

RISK ASSESSMENT

Educational Setting	Rise Academy
Activity / Task	COVID-19 Risk Management Assessment
Completed by & Date	PMW 08/03/21
Review Date	Term 3 (Spring Term)

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Social Distancing in school	<p>Exposure to virus through coughing, sneezing, physical contact</p> <p>The risk of spreading the virus is greater if social distancing of 2m is not maintained</p>	<ul style="list-style-type: none"> Rise has reviewed the total space available for teaching activities beyond classrooms. Classrooms have been accessed to give a capacity for each room most teaching spaces have been assessed at 6 pupils and 1 teacher, allowing a minimum of 1m² per person. Ensure that fire exit routes are not compromised. All rooms have a capacity sign on the door Class furniture has been moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Desks are 2m apart or when they cannot be student places are spaced to allow adequate distancing Secure any rooms / facilities not required and / or not in use - clean and "mothball" any areas identified as not 	<p>Rise branded poster at each entry point. Admin staff briefed in how to manage visitors (Protocol devised for managing visitors see appendix 2)</p> <p>Most meetings to be held remotely via Teams – those requiring to be in school are managed using strict process (see Rise Room Hygiene Protocol/visitors protocol)</p> <p>Following the government announcement staff have been given the opportunity to work from home between non-core hours from 08.00-08.30 and afterschool from 15.30 reducing unnecessary contact time with colleagues and allowing staff to feel safe, secure</p>	<p>PMW</p> <p>One way signs and maximum number of people in a room</p> <p>PMW</p>	<p>28/5/2020</p> <p>All sites complete – PMW checked all sites for compliance</p> <p>Return to school letter sent 02/09/20</p>	<p>All sites complete end Aug 2020</p>

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		<p>being needed for extended periods of time. This will reduce potential contamination.</p> <ul style="list-style-type: none"> • All rooms that have been mothballed are reopened using the Trust RA 'reopening the workplace checklist' • Visitors are expected to wash hands on entry and follow the one way system. • All meetings to be held in 2m distances in meeting rooms • Distance measures on all outside routes into school. • Meetings only by invitation • Floor marking required to indicate two metres from front door to teaching areas. All sites have floor marking visible. (Complete for all sites reopening in Sept) • Signs on walls to indicate where only person can be in eg toilet corridor, main entrance, staff room doorway, office entrance. • Letters sent to parents about requirement for their child to adhere to social distancing in school. (see appendix 1) • Meeting room changed to larger room to allow for adequate social distancing – main meeting room in Rise Above 		KCO/JRO/P MW	All sites prepared for September reopening using Trust RA guidance documents	03/0 9/20
Cleaning		<ul style="list-style-type: none"> • More frequent cleaning procedures in place across the site, particularly in 	If you have been informed that someone has tested positive with covid-19 then any area/room they			

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Access/Egress of school building		<ul style="list-style-type: none"> • One way system through the social area. • Where possible, access can be propped open to reduce the need for touch (fire protection measures must be adhered to). • Wipes and sanitiser available at entrance points – key times (breaks, lunch start of the day to be staffed to remind students) • Increased cleaning of handles and touch plates. • Allocated drop off and collection times – letter to parents • Signs on the floor to mark one way system and in social areas 	<ul style="list-style-type: none"> • Provide relevant guidance to parents on drop off and pick up arrangements. • Provide guidance to parents about ensuring their child adheres to social distancing in school • Letter sent Sept 2020 – published on website 	VHO/ PMW	Sept 2020	In place
First Aid		<ul style="list-style-type: none"> • Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. • Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. 	<ul style="list-style-type: none"> • The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus: <ul style="list-style-type: none"> ○ First Aid at Work ○ Emergency First Aid at Work ○ Paediatric First Aid ○ Emergency Paediatric First Aid <p>First Aid – revresher arranged for January PD days - - trainers coming into school to deliver rather than staff going out</p>	JRO/KCO/P MW	Sept/2020	Nov 2020 planned

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		<ul style="list-style-type: none"> Review of the First Aid policy to include consideration of the risk of infection of covid-19. Each site to allocate a Covid response room and process (see Rise Covid 19 response doc appendix 3) – this process should be followed on each site – allowing sites to remain as bubbles. 	<p>NGI to amend First Aid Policy</p> <p>Safe room changed to unused middle classroom at Cleveland street to reduce number of people needing access to the original space.</p>	PMW/LGO	<p>Training Jan 2020</p> <p>Nov 2020</p>	
Waste		<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. School cleaning contractors notified 		Sept 2020	
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger and reduce breaks/lunchtimes to achieve the social distancing. Meals are being delivered into classrooms at the beginning of lunch. Students across all sites are eating in classrooms to avoid overcrowding in small dining facilities. 	<p>Cohorts change at unstructured times – Children encouraged to spend breaks and lunch outdoors – use of the new MUGA</p> <p>Students discouraged from going to the shops as not essential</p>	<p>Site Snr</p> <p>All staff</p>	<p>From Sept 2020</p> <p>Ongoing</p>	In place
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group or staff/pupils that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, should have a risk assessment 	Risk assessments to be conducted by line managers and process described in the staff briefing on their return in Sept	Snr Leaders	All SLT Term1	yes

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		completed to identify any suitable control measures that must be in place before returning to work/school.	CEV staff to work remotely during national lockdown – RA conducted for return into Tier 3 Updated CEV guidance – CEV staff to continue to shield as per personal letters – reviewed 01/04/21 – staff to be given	Line managers/ PMW	Dec 2020 Jan 2021 Review April 21	
Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<p>New MUGA is being installed the first two weeks September – all RA's have been submitted. Contractors are self-contained and have their own toilet facilities. Contractor briefing to be given on the commencement of the works</p> <p>Admin operate a track and Trace slip taking personal information so that any tracked infection can be shared with non-Rise staff</p>	PMW/JRO KCO/PMW	03/09/2020 On going	In place
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 		VHO/ PHW		

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Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact Vic Hone. 	Guidance given to staff, parents and children who present as displaying symptoms of COVID 19. Support and direction for testing with be shared and follow up processes in place to ensure track and trace can be implemented across sites. Public Health England, DFE and Trust processes to be strictly adhered to.	PMW/VHO	Sept 2020	
Administrative Staff		<ul style="list-style-type: none"> Admin staff dispersed across all sites to allow for distancing but ensure consistency is maintained for staff, pupils, visitors accessing all four sites. 	Admin briefing – 07/09/2020	PMW/KCO	Sept 2020	
Personal Protective Equipment		<ul style="list-style-type: none"> From second week in September students and staff are encouraged to wear face coverings in all communal areas – visuals to be updated, parents notified directly – a period of two day adjustment before mandatory enforcement from 21/09/2020 Pupils issued with daily disposal masks Staff issued with reusable facial covering Personal Protective Equipment should not be used as an alternative to social 	PPE PowerPoint to be shared with all staff about safe use and disposal (VHO to share)			In place

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		<p>distancing, except where there is no other practical solution.</p> <ul style="list-style-type: none"> • Where close proximity working (school Site Team) is required for activities such as staff/pupil academic feedback and marking, assess the need to issue employees with appropriate Personal Protective Equipment. All staff have issued with personal facial screens • Re-usable PPE (face screens) should be thoroughly cleaned after use and not shared between staff. <p>Update on Face Coverings - The World Health Organisation published a statement on 21 August 2020 about children and face coverings. They advise that “children aged 12 and over should wear a face covering under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others – Face coverings should be worn in classrooms and during activities unless social distancing can be maintained. It is crucial that classrooms are arranged so that 1m plus social distancing can be maintained when teaching.</p>	<p>In line with government guidelines, the expectation of the Trust is that all staff working in the Catering department will wear facemasks when preparing and serving food. Those staff with a medical exemption will be expected to wear a visor</p> <p>Site visits to check classroom space</p> <p>Staff responsibility to implement distancing measures for own classroom space. If these distancing measures cannot be adhered to then alert your line manager and a ‘face mask plan’ can be implemented. When not teaching and when moving around the school/sites staff should wear a mask at all times.</p>	<p>VHO/ PMW at staff briefing</p> <p>Trust/PM W/JPI/VHO</p> <p>PMW</p> <p>All staff</p>	<p>Sept 2020</p> <p>Nov 2020</p> <p>Feb2021</p> <p>March 2021</p>	

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Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<ul style="list-style-type: none"> Letters for parents/carers Timetabling groups students appropriately Timetabling allows staff to work with students who they know All malicious breaches of safety processes will be strictly managed by the Head of School 	PMW – All staff Informed through staff briefing 07/09/2020	Sept 2020 Parents update October 2020 – in line with national lockdown	
School Staffroom		<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded. Multi touch spaces such as staff room drinks machine – areas have been supplied with anti-viral wipes and staff encouraged through bubble briefings to use this after every use. 	<ul style="list-style-type: none"> Signage in staff room and on the door to limit numbers to two Cleaning process explained through daily bubble briefings 	PMW	Sept 2020	On going
Bubbles		<p>Staff have been arranged and allocated site bubble. Staff allocated to these bubbles will use their site as a daily place of work. Briefings and debriefings will be conducted in site bubbles by the allocated Snr Leader. Each site will have a designated senior leader.</p> <p>Staff movement between sites should be restricted to: SLT/DDSL/Designated teacher for CLA See appendix 4 staff movement protocol</p>	<p>Staff email sent in preparation for returning on the 07/09/2020 – briefing conducted by PMW via Teams to inform staff of safety measures.</p> <p>Daily bubble briefing conducted by site leaders – Update briefings as a gathering discouraged Site Bubble Briefing conducted virtually from implement national lockdown</p>	PMW PMW	Sept 2020 Oct2020	In place

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		<ul style="list-style-type: none"> - An agreement with the school/parent - Staff to support the student on a 1:1 basis rather than in the classroom – remove student to conduct the support - Staff to always wear a mask and visor when conducting a session - Staff to record their session on Rise monitoring system to allow for Track and Trace - Room/equipment to be cleaned after use 				
Tracker	All staff/Students	<p>Staff/Student Isolation-Testing Tracker created to document when we are aware that a child or member of staff is self-isolating or is displaying symptoms – This is updated daily by office manager and HoS</p> <p>Staff/students returning from isolation to be included in the daily bubble briefings</p> <p>Evidence of a negative test or the expiry of an isolation period will be required prior to a</p>	<p>Update tracker with ongoing cases</p> <p>Inform bubble leaders of returning staff students</p> <p>The Trust have give access to a Covid tracker</p>	KCO/PMW	Ongoing	

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		child or staff member returning to school/work				
Testing	All Staff Students	<p>Please read in conjunction with the COVID LFT RA.</p> <p>Test centre set up and registered using the NHS track and Trace guidance. (see test centre RA)</p> <p>All staff to receive LFT twice a week through the school test centre. Testing timetable devised detailing specific times and dates for staff to arrive for a LFT</p> <p>Commissioned Providers to be included in our routine testing timetable</p> <p>UPDATE: Alongside Rise opening from 22/02/21 to all pupils – students to access the Rise testing centre to access a LFT – Rise to continue to offer in-school tests for all students until end of Term. From 08/03/21 staff to move to home LF tests.</p>	<p>Registered as official T7T LFT centre – Centre No RJXE</p> <p>Staff to use NHS COVID web/App access to register for their in school test</p> <p>All commissioned providers to link into Rise testing process to allow tests and results to be monitored by Rise Testing Team.</p> <p>Test centre to move to students only from 08/03/21 – providers supported to access local business test centres or register as an independent college rather than using Rise test centre. All providers</p>	<p>PMW/Testing Team</p> <p>All Staff</p> <p>JGI/Commissioned Provision</p> <p>PMW/JGI</p>	<p>Ongoing (revised HT Feb)</p> <p>Jan 21</p> <p>Jan 21</p> <p>Feb 21</p> <p>08 March 21</p>	

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		<p>Staff to use the NHS track and Trace web/app to record home tests. Rise COVID email address created for staff to report their home test result. Results tracked by KCO and shared with leadership. Tests to be contacted on Tuesday/Thursday - Deadline for tests results to be shared 09.00.</p> <p>Void test and positive result process devised – please read Rise LF Home Test Guidance alongside this RA.</p>	<p>to manage own testing from 15/03/21</p> <p>Staff/Student guide devised by JGI and circulated to all staff onm the run up to home testing. How to guide added to website to aid staff and student home tests. RM to add a NHS tile to the Rise staff page for ease of reporting.</p>	<p>JGI/PMW/ RM</p>	<p>15 March 21</p> <p>08 march 21</p>	
CEV Staff & Pregnant Staff	Staff	<p>National guidance followed to protect staff that are identified as CEV – Work at home guidance in place and in line with The Constellation Trust HR stance – Staff identified as CEV to work from home and to be allocated activities that can be conducted remotely – linemangers to have regular catch up’s and identify appropriate jobs. Individual RA to be conducted for all staff that are classed as CEV. Sheilding advise has been exstended to 1st April 21</p>	<p>CEV Sheilding advice extended to the 1st April 21.</p> <p>On return staff to have a 1:1 with their linemanger or HoS to safety reflect on their individual RA and to plan return to safe duties.</p>	PMW/Lead ers	<p>Ongoing</p> <p>Updated feb</p>	

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		Pregnant staff – Rise to follow the guidance from the PHE/HSE and adopted by The Constellation Trust which recognises that an individual RA will need to be devised for anyone who is in school/work while pregnant. The guidance also suggests that those in their third trimester should be protected by working remotely. Line managers to implement support plans for any identified staff members.	Any students who have presented as pregnant should follow the same guidance suggested by PHE/HSE and adopted by The Trust			

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people’s mental health and wellbeing can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

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- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)