Additional help for younger children if using standard height toilets and wash basins</li> <li>Additional help for younger children if using standard height tables and/or chairs</li> </ul>	✓	RA completed prior to primary school pupils using site  Supervision ratios reviewed and adjusted as and when required  Ensure hold back devices on doors (where fitted) are engaged  Provide step stool for younger children to use adult height toilet and wash basin or provide physical support (taking into account any safeguarding issues)	Low
No or insufficient emergency contacts for children	<ul style="list-style-type: none"> <li>Verify details on day 1 (as may be different to usual)</li> <li>Explain call may come from a school mobile or landline so that the contact answers call</li> </ul>	✓	Ensure at least three emergency contacts are provided  Ensure alternative methods of communication are available e.g. mobile, landline, email	Low
Social distancing	<ul style="list-style-type: none"> <li>Visitors to school to be kept to absolute</li> </ul>	✓	Place sign on entrance door reminding visitors of social	Low

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	<p>minimum</p> <ul style="list-style-type: none"> <li>• Double spacing in classrooms</li> <li>• Outdoors as much as possible</li> <li>• No more than 13 people in a standard junior or secondary classroom (55m<sup>2</sup>). No more than 15 people in a standard reception or infants classroom (62m<sup>2</sup>). The above figures include one member of staff. DfE BB103 minimum sizes used for rooms</li> <li>• Adhere to government guidelines <a href="#">here</a></li> </ul>		<p>distancing requirements and not to enter the school. Provide contact number for queries.</p> <p>Keep all entrance doors secured but ensure they can be opened in an emergency i.e. by automatic release, push pad/bar or thumb turn. Under no circumstances should doors be locked with a key, digital lock etc. whilst the school is occupied</p> <p>Visitors to remain outside or in reception area if weather is inclement. Ensure social distancing at all times.</p> <p>Deliveries - Ensure social distancing guidance is adhered to. For example delivery personnel buzz intercom, leave package in sight, and step 2 metres away. There should be no expectation for the need to sign paperwork.</p> <p>All deliveries to go to SIA to be distributed from there.</p> <p>Minimum of 2 mtrs in all directions between people e.g. between children and between children and staff</p> <p>Maintain distancing when moving through the building or when outdoors</p> <p>Minimum allowance per person = 4m<sup>2</sup></p> <p>Keep rooms well ventilated and open windows as much as possible for example when children are outside or on a break use the time to open all windows to ventilate.</p> <p>Capacities should be reduced for smaller rooms and may be increased for larger rooms taking into account suitable staff to pupil ratios and current guidance re large gatherings (see government website for latest</p>	

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			guidance) No team sports or other activities where there is the potential for close contact.	
Key worker provision - consumption of meals by staff and pupils	<ul style="list-style-type: none"> <li>To reduce the risk of larger gatherings, the amount of cleaning required and to ensure that multi-purpose dining facilities are available for physical exercise, meals should be consumed in the rooms where the provision is taking place and not in dining halls</li> </ul>	✓	At SJA meals to be brought to the room by a member of staff supervising the pupils to reduce the number of people moving through the building  At SIA meals will be eaten in the hall following social distance guidance and being placed in designated areas.	Low
Person exhibits signs of having coronavirus (CV19) infection i.e. <ul style="list-style-type: none"> <li>new, continuous cough and/or</li> <li>high temperature</li> </ul>	Follow government guidance: <ul style="list-style-type: none"> <li>If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they should be sent home and advised to follow the <a href="#">staying at home guidance</a>.</li> <li>Maintain social distancing unless the person requires immediate help to prevent injury</li> </ul>	✓	Management of persons who have symptoms of CV19  If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they should be sent home and advised to follow the staying at home guidance.  If a child is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Settings should be mindful of individual children's needs – for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, ensure that social distancing is maintained  Staff who cannot go home immediately e.g. because they are waiting for a lift, should isolate themselves  If a potentially infected person needs to go to the toilet while waiting to be collected, they should use a separate toilet.	

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			<p>Any areas used by the potentially infected person e.g. toilets, temporary isolation room, should be isolated and secured after use and left for 72 hours before cleaning (following government and Trust guidance, RAs, SSWs etc.).</p> <p>If the infected person needs clinical advice, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they don't have internet access). 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.</p> <p>If a member of staff has helped someone who is potentially infected, they must wash their hands thoroughly for 20 seconds immediately after any contact with the person or contact with anything the person has touched. They do not need to go home unless they develop symptoms themselves</p> <p>It may not be necessary to close educational settings but Principals must contact the Trust Business Continuity Team immediately before making any decision to stay open.</p> <p>If there is an urgent public health action to take, the educational setting will be contacted by the local Public Health England (PHE) Health Protection Team who will undertake a risk assessment and advise on any actions or precautions that should be taken.</p>	
Children brought in by Academy staff	<ul style="list-style-type: none"> <li>No children of staff allowed on site</li> </ul>	✓		Low

## RISK ASSESSMENT 19.1v2: Key Workers Provision (Page 7 of 12)

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Premises cleaning regime	<ul style="list-style-type: none"> <li>Thorough daily clean - in line with guidance</li> <li>Disinfect if required</li> </ul>	✓	Adhere to Government guidance and Trust Guidance & Information Sheets, Risk Assessments and Safe Systems of Work	Low
Equipment and resources cleaning	<ul style="list-style-type: none"> <li>Ensure items regularly touched e.g. key boards, mouse or other input device, mobile phones are sanitised on a daily basis</li> <li>Clean and sanitise items used by pupils e.g. toys, play equipment</li> </ul>	✓	<p>Use appropriate sanitisers and ensure supplies are available for staff to use</p> <p>Face coverings to be worn by parents/carers entering the site to drop off and pick up unless exemption apply</p> <p>Face coverings to be worn in all shared areas and classrooms.</p> <p>Access to cleaning and sanitising products available to every bubble.</p>	Low
Staff and/or pupils fail to comply with hygiene guidance	<ul style="list-style-type: none"> <li>Staff reiterate hygiene standards throughout day</li> <li>Ensure all hand washing facilities have adequate supplies of soap and other disposables e.g. paper towels at all times</li> <li>Hand wash with soap and water for 20 seconds</li> <li>Use disposable hand towels in preference to dryers if possible</li> <li>Hand wash or use of hand sanitiser on entry and exit from building</li> <li>Hand wash before eating</li> <li>Hand wash after eating</li> </ul>	✓	<p>Display hand washing and hygiene posters in toilet areas, staffrooms and classrooms</p> <p>Clean all washrooms and other hygiene facilities regularly throughout the day and after every break</p> <p>Provide adequate supplies of sanitiser at strategic points within the building, including exits</p> <p>Ensure other supplies in toilets e.g. toilet rolls are adequate at all times</p> <p>Empty waste bins at regular intervals and follow Government and Trust guidance on disposal</p>	Low



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	<ul style="list-style-type: none"> <li>● Hand wash after going to the toilet</li> <li>● Use disposable tissues or 'bent elbow' for coughs and sneezes</li> <li>● Refrain from touching face</li> <li>● Adhere to <a href="#">social distancing guidance</a></li> </ul>			
Pupil registration/ end of day arrangements	<ul style="list-style-type: none"> <li>● Sign in / out procedure in place. Or use of registers?</li> <li>● Named adults to collection child/ren outside of building at end of day</li> </ul>	✓	<p>Ensure that all people on site (staff, pupils and visitors) are recorded</p> <p>Ensure records are filed and kept securely (may be required by PHE in the event of somebody who entered the school (staff, child or visitor) developing CV19)</p>	Low
Collection of free school meals (FSMs)	<ul style="list-style-type: none"> <li>● Trust issuing meal vouchers to eliminate the need for FSMs to be prepared on-site</li> </ul>	✓	Vouchers to be sent directly to the recipient	Low
Fire evacuation and lockdown procedures	<ul style="list-style-type: none"> <li>● Review evacuation plan and update if some parts of the building are out of use</li> <li>● Ensure that at least two routes of escape are available once people have entered a protected escape route e.g. staircase, corridor. <b>If two routes aren't available the Trust H&amp;S Manager <u>must</u> be contacted before the building is occupied</b></li> <li>● Rehearse fire evacuation / lockdown procedures with staff and pupils</li> <li>● Identify responsible person(s) in case</li> </ul>	✓	<p>Site staff to ensure that all emergency exits in occupied areas are unlocked before staff and pupils enter site</p> <p>Fire safety induction for any new staff on their first day to confirm evacuation arrangements including escape routes (and alternatives), emergency exits, assembly points etc.</p> <p>Carry out drill when revised arrangements start and if there is any change in the Responsible Person. The Academy Principal is the Responsible Person but if a Senior Leader from another part of the Trust takes over responsibilities (as part of a rota process or because of sickness, leave etc.) they should ensure they carry out a drill on their first day in charge.</p> <p>Principal to identify and allocate roles and</p>	Low



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	<p>of fire</p> <ul style="list-style-type: none"> <li>Consider arrangements for disabled people including cognitive disability in event of an evacuation. Use PEEP (Personal Emergency Evacuation Plan) for people who are at their usual site. For all others use the academy GEEP (Generic Emergency Evacuation Plan)</li> <li>Ensure register of all people on site (staff, pupils and visitors) is available at all times to staff in charge of evacuation</li> </ul>		<p>responsibilities and review/amend details as and when these people change. Key roles are:</p> <p>Assembly Point Control Officer</p> <p>Wardens</p> <p>Fire Panel monitoring (including identifying location of fire)</p> <p>Ensure any external contractors are informed of emergency evacuation procedures and their role should the alarm sound</p>	
Statutory Compliance checks	<ul style="list-style-type: none"> <li>Site manager - or back up person to continue with usual checks</li> <li>Trust to ensure that more than one staff member is available to undertake key tasks.</li> </ul>	✓	<p>Follow Trust guidance on frequency of checks as these may be amended as a result of COVID-19 and shut down of sites</p> <p>Arrange buddying system between sites to provide resilience should a site manager at a Primary have to self-isolate</p> <p>Ensure any site staff covering on rota are familiar with the academy asbestos register</p>	Low
Contractors on site (School holidays)	<ul style="list-style-type: none"> <li>Briefing and escorting of contractors</li> <li>Contractor DBS in place</li> </ul>	✓	<p>Ensure social distancing followed when meeting contractors and any other interactions e.g. checking work, signing off Permits to Work etc.</p>	Low
Site Management staff absence	<ul style="list-style-type: none"> <li>Multiple key holders in place - remind key holders that they may be called upon</li> <li>Likely to be limited to Fire, Water and Lighting - ensure at least one other staff</li> </ul>	✓	<p>Ensure list of key holders held by all SLT</p>	Low

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	member can do these tasks. ● Cleaners on standby to be called in.			
<b>Are there any other foreseeable hazards associated with dealing with bodily fluids</b>	<u>List any additional control measures:</u> <ul style="list-style-type: none"> <li>● Wear PPE provided</li> <li>● Use bags for disposal and waste bins provided</li> <li>● Use of medical room</li> <li>● 2 staff to ensure minimum contact and full supervision when changing children</li> <li>● Room cleaned after use</li> </ul>	✓	All staff briefed on arrangements for disposing of bodily fluids <a href="https://www.hse.gov.uk/pubns/guidance/oce23.pdf">https://www.hse.gov.uk/pubns/guidance/oce23.pdf</a>	

**Reference Documents**

COVID-19 Guidance for Schools and Other Educational Settings

<https://www.gov.uk/government/collections/CV19-covid-19-guidance-for-schools-and-other-educational-settings>

COVID-19 Guidance on Social Distancing

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

COVID-19 Guidance on Staying at Home

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

COVID-19 Guidance for First Responders. NB this guidance gives advice, which is applicable to First Aiders

<https://www.gov.uk/government/publications/novel-CV19-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

- GAT Health and Safety Hub
  - GI Sheet No 51 Procedure for dealing with and disposal of Bodily Fluids
  - GI Sheet No 53 COVID-19
  - GI Sheet No 13 Slips and Trips
  - GI 74 Finger Traps
  - Risk Assessments
    - RA 13.1 Slips, Trips and Falls
    - RA Cleaning
    - RA Classroom Activities in Primary Schools
  - Safe Systems of Work
    - SSW 51.1 Dealing with Bodily Fluids
    - SSW 11.1 PPE – Using Gloves
    - SSW 13.1 Wet Dry Mopping

<b>ASSESSED BY (Print name)</b>	<b>SIGNED</b>	<b>DATE</b>
<b>LINE MANAGER</b>	<b>SIGNED</b>	<b>REVIEW DATE</b>
<b>Reviewed by</b>	<b>SIGNED</b>	<b>Review date</b>

