

**The Education Alliance**

**Workplace Risk Assessment – Covid 19 – September 2021**

This guidance has been developed using [\[Schools COVID-19 operational guidance, July 21\]](#). The aim of the risk assessment is to minimise risks through **student/student, staff/staff transmission** in addition to **student/staff transmission** for staff through ensuring good hygiene for everyone, maintaining appropriate cleaning routines, keeping spaces well ventilated, following guidance on testing, self-isolation and dealing with positive cases of Covid-19. This risk assessment is an evolving document and will be regularly reviewed by the employee and their line manager as workplace practices develop. The initial risk assessment will be verified by the Trust Director of Operations with any adaptations documented following consultation by the line manager with appropriate staff members and confirmed by site/premises manager, headteacher and ultimately the CEO of the Education Alliance. As part of the risk assessment process all staff members within each cohort are consulted on potential risks and mitigations as well as consultation with trade unions.

School/Base	Driffield School and 6 <sup>th</sup> Form/Malet Lambert/South Hunsley School and 6 <sup>th</sup> Form College/The Snaith School Hunsley Primary/North Cave C of E Primary /Teacher Development Centre		
Area	Workplace risk assessment – to include working practices inside of and outside of classrooms (including individual and shared work areas), interactions with others (including other staff, students, parents and other visiting adults associated with school business), breaks (including food and drinks) and toilets. Individual risk assessments will continue to be reviewed where staff/students are identified as more vulnerable.		
Staff cohort	<b><u>Teaching Teams</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Classroom Teachers</li> <li><input type="checkbox"/> Classroom Teacher (practical subjects; Art, D&amp;T, Drama, Food, Music, PE, Science)</li> <li><input type="checkbox"/> Subject Leaders</li> <li><input type="checkbox"/> Pastoral</li> <li><input type="checkbox"/> Senior Leaders</li> <li><input type="checkbox"/> Trust Leaders</li> </ul>	<b><u>Associate Teams</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Teaching Assistants</li> <li><input type="checkbox"/> Cover Supervisors</li> <li><input type="checkbox"/> Pastoral Support</li> <li><input type="checkbox"/> Technicians</li> <li><input type="checkbox"/> Library</li> <li><input type="checkbox"/> Site/Premises</li> <li><input type="checkbox"/> Cleaning (if not included in site/premises)</li> <li><input type="checkbox"/> Administration/Corporate Services</li> <li><input type="checkbox"/> Front of House</li> <li><input type="checkbox"/> HR</li> <li><input type="checkbox"/> Finance</li> <li><input type="checkbox"/> Exams and Data</li> <li><input type="checkbox"/> Catering staff/lunchtime supervisors</li> </ul>	<b><u>Visitors</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Agency Workers</li> <li><input type="checkbox"/> Contractors</li> <li><input type="checkbox"/> Third Party Agencies</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>
Conducted by			
Likely places of work	<b><u>Work Areas</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Classrooms</li> <li><input type="checkbox"/> Own classroom</li> <li><input type="checkbox"/> Multiple/shared classrooms</li> <li><input type="checkbox"/> Duty points</li> <li><input type="checkbox"/> Prep room areas</li> <li><input type="checkbox"/> Shared office (hot desk)</li> <li><input type="checkbox"/> Shared office (own desk)</li> <li><input type="checkbox"/> Own office</li> <li><input type="checkbox"/> Front of house/reception</li> <li><input type="checkbox"/> Kitchen</li> <li><input type="checkbox"/> Canteen (eating areas)</li> <li><input type="checkbox"/> Cross-site teaching/role</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>	<b><u>Shared Facilities</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Toilets</li> <li><input type="checkbox"/> Staff rooms – use of shared kitchen equipment, seating, tables.</li> <li><input type="checkbox"/> Canteen (student/staff eating areas)</li> <li><input type="checkbox"/> Work rooms (possible use of photocopier/printer)</li> <li><input type="checkbox"/> Meeting Rooms</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>	

Significant HAZARDS Likely places/ways that people could be seriously harmed	Description	Impact	Probability	Total	Risk Score	CONTROL MEASURES and PRECAUTIONS	Residual Impact	Residual Probability	Total	Residual risk score	Risk Reduction
<b>Outbreak of Covid 19 caused by transmission of virus through a member of staff/student who is infected with Covid-19</b>	Staff, student or visitor carrying Covid 19 transmits the virus while in school to others and this leads to a number of cases	3	4	12	High	<p><b>Ensure good hygiene for everyone:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All staff and students (via parents/carers) and visitors to school are made aware of Covid-19 symptoms and processes for testing.</li> <li><input type="checkbox"/> School systems are in place to ensure that a staff member or student displaying symptoms can be isolated in identified area within the school day prior to going home as soon as possible (including PPE)</li> <li><input type="checkbox"/> If a person becomes unwell with symptoms of coronavirus (COVID-19) whilst at school and needs direct personal care until they can return home PPE will be worn by the member of staff (fluid-resistant surgical face mask if 2 metres cannot be maintained) and if contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn. Face visors are available if there is a risk of contact with eyes (vomiting, spitting, sneezing or coughing in face).</li> </ul> <p><b>Maintain appropriate cleaning regimes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enhanced cleaning measure in all first aid areas and Covid-19 specific cleaning in place if case is confirmed.</li> </ul> <p><b>Keep occupied spaces well ventilated:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Doors/windows to remain open where practical and air conditioning units utilised (within regulations).</li> </ul> <p><b>Follow public health guidance on testing, self-isolation and managing confirmed cases of COVID-19:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clear absence systems and procedures for all staff/students, including specific reporting for those displaying symptoms.</li> <li><input type="checkbox"/> Contingencies are in place (including IT) to enable staff and students who need to and can work from home due self-isolation can.</li> <li><input type="checkbox"/> Any member of staff or child displaying symptoms will be isolated within nominated area of the school until collected/goes home and remain at home until tested.</li> <li><input type="checkbox"/> Single point of contact will liaise with PHE/test and trace should a confirmed case be identified, and the school be required to support tracing in exceptional cases.</li> <li><input type="checkbox"/> Records of meetings, visitors, and daily routines (for example staff/student timetables) maintained and deviations from these noted (for example a TA being re-deployed to support another student/group). Seating plans will be maintained.</li> <li><input type="checkbox"/> 2 rapid tests for consenting students, returning to school in Sept 2021, to identify unknown, asymptomatic cases. Students will subsequently be offered twice weekly home testing kits (distributed and maintained by the school) (secondary only)</li> <li><input type="checkbox"/> Twice weekly home rapid tests for consenting school staff will be distributed and maintained by the school. (Primary and secondary)</li> <li><input type="checkbox"/> A small testing facility will remain on site for staff/students who are unable to, but wish to consent to rapid testing (secondary only)</li> <li><input type="checkbox"/> First aid data records all incidents of Covid symptoms and incidents.</li> </ul> <p><b>*The school will respond to possible outbreaks using the outbreak management plan taking guidance local health protection teams and/or central government if a local area is a particular area of concern. This includes guidance on temporary reintroduction of bubbles and face coverings if this is advised. See risk reductions.</b></p>	3	2	6	MEDIUM	<p><b>*Outbreak management plan –</b> Temporary re-introduction of temporary ‘bubbles’ based on local guidance.</p> <p><b>Outbreak management plan –</b> Temporary re-introduction of advisory face coverings to be worn in communal areas or classrooms based on local guidance.</p>

<b>School/ home and home/ school transmission</b>	The risk of a student, staff member or visitor bringing the infection into school/or home through belongings, equipment, books or resources.	3	4	12	High	<p><b>Ensure good hygiene for everyone:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All staff/students will have access to frequent handwashing/sanitising facilities upon entering and leaving site and communal areas (including shared work areas, and classrooms therefore limiting the likelihood of transmission whilst using these areas and resources contained within them)</li> <li><input type="checkbox"/> If staff or students <i>choose</i> to wear a face covering on transport or during the school day, they should be stored in a sealed plastic bag when not in use due to the risk of transmission to and from the face covering. This should be laundered daily if it is a re-usable face covering or disposed of, at home, if it is a disposable.</li> </ul> <p><b>Maintain appropriate cleaning regimes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enhanced daytime cleaning measures during the day, covering high traffic and high touch areas, including classrooms; communal areas; eating areas; toilets; handrails, door handles etc. and therefore limiting the likelihood of transmission from these areas.</li> </ul> <p><b>Follow public health guidance on testing, self-isolation and managing confirmed cases of COVID-19:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> School systems are in place to ensure that any staff member or student displaying symptoms or any person who tests positive are not in school and follow current guidance on close contacts.</li> </ul>	3	2	6	MEDIUM	
<b>Touch transmission of the virus within site/building.</b>	The risk of transmitting the infection due to high contact area's being frequently touched	3	4	12	High	<p><b>Ensure good hygiene for everyone:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All classrooms, meeting rooms and shared areas to be fitted with sanitising dispensers to ensure regular hand cleaning. Staff and students will sanitise hands upon entry and leaving classrooms/work areas and within communal areas therefore reducing the likelihood of transmission.</li> <li><input type="checkbox"/> High use shared equipment (such as photocopiers/printers) to have sanitising products located nearby.</li> <li><input type="checkbox"/> Signage to remind all members of staff and students of handwashing/sanitising protocols for high touch items.</li> </ul> <p><b>Maintain appropriate cleaning regimes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enhanced daytime cleaning measures throughout site to include high traffic areas, classrooms, communal areas and toilets. All high touch items (door handles/door plates etc. will be cleaned regularly throughout the day).</li> <li><input type="checkbox"/> Sanitising spray and disposable cloths within all classrooms and work areas for cleaning if required (for example after coughs and sneezes).</li> <li><input type="checkbox"/> High use items within classrooms identified and increased cleaning measures in place.</li> </ul> <p><b>Keep occupied spaces well ventilated:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Doors/windows to remain open where practical and air conditioning units utilised (within regulations).</li> </ul>	3	2	6	MEDIUM	
<b>Transmission of virus through short interactions linked to daily school routines</b>	The risk of transmitting the infection through conversations/short meetings/ad hoc discussions etc. between students and adults.	3	4	12	High	<p><b>Ensure good hygiene for everyone:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All staff/students will have access to frequent handwashing/sanitising facilities upon entering and leaving site, communal areas (including shared work areas, and classrooms).</li> </ul> <p><b>Maintain appropriate cleaning regimes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enhanced daytime cleaning measures throughout site to include high traffic areas, classrooms, communal areas and toilets. All high touch items (door handles/door plates etc.) will be cleaned regularly throughout the day to reduce the likelihood of transmission during school routines and ad hoc interactions.</li> <li><input type="checkbox"/> Meeting rooms (when used) should be pre-booked (when at all possible) to allow sufficient time for the meeting lead to clean desks etc. before and after use.</li> </ul>	3	2	6	MEDIUM	
<b>Transmission of virus within curriculum, classrooms, and shared departmental teaching areas</b>	The risk of transmitting the infection during movement around the site and through interactions	3	4	12	High	<p><b>Ensure good hygiene for everyone:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All classrooms and shared areas to be fitted with sanitising dispensers to ensure regular hand cleaning on entering and exiting classrooms (including for breaks, lunchtimes and toilet visits) and after handling any shared equipment. Sanitising station are fitted outside lessons where naked flames may be used (e.g. science, practical food rooms).</li> <li><input type="checkbox"/> All classrooms/communal areas are supplied with tissues and lidded bins and signage promoting 'catch it, bin, kill it' approach.</li> <li><input type="checkbox"/> Staff to ensure they explicitly teach and model hygiene routines.</li> </ul>	3	2	6	MEDIUM	

	with staff/students and high use items/areas.					<input type="checkbox"/> Doors/windows to remain open where practical and air conditioning units utilised (within regulations). <input type="checkbox"/> Signage to remind everyone of hygiene, additional cleaning and social distancing measures throughout site. <b>Maintain appropriate cleaning regimes:</b> <input type="checkbox"/> Sanitising spray and disposable cloths within all classrooms and work areas. All staff aware of handwashing/sanitising routines. <input type="checkbox"/> Classroom desks will be sanitised and wiped after each lesson where practicable (01.10.21) <input type="checkbox"/> Regular cleaning of high use areas (door handles, door plates etc.) by daytime cleaners. <input type="checkbox"/> Staff should regularly clean high use items such as keyboards/mice/telephones within own workspace (wipes provided). <b>Keep occupied spaces well ventilated:</b> <input type="checkbox"/> Doors/windows to remain open where practical and air conditioning units utilised (within regulations).					
<b>Transmission of virus within shared offices and shared work areas</b>	The risk of transmitting the infection between staff members who share the same workspace	2	4	8	Medium	<b>Ensure good hygiene for everyone:</b> <input type="checkbox"/> All shared areas to be fitted with sanitising dispensers to ensure regular hand cleaning. <input type="checkbox"/> Signage to remind all members of staff of hygiene, additional cleaning throughout site. <input type="checkbox"/> Doors and windows to remain open where possible. <b>Maintain appropriate cleaning regimes:</b> <input type="checkbox"/> Sanitising spray and disposable cloths within all offices/work areas. All staff made aware of handwashing/sanitising routines. <input type="checkbox"/> Staff should regularly clean high use items such as keyboards/mice/telephones within own workspace (wipes provided). <b>Keep occupied spaces well ventilated:</b> <input type="checkbox"/> Doors/windows to remain open where practical and air conditioning units utilised (within regulations). <input type="checkbox"/> Re-introduction of capacity limits in shared areas identified as at risk of overcrowding (01.10.21)	2	3	6	MEDIUM	
<b>Transmission of virus via communal and shared catering facilities</b>	The risk of transmitting the infection through shared use of catering facilities and for staff catering equipment within staff rooms such as microwaves, refrigerators, kettles, coffee machines, cutlery, crockery etc	3	4	12	High	<b>Ensure good hygiene for everyone:</b> <ul style="list-style-type: none"> <li>All catering/communal areas to be fitted with sanitising dispensers to ensure regular hand cleaning. Staff and students will sanitise hands upon and exit from dining facilities.</li> <li>Doors and windows to remain open where possible and air conditioning units utilised (within regulations).</li> </ul> <b>Maintain appropriate cleaning regimes:</b> <ul style="list-style-type: none"> <li>Dining tables will be cleaned and sanitised at the end of a sitting.</li> <li>Increased cleaning routines of high touch areas within dining areas, for example tray runners, trays, touch payment facilities and dining tables.</li> <li>Sanitising spray and disposable cloths within all communal staff areas. All staff informed of handwashing/sanitising routines.</li> </ul> <b>Keep occupied spaces well ventilated:</b> <ul style="list-style-type: none"> <li>Doors/windows to remain open where practical and air conditioning units utilised (within regulations).</li> </ul>	3	2	6	MEDIUM	
<b>Duty points</b>	The risk of transmitting the infection whilst undertaking staff duties at break and lunch times	2	3	6	Medium	<b>Ensure good hygiene for everyone:</b> <input type="checkbox"/> Duty staff at breaks/lunches will remind students of hand cleaning upon entry to/leaving communal areas and do this themselves. <b>Maintain appropriate cleaning regimes:</b> <input type="checkbox"/> Enhanced cleaning of catering/communal areas and high touch items. <input type="checkbox"/> Shared staff radios should be sanitised using sanitising wipes before and after use.	2	2	4	LOW	

<b>Transmission of virus through shared toilets and amenities</b>	The risk of transmitting the infection through shared use of amenities such as toilet and or changing facilities	3	4	12	High	<p><b>Ensure good hygiene for everyone:</b></p> <ul style="list-style-type: none"> <li>• Soap dispensers regularly filled in all toilets and handwashing posters displayed.</li> <li>□ Handwashing facilities and reminders in toilets and changing areas.</li> </ul> <p><b>Enhanced cleaning arrangements:</b></p> <ul style="list-style-type: none"> <li>• Increase cleaning routines, with increased focus on toilets and high touch areas within toilets (door handles and door plates, locks, flush and taps).</li> </ul> <p><b>Keep occupied spaces well ventilated:</b></p> <ul style="list-style-type: none"> <li>• Doors/windows to remain open where practical and air conditioning units utilised (within regulations).</li> </ul>	3	2	6	MEDIUM
<b>Areas with limited ventilation are identified through CO2 monitoring.</b>	Higher risk of transmission due to limited ventilation.	3	4	12	High	<p><b>Keep occupied spaces well ventilated:</b></p> <ul style="list-style-type: none"> <li>• Individual risk assessment of use of classroom/work area and usage. Consideration of alternative accommodation.</li> <li>• If area is used for limited time (for example a dark room) additional mitigations may include limiting numbers and use of face coverings whilst working in this area.</li> <li>• For areas which are occupied for prolonged amounts of time additional mitigations may include: addition of HEPA filter; assessing the usage of the area and if there are alternative accommodation; reduction in the number of staff/students using the area.</li> </ul>	3	2	6	MEDIUM

Impact	<p>1 - Interruption less than one day &amp; critical systems subject to minor incidents / Little damage to assets / Unable to deliver 0 - 5% of the Trust agreed strategic targets / Local media unsubstantiated article/Health &amp; Safety impact could result in minor personal injury</p> <p>2 - Interruption less than one week &amp; critical systems subject to a series of incidents/Minor loss of assets/Unable to deliver 5 - 25% of the Trust agreed strategic targets/Local media campaign/ Board intervention / Health &amp; Safety impact could result in minor injuries or short term illness</p> <p>3 - Interruption less than one month &amp; critical systems unavailable for longer than one day / Significant loss of assets/Unable to deliver 25 - 50% of the Trust agreed strategic targets/Short Term national media campaign / EFA intervention / Health &amp; Safety impact could result in extensive injuries or long term illness</p> <p>4 - Interruption greater than one month &amp; critical systems unavailable for longer than one day/Complete loss of assets/Unable to deliver more than 50% of the Trust agreed strategic targets/ Prolonged national media campaign /EFA intervention / Health &amp; Safety impact could result in multiple loss of life or severe permanent disabilities</p>
Probability	<p>1 - Highly Unlikely - May occur in exceptional circumstances / Surprising it happens within 3 years / No or very limited experience of similar failure</p> <p>2 - Unlikely - Event might occur at some point in time / Unlikely to happen in next 2 years / History of casual occurrences / Measures to reduce likelihood taken but not fully effective</p> <p>3 - Probable - Strong possibility risk will occur / Could happen in next 12 months / History of frequent occurrences / None or few measures to reduce likelihood can or have been taken</p> <p>4 - Highly likely - Event likely to occur in most circumstances / Likely to happen in next 12 months / History of regular occurrences / If new event likelihood of occurrence almost inevitable</p>

Impact	Probability	Risk
1 or 2	1 or 2	Low
1 or 2	>2	Moderate ( H ) - Housekeeping issues
>2	1 or 2	Moderate ( C ) - Contingency planning
>2	>2	High

Updates and review (Date)	Review/Outcomes	Actions
01.10.21	Some high use staff work areas identified as at risk of overcrowding. To minimise interactions in these locations maximum occupancy may be re-introduced in some areas.	Re-introduction of capacity limits in shared areas identified as at risk of overcrowding (01.10.21)
01.10.21	Re-introduction of enhanced cleaning of desks between classes where practicable.	Classroom desks will be sanitised and wiped after each lesson where practicable (01.10.21)

