

Risk Assessment – Covid-19 (Autumn Term Reopening)		Reviewed: 20.07.20	Academy Name: Walthamstow Primary Academy
Responsible Person	James Hucknall		
Other Persons Involved	Rohan Dhillon, Admin/Welfare Team and Premises Team		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Academics (2 July) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (2 July) • DfE - Protective measures for out-of-academy settings during the coronavirus (COVID-19) outbreak (1 July) • DfE - Coronavirus (COVID-19): guidance on isolation for residential educational settings (27 May) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (24 June) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance. • NHS - Test and Trace – How it works (11 June) 		

Details	
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of academies in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the academy</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend academy 2) Clean hands thoroughly more often than usual 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) Minimise contact between individuals and maintain social distancing wherever possible 6) Where necessary, wear appropriate personal protective equipment (PPE) 7) Engage with the NHS Test and Trace process 8) Manage confirmed cases of coronavirus (COVID-19) amongst the academy community 9) Contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> • Numbers 1 to 4 are in place in all the time. • Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the academy. Details of which are included in this risk assessment. • Number 6 applies only in specific circumstances. • Numbers 7 to 9 are followed in every case where they are relevant. 	<p>Are Control Measures (Y, N, N/A)?</p>

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • The relaxation of the shielding guidance will mean people who are clinically extremely vulnerable will be advised they can go to work, as long as they are able to maintain social distancing as much as possible and their workplace is COVID-19 Secure. This does not apply to staff who have an updated shielding letter. • Health screening of employees carried out weekly (are you unwell/is anyone in your household unwell/records of any staff awaiting test) with records held on employee file. (JH to manage process) • Any staff member with symptoms of COVID-19 is sent home to self-isolate and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. • SLT member timetabled to be out of class at all times, in the event of a member of staff being sent home with symptoms of C-19 • All staff advised of the procedure in academy if a member of staff becomes unwell. • Any staff member who displays signs of being unwell immediately refers themselves to SLT (whilst adhering to 2m distance) and is sent home • To support the testing process, the academy have been provided with a supply of home testing kits • If the test is positive: <ul style="list-style-type: none"> ○ The staff member remains off for the remainder of the 2-week period from the onset of symptoms and after that they can return. Staff may return if a cough or anosmia persist beyond this time. ○ The staff member must engage with the NHS Test and Trace programme. ○ The staff member must notify the academy immediately. ○ The academy contact their local Health Protection Team for advice on any further action required in academy. ○ The academy will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure. ○ SLT to contact any pupils or staff from the 'bubble' for 2 weeks isolation. • If the test is returned negative the staff member can return to academy when they feel well enough to do so. • Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to academy if they do not have any COVID-19 related symptoms. 	Y	Y
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of Covid-19 should not attend academy for 14 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the academy immediately if a positive result is obtained. 	Y	Y

		<ul style="list-style-type: none"> • Pupils with suspected symptoms of Covid-19 to be isolated on site inside Medical Room closed on plastic chair (to be wiped immediately afterwards), at which time adult will be called to come and collect them • SLT member to wait outside office • Pupils displaying symptoms of C19 do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult. • If a pupil needs to use the bathroom, they should use the toilet facility in the Medical Room, which will be cleaned after use. No Entry/Restricted Entry sign should be placed on the outside door until deep cleaning has taken place - Admin Team to inform onsite cleaner. Admin Team to warn cleaning staff of the incident/ need for protective measures when cleaning • The supervising member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Staff and pupils who were with the affected party should wash their hands but do not need to go home unless symptomatic. • PPE, i.e. face masks, face shields, gloves, and apron and waste disposal bags are available and required for handling suspected cases. These will be located in First Aid kits in each Bubble's room, and also in the Main Office/First Aid & Welfare Room. Use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell • All staff are informed of the procedure relating to a pupil becoming unwell in the academy • To support the testing process, government/DfE have informed a plan to provide home testing kits to educational settings. Staff and pupils advised to book a test if tests not available in the academy • Where a positive result is obtained, the academy will contact the local Health Protection Team for advice on any further action required. • A negative result means the pupil can return to academy. The family must provide evidence to the academy of this via email • Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to academy if they do not have any COVID-19 related symptoms. • If a staff member's child is sent home from their educational setting due to a pupil within their bubble having symptoms, that staff member must inform SLT and seek a test. They may return earlier than the self-isolation period if a test comes back negative. • Any pupil living in the same household as someone with symptoms of Covid-19 should not attend, in line with government guidance on self-isolation. 		
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		Visitors contracting COVID-19	<ul style="list-style-type: none"> All site visitors carefully managed, and identification details recorded and held for 21 days to support the Test and Trace process if called upon. Details of local procedures communicated to all visitors before they come to site. Parents advised to drop pupil off alone, i.e. not to come with partners or family Contractors attending have been notified that the academy is operational, and their access requirements reviewed on a case by case basis. All contractors/visitors to sanitise hands on entry to the academy site – directed by premises and Admin Team All deliveries via the Main Entrance Gate must be placed in the decontamination room, as directed by the Admin Team. All deliveries to the Rear Gate must be collected by a member of onsite staff at the playground gate. Delivery drivers not to enter the playground. 	Y	Y
Suspected / confirmed case in academy	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the academy if available and where the academy believe providing a testing kit may increase the likelihood of a test being completed. Pupil to be isolated in Medical Room if awaiting collection, in line with government guidelines. Parent to be called immediately by Admin Team for pupil collection Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. PPE available in the Main Office/First Aid & Welfare Room Admin Team to secure Medical Room and inform cleaning team as soon as pupil has been collected Any waste from isolation room to be placed in COVID waste bags and held for 72 hours and then disposed of Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings 	Y	Y

<p>Infection Control (practices)</p>	<p>Staff, Pupils, Visitors</p>	<p>Operational practices in place to minimise the risk of the spread of infection</p>	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> • Soap and running water or alcohol-based hand sanitiser to be readily available throughout the academy • Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) • Hand sanitizer provided for those who need assistance in cleaning hands • Practices built into academy behaviour culture. • Catch-it, bin-it, kill-it, promoted throughout academy. • Academy has provided extra tissues and sufficient bins to support disposal of waste. • Face coverings in academy not recommended but are required for those >11 yrs using public transport (parents dropping pupils off) • Face shields will be provided to staff, where 1m social distancing from pupils cannot be achieved (these will be wiped by staff daily using medical grade cleaning wipes) • First aid bag available in each classroom, with face mask, gloves, apron and CV-19 waste bag 	<p>Y</p>	<p>Y</p>
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			<p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> • Pupils to be in class bubbles indoors, year group bubbles outdoors (class bubbled wherever possible) • Keep groups apart as much as is practically possible. • Older pupils encouraged to keep distance in their groups - 1m suggested if possible • Mixing in wider groups for lunches, breaks and clubs is permitted where necessary • No expectation that young pupil's distance within their groups. • Siblings can be in different groups. • All staff can operate across multiple classes and year groups but should practise distancing, and 1m where possible with regular and additional handwashing. • To enable the tracing process to work effectively, academies will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between pupil and staff in different groups. Close contact is defined as, <ul style="list-style-type: none"> ○ 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) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person <p><u>PPA and interventions - Adults moving between bubbles</u></p> <ul style="list-style-type: none"> • Adults leading small group interventions (e.g. phonics groups/speech and language) to maintain social distance from the guidance – pupil to bring own equipment (resource packs) • In shared environments/equipment increase cleaning frequencies. • No interventions to take place in small intervention rooms – empty classrooms to be designated per bubble • PPA cover to be limited to two-year groups per day with additional handwashing when moving between classes – this may not always be possible. • PPA and intervention staff to practise distancing where feasible, and where a face shield where 1m social distance cannot be maintained from pupils 			Y	Y
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			<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> ○ Staff remain distanced from pupils, at the front of the class, away from colleagues, and 1m from all parties where possible. A face shield may be worn where distancing is not possible. ○ Classrooms to be set up in rows facing the front with a 1m square space at the door taped on the floor (ensuring that visitors to the class can maintain social distancing). ○ Pupil to sit 2 to a table facing forwards (classroom layout will differ dependent on placement of fixed furniture and number of doors per room (e.g. 2, 3 or 4)) ○ Resource packs to be created for pupil with pencil, glue, rubber etc to limit shared resources ○ Avoid face to face contact and limit time spent within 1m of anyone. ○ Education and care support for those with complex needs to be provided as normal. ○ Regular robust handwashing to be carried out. Signage advocating more frequent handwashing has been installed in various locations around the premises. Class teacher's to regularly remind pupils of this including reminding to not touch their face. ○ Additional use of alcohol hand sanitiser to improve infection control. Hand sanitiser provided in all classroom and at key points throughout the academy ○ Staff to follow C19 risk assessment for use of team teach and contact with vulnerable pupils. Wash hands thoroughly after any contact between adult and pupil ○ Clubs will not - operate until further notice ○ Promote catch-it, kill-it, bin-it – lesson for all pupil saved on shared drive for first day 	Y	Y
			<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> ● Groups to be kept apart where possible. ● Assemblies/workshops, one bubble at a time or via video/Teams link format in classes ● Designated staircases and corridor system in place to minimise movement around the site as much as possible and reduce the risk of bubbles meeting in the corridor ● Clubs will not operate until further notice ● Fire evacuation as normal ● Staggered break and lunch, to minimise mixing of groups with cleaning of dining hall surfaces between groups: 	Y	Y

Class	Time	Lunch	Adults	Play times	Playground Area
Reception	11:50 – 12:05	Dining Room	Jazmin	12:05-12:50	Reception outside area
Cleaning 12:05-12:15 (Maria)					
Year 1	12:15 – 12:30	Dining Room	Huma/Agency	12:30-13:15	Back playground
Cleaning 12:30-12:40 (Maria)					
Year 2	12:40- 12:55	Dining Room	Tina	12:00 -12:40	Cage
Cleaning 12:55-13:05 (Maria)					
Year 3	11:50 – 12:05	Tech Room	Sumbul	12:05-12:50	Main Playground
Cleaning 12:15-12:25					
Year 4	12:15-12:30	Tech Room	Anouchka	12:30 -13:15	Cage
Cleaning 12:40-12:50					
Year 5	12:40-12:55	Tech Room	Raz	12:00-12:40	Back Playgr ound
Cleaning 13:05-13:20					

- In the dining room, marked seats/areas only to be used.
- Staff Room: adults to adhere to 1m social distancing, washing hands immediately on entry
- Regular and thorough handwashing or use of alcohol-based sanitiser to be carried out by all pupils and staff members including:
 - On arrival and before departure
 - Before break/after break
 - Entering a room/leaving a room
 - When groups change areas
 - After using the bathroom
- Toilet breaks, one child at a time. Bubbles to only use their designated toilet where practically possible.

Measures for Arrival and Departure (key principles applied)

- Stagger start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time.

All non-class based SLT to be in playground at these times to guide pupil to classrooms. Premises to monitor academy entry points

Signposting to be on outside fence, and on classroom doors and stairwells. Distancing markers outside gates/office.

Drop off timings:

Y

Y

			<p>Morning Drop Off:</p> <p>EYFS & KS1: 8:45</p> <p>Reception children to enter through Main Entrance and be guided into Reception rooms</p> <p>Years 1-2 enter through Pupil Entrance Gate and guided to classrooms</p> <p>KS2: 9:00</p> <p>Years 3-5 enter through Pupil Entrance Gate and guided to classrooms</p> <p>Communicate arrangements to parents via email for process for drop off and collection to prevent gathering at the academy gates.</p> <ul style="list-style-type: none"> Those arriving wearing face coverings, to safely dispose at first available point (covered bin) and wash hands before going to class (note point 2 on the system of control 'Clean hands more often than usual' which accepts alcohol based hand sanitiser as a suitable substitute for soap and water. 		
			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> Specific assessment for those with SEND needs as required for pupils Supply/peripatetic teachers can move between academies/bubbles but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal. Local processes to explained to contractors before arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as academies may be required to trace persons if required to by PHE). Equipment – <ul style="list-style-type: none"> Personal items, e.g. pens and pencils to remain individual Classroom resources – can be used freely within the bubble/group, but subject to additional cleaning Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). 	Y	Y

			<ul style="list-style-type: none"> ○ Outdoor play equipment cleaned 2x week ○ Pupils should not bring equipment to the academy (clean water bottle allowed) ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. ○ All classrooms to be supplied with bins that have lids, to reduce the risk of transmission. 		
			<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> ● Promote walking/cycling to academy ● Staff to avoid using public transport where possible. If public transport must be used, follow guidance by: <ul style="list-style-type: none"> keeping 1 metre+ apart from others wherever possible wearing a face covering using contactless payment avoiding rush hour travel, where feasible washing or sanitising hands as soon as possible before and after travel following advice from staff and being considerate to others 	Y	Y
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> ● Any unnecessary furniture removed to aid distancing between groups ● Guided system implemented in corridors and on stairwells, signage on walls ● Signage visible outside staff room and other areas where adult may congregate. ● Printer to be used by one member of staff at a time, visible signage and hand sanitiser available ● HVAC system switched to fresh air mode, or increased air flow with more fresh air brought in ● Lift access restricted to key staff – managed via access control permissions ● Windows opened where possible, where temperature allows it, and without creating undue risks. ● Non-fire doors propped open to remove need for hand contact ● Outdoor play equipment closed until further notice (fixed equipment only) ● Removal of soft furnishings and soft toys or toys that are hard to clean in EYFS e.g. teddies, dressing up box ● Where multiple staff have to occupy a single office and 1m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back ○ Install screens between workstations ○ Developing a rota so that staff don't have to work together ● Complete and display the <i>Covid-19 Secure in 2020</i> poster 	Y	Y
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or academy may be anxious, worried or stressed	<ul style="list-style-type: none"> ● Involve the workforce in the development of this risk assessment and control measures: JH to hold staff meeting to share new risk assessment and answer any questions ● Communicate this risk assessment and its findings to staff via email 	Y	Y

			<ul style="list-style-type: none"> • Share RA on academy website • Feed the determined approach into the communication strategy. • Staff have access to Group's occupational health and counselling service • Publish the findings of this risk assessment on the academy website. • Emailed risk assessment to all staff, share again at September INSET • Teams meeting arranged for staff to ask/answer any questions around risk assessment and September opening • Guidance on wellbeing provided to all staff via email – dedicated wellbeing section - RD • Guidance provided to line managers on supporting their teams and reasonable expectations during this period. • Line managers to maintain regular 'check in' with their managed staff 		
Cleaning	Staff, Pupils, Visitors	<i>General hygiene to interrupt transmission from contact surfaces</i>	<ul style="list-style-type: none"> • Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. • Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. • Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Additional cleaning to be undertaken in EYFS each lunchtime • All other classrooms to have a deep clean of chairs, tables, carpets etc, after pupils have left building • All classrooms have access to running water and soap. Alcohol hand sanitiser also provided • Each class will have disinfectant wipes available, in the event of a child sneezing on furniture or equipment. • PE equipment to be cleaned between usage of different classes 	Y	Y
Delivery of 'higher risk' subjects	Staff, Pupils	Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection Educational visits	<ul style="list-style-type: none"> • Subject leads to review their risk assessments for the planned activities and update accordingly. • Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). • Pupils advised not to play contact games at breaktime or lunchtime. Ball games and equipment to be limited to class bubbles. Athletics activities, solo playground games using playground markings such as hopscotch to be encouraged. • Only PE activities that allow for social distancing are to be timetabled • Domestic, non-residential educational visits are permitted. Academies to refer to OEAP National Guidance when planning. 	Y	Y
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other	<ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with pupil's needs • Gloves and aprons to be available in EYFS classrooms for ease of access, when/if needed • Nappies/soiled items to be disposed of as normal in nappy bin provided 	Y	Y

		thereby increasing the risk of infection	<ul style="list-style-type: none"> Staff to follow specific intimate care procedures as policy Any soiled clothes are put into a plastic bag (double bagged) and sent home Additional provision to support pupils with SEND put in place (highlighting changes to classrooms/arrangements/use of PPE, for example) and shared with parents and pupils prior to pupils returning to academy - as required 		
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness. Persons violate local rules	<ul style="list-style-type: none"> Staff will be trained in the new/temporary arrangements upon the return to academy in September Pupils will be trained in the new/temporary arrangements first morning back and continually throughout each week by class teacher and reminded by all academy staff Compliance with this risk assessment and associated procedures will be monitored weekly by SLT and premises team e.g. checklists, observations, interviews, audits etc. Pupil failing to follow rules- first instance: consequence phone call made home to parent, second instance: consequence and meeting with parent, third instance: internal/fixed term exclusion Staff failing to follow rules- verbal warning from line manager > meeting with SLT > formal warning, meet with HR 	Y	Y
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the academy's Principal Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) Premises to be made aware of procedures in relation to replenishment of resources (i.e.. sanitiser bottles, additional hand sanitiser, wipes, tissues, etc) and these to be followed JH/RD to meet weekly with the site/facilities/business manager to review any premises compliance items that are becoming a concern 	Y	Y
The academy lapses in following national/group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the academy and wider community	<ul style="list-style-type: none"> Posters are displayed at the entrance to the academy, around academy and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in academy (e.g. washing hands before entering and leaving academy) Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes to be included in Jon Cole's Heads Bulletins. Principal to ensure that all relevant guidance is followed and communicated to all staff, parents and pupils Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly Information on the academy website is updated. Parent tab has dedicated menu item for information relevant to parents. Parents/Pupils updated via classrooms/email/parent text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents through Arbor and staff by email 	Y	Y

Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> • Extra-curricular provision subject to specific risk assessment developed with reference to DFE Guidance on Protective measures for out-of-academy settings during the coronavirus (COVID-19) outbreak • Fire risk assessment reviewed • Fire safety procedures amended to support COVID-19 arrangements, see fire evac policy • Staff training scheduled monitored and any slippage identified, see CPD schedule • Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. 	Y	Y
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Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	James Hucknall	Date:	22.7.20	Date of next review:	09.09.2020
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Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the public, volunteers and others who could be affected.

What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.