



Covid-19 Task Based Specific Risk Assessment



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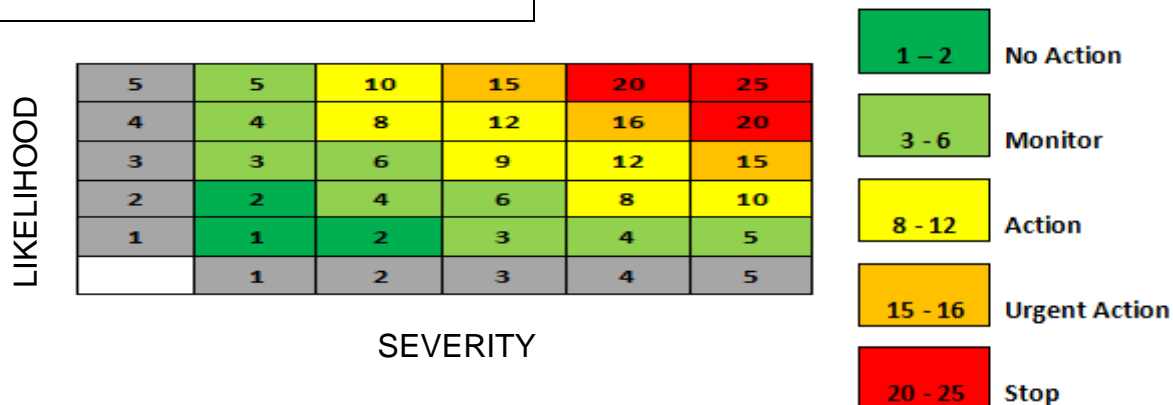
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Date Modified:

Work Activity/ Hazard:	CVEA (Covid-19) Part 1 & Part 2	Directorate		Section:	Education & Childcare settings
Date of Assessment:	May 2020	Date to be Reviewed:	August 2020		

Likelihood 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	Severity 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what addition precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
Part 1 – General Workplace									
Spread of COVID 19	Employees, contractors, visitors, members of the public, family members Contracting Coronavirus	Where possible staff should work at home and avoid coming into workplaces	2	5	10	All areas of Building have been deep cleaned and all non-essential areas have been taped off and no longer used The only areas being used are the following: <ul style="list-style-type: none">All admin areaPrincipal and PA office area	1	5	5

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		<p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions, briefing, toolbox talks) has been provided to all employees and/or regular visitors which includes:</p> <ul style="list-style-type: none"> • Risks and symptoms of COVID19 • Advice regarding self-isolation of those showing signs or symptoms • Self-isolation for anyone who have recently travelled to the high-risk countries • Handwashing guidance • Ongoing updates monitored by manager and cascaded to staff. 				<ul style="list-style-type: none"> • Finance Director • APa Office • All yr 7 base classrooms central area, toilets and doors etc for Year 10 • All ICT area for key workers/vulnerable and SEND • Round room • Restaurant area • HOY area • Reprographics office • SEND office • Safeguarding offices <p>SEND/Vulnerable/Key worker children will be based in the ICT suites and will have lunch in the dining hall using Student Services toilets. They will enter and exit through main reception</p> <p>Year 10 students will be in the Year 7/English base using the same toilets. They will have lunch delivered to their rooms and eat at their specified desks</p> <p>Break yards have been taped off into 3 zones to keep social distancing possible</p>			

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		<p>Upon entry to buildings staff must wash hands with soap and water and do this regularly during the day. NB: Hand washing with soap and water for 20 seconds is the most effective way of cleaning hands.</p> <p>NB: When using alcohol-based hand sanitiser ensure your hands have fully dried off prior to contact with any potential sources of ignition, included static electricity created by touching metal objects.</p> <p>Where risk assessment has identified the need for personal protective equipment (PPE), all employees provided with PPE as per their role must ensure it is worn correctly, adequately maintained, suitably removed and disposed of (where required).</p> <p>Activities which could increase the likelihood of coming into contact with another person's bodily fluids i.e. first aid, should be individually</p>				<p>Areas will be deep cleaned throughout the day by cleaning staff rota'd for full coverage of the day.</p> <p>All these areas will be deep cleaned on a daily basis once all staff have left at 4pm</p> <p>Any Staff or student displaying signs/symptoms of COVID 19 to follow the following procedures:</p> <ol style="list-style-type: none"> 1- Any staff or student who experiences or is showing signs of COVID-19 symptoms should not attend the Academy. Testing is available for all staff and families and should be sought as soon as symptoms present themselves 2- If a student develops symptoms of COVID-19 they are to be isolated immediately at the seating area in reception First aider will be called to establish if emergency assistance is to requested. 3- Students and teacher who pupil has been in close contact with to be isolated in their assigned room. 			

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		<p>assessed to see if the contact can be eliminated, reduced, isolated.</p> <p>Non-physical work that requires close contact between workers should not be carried out.</p> <p>Work that requires direct skin to skin contact should not be carried out.</p> <p>Plan your work to minimise contact between workers.</p> <p>Screening questionnaire completed by all staff</p> <p>When allowing contractors/visitors onto site. Asking has anyone in the household/premises displayed signs or symptoms of:</p> <ul style="list-style-type: none"> • Fever • New continuous cough • Loss of taste or smell <p>Where symptoms in the household/premises are identified entry should not proceed</p>				<p>4- Isolated students parent/guardian to be called and student to be removed and to self-isolate for 2 weeks or be tested</p> <p>5- Staff and students who have been in close contact then to be sent home to self-isolate or organise testing.</p> <p>6- Rooms and areas to be deep cleaned as soon as is reasonably possible (school closure to be decided by leadership) after cleaning, fogging to be carried out in room.</p> <p>7- IR1 to be completed and logged with SCC H&S Team by Facilities Manager</p> <p>Consideration taken to flexible ways of working and encourage agile and home working arrangements where possible.</p> <p>Leadership will ensure that for the areas in which they are in control of i.e. their own dept(s) that they will identify the maximum occupancy of the area(s) with regard to the social distancing requirements of 2 metres separation distances. This figure must be</p>			

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		<p>Staff to be advised to cover their mouth and nose when coughing or sneezing.</p> <p>Anyone who thinks they may have symptoms of Covid-19 should check this using the NHS111 online symptom checker https://111.nhs.uk/covid-19/ which will provide advice about what to do.</p> <p>For those who develop symptoms, they should go home and inform their manager/supervisor.</p> <p>Consideration will be given to a possible clean down/disinfection of rooms or equipment.</p> <p>Where there are confirmed cases of a member of staff contracting Covid-19 this may require reporting under the RIDDOR Regulations and must be captured on the IR1 system.</p>				<p>communicated through to staff and be displayed prominently as the capacity not to be exceeded.</p> <p>Before going to work you must report to your line manager if you are experiencing any of the following symptoms and do not go to work:</p> <ul style="list-style-type: none"> • A high temperature • A new continuous cough • Loss of taste or smell <p>All staff to be advised that they must inform their manager if they or anyone in their household have been advised to self isolate, before entering the workplace.</p> <p>Staff with laptops requested to take them home at the end of each day, and, if they go on leave.</p> <p>Increased cleaning and disinfection regime in place for surfaces, keyboard, handles toilets, computer screen etc by cleaners.</p>			

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						<p>Staff should leave their desk as clear as possible to ensure that the desk can be easily cleaned.</p> <p>Staff should work side by side or facing away from colleagues at 2m intervals, do not hot desk or share stationary.</p> <p>Staff are advised to limit the use of photocopiers and use a touchscreen pen when use of the photocopier is required. If not available immediately wash hands after use.</p> <p>Members of staff who deal with members of the public and have access to screened areas should interview from behind a full screen. Where there is no screen consideration should be given to installation of a screen.</p> <p>Reception and Main office screens to be provided</p> <p>Staff should refrain from all non-essential physical contact with colleagues, visitors and service users.</p>			

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						<ul style="list-style-type: none"> • Non-essential visits to premises should be assessed. Is there another way of working for example Telephone, video conference, emails etc. • Can the visit be rearranged to a time when there are less people in the premises, e.g. school holidays etc. • Large gatherings should not take place • Meetings should be undertaken in an open environment where it is safe to maintain 2m separation without exception. • Where home visits are essential, communicating with households prior to arrival, and on arrival, to ensure the household understands the social distancing and hygiene 			

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						<p>measures that should be followed once visit/work has commenced.</p> <ul style="list-style-type: none"> Ask households to leave all internal doors open to minimise contact with door handles <p>Facilities staff - Where need to share tools, plant or equipment these should be thoroughly cleaned before and after use.</p> <p>Supervisors and Managers to ensure the 2m rule is maintained wherever possible and lead by example.</p> <p>Where possible employees' start/finish times will be staggered to reduce the likelihood of an influx of people at the same times. Consideration will be given to introduce shifts/rota, to ensure that the numbers of staff are split over the day rather than having everyone in the premises at the same times.</p> <p>Cleaners facilities security shifts staggered where possible</p>			

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						<p>All staff must take reasonable care of their own health and safety.</p> <p>Managers and supervisors must lead by example, ensuring social distancing is always complied to by both the managers and employees.</p> <p>First Aiders will be issued with the current advice and guidance see <u>Premises safety and first aid</u></p> <p>Use a consistent pairing system if people must work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.</p> <p>Students and staff given strict guidance and procedures for working throughout the day</p>			
Eating and Safe use of welfare facilities.	Employees, family members	Welfare facilities including adequate handwashing and soap provided for all staff and visitors.	2	5	10	Cleaners to clean down tables after staff have finished and remove all uneaten food and drink and dispose of in bin or rubbish	1	5	5

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	Contracting Coronavirus	<p>Clean your hands often. Wash your hands with soap and water or, if not available, use an alcohol-based hand sanitizer. Always clean your hands before and after eating, smoking or drinking.</p> <p>Avoid using communal welfare facilities and breakout areas where a 2m separation cannot be maintained</p> <p>Whenever possible stagger break times to reduce the number of people using the facilities at any one time and maintain a 2m distance between yourself and others avoid all contact.</p>				<p>bag. To be transported as soon as possible to outside waste bins</p> <p>Increased cleaning regime of toilets and handwashing facilities by cleaners on duty</p> <p>Staff to regularly and thoroughly clean hands before and after using the toilet facilities.</p> <p>Staff lunch teas and coffees provided to be eaten in room where possible or socially distanced in dining hall</p> <p>Staff to be encouraged to remain on site during lunch and breaks, when this is not possible, staff are advised to maintain social distancing while off-site.</p>			
Traveling in vehicles	<p>Employees, family members</p> <p>Contracting Coronavirus via close contact with others.</p>	<p>All Non-essential travel should be avoided/limited where possible.</p> <p>If traveling in vehicles, where ever possible, staff should travel in separate vehicles, however, if this is not possible staff must try and keep approximately 2m distance between each other.</p> <p>CoronavirusInfoFrontlineHS</p>	2	5	10	<p>Recommended Regularly cleaning frequently touched surfaces such as dashboard, steering wheel, handles and any areas of the vehicle that have had contact with people's hands.</p> <p>Staff should wear disposable gloves for refueling activities and ensure 2m separation.</p>	1	5	5

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		<p>The risk of virus spread can be mitigated through the following:</p> <ul style="list-style-type: none"> • Limiting the time spent within 2m of others to the absolute minimum. • Unnecessary congregating with colleagues must be avoided. • Keeping the room or vehicle well ventilated where possible (e.g. by opening a window). • Observing good respiratory hygiene by sneezing or coughing into a tissue, throwing it away and then washing hands (Catch It, Bin It, Kill It). • Avoid touching your face with your hands. • Regularly washing hands (ideally with soap and water). 				<p>Wherever possible staff should avoid/limit the use of public transport; this includes for business use as well as travelling to and from work. Current guidance by the Government is that if you need to use public transport, that you use some type of face covering.</p> <p>Minibus' will not be operational in this time frame</p> <p>Students vehicles not allowed through gates signage in place to enforce that</p> <p>Pupils and staff to be encouraged to wear face masks when not travelling alone</p>			
<p>Those employees deemed as or living with others who are deemed higher risk i.e.</p>	<p>Employees, contractors, visitors, members of the public, family members</p>	<p>Can the person undertake their normal duties by working at home, if not they should contact their manager who will liaise with HR regarding any specific reasonable adjustments that may be available.</p>	1	5	5	<p>Staff survey completed and returned, resulting in high risk staff not being asked to work in the facility but work from home</p> <p>All students risk assessed before entering facility</p>	1	5	5

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underlying health conditions, age, pregnancy, etc.	Contracting Coronavirus	Those who are at a higher risk and have been prescribed medication should, where possible, carry their prescribed medication with them at all times.				Pupils will be supported accordingly to work at home If living with someone with shielding letter, if stringent social distancing can't be met, that staff/pupil will not be able to not be admitted to site.			
PPE	Employees, contractors, visitors, members of the public, family members Contracting Coronavirus	Employees will have been issued with appropriate PPE as identified in your general activity Risk Assessment and Safe Systems of Work It is important to recognise that PPE is only one element of safe and effective infection prevention and control and you should always ensure the following practices: <ul style="list-style-type: none"> • Robust hand hygiene. • Do not touch your eyes, nose or mouth if your hands are not clean. • Good respiratory hygiene. 	1	5	5	Re-usable PPE should be thoroughly cleaned with an appropriate disinfectant after use. Most PPE is provided on a personal basis, but may be shared by employees, for example where it is only required for limited periods. Employees should ensure such equipment is properly cleaned and, where required, decontaminated to ensure there are no health risks to the next person using it. Single use PPE should be disposed of so that it cannot be used again. Encourage increased natural ventilation in enclosed spaces by opening windows. Facilities staff to open window on a morning in used areas	1	5	5

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		<ul style="list-style-type: none"> • Environmental control (e.g., cleaning of frequently touched surfaces). • Information. • Training. <p>Staff will receive sufficient information and instruction on the use of PPE including how to put on (Donning), remove (Doffing), store, dispose of as well as any limitations of the PPE;</p> <p>NB: PPE may have lead in timescales therefore requirements must be identified asap with suppliers to ensure and maintain sufficient supply.</p>				<p>BMS ensures fresh air is pumped into building and measuring CO2 levels</p> <p>Discarded gloves RPE must be disposed of in rubbish bags. These bags should be placed inside another bag, tied securely and kept separate from other waste. This should be put aside for at least 72 hours before being put in the general waste bin for disposal.</p> <p>Please remember that you still need to wear any PPE that was identified in your risk assessments prior to the Covid-19 outbreak as this will have been identified to protect you from other foreseeable hazards.</p> <p>Staff who have been identified as needing PPE must use it in accordance with information, instruction and training</p> <p>Donning and doffing posters viewable in all areas</p> <p>Masks Aprons Gloves Face Shields/Visors all available</p> <p>Boxes of Gloves and masks in all rooms used</p>			

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Handling cash.	<p>Employees, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>The risks from handling cash are no greater than those created by touching other common surfaces, such as doorknobs, worktops and handrails etc.</p> <p>Contactless or card payments should take preference over cash whenever possible.</p> <p>Whenever possible wear gloves when handling cash.</p> <p>Regularly visually check gloves to ensure they are not developing holes/splits.</p>	1	5	5	<p>Do not touch your face whilst wearing gloves.</p> <p>Always thoroughly wash your hand after removing gloves.</p> <p>No cash will be handled in this time frame unless all options have been exhausted</p> <p>Ensure you follow the guidance for removing gloves identified on the Removing Disposable Gloves Posters.</p>			
Substances Hazardous to Health which could include hand sanitisers and cleaning products	<p>Employees, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>When purchasing/using substances a hierarchy of control is implemented which considers;</p> <ul style="list-style-type: none"> • Elimination • Substitution • Engineering Controls • Administrative Controls • Personal Protective Equipment 	1	3	3				

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		<p>Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees to follow.</p> <p>Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff.</p> <p>Good hygiene practices – do not eat drink or smoke whilst using substances.</p> <p>Employees must inform their manager of any health condition which they consider may be being caused or made worse by their work.</p> <p>Do not spray or dust in the direction of people or animals.</p> <p>Do not mix chemicals.</p> <p>Where RPE is identified in the COSHH assessment staff must</p>							

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		<p>complete face fitting training on the masks issued.</p> <p>Employees must work in accordance with information, instruction and training and use personal protective equipment, in accordance with information, instruction and training.</p> <p>Managers to monitor employee compliance periodically to ensure that controls are being adhered to.</p> <p>Within the Academy premises cleaning is undertaken by the Facilities Team</p> <p>Staff to be instructed to refrain from bringing in their own cleaning products.</p>							
Lack of Communication	Employees, contractors, visitors, members of the public, family members	<p>Ensure that staff receive specific premises information and instruction for any area which they will potentially be working in.</p> <p>Ensure that staff receive information and instruction relevant to their job</p>	1	1	1	<p>Staff instruction and job roles sheets to be made available by JBr</p> <p>All roles consulted on changes</p> <p>Regular updates from Principal via Email</p>			

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	Contracting Coronavirus	role captured in this risk assessment. Ensure that staff are aware of the contents of the COVID-19 Code of Practice which outlines roles and responsibilities of managers, employees and premises controllers.				Essential contractors to be consulted by GBa before entering facility to ensure limited contact and social distancing is adhered to Any works in key areas to be done out of hours where feasible			
Part 2 – Education & Childcare Settings (based on government guidance) Gov.uk advice Coronavirus (covid-19) Implementing protective measures in education and childcare settings									
Inadequate Supervision Ratios and Premises management tasks	Employees, children/learners Contracting Coronavirus	30+ Teachers and 20+ support staff available work	1	5	5				

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		<p>SLT on call and on Rota to ensure there is always senior member of staff on site at all operational times</p> <p>Principal and deputies on call and on Rota to ensure there is always Principal or Deputy on site at all operational times</p> <p>We have a rota of 3 first Aid Trained staff there will be three on duty throughout the day GBa KBr CRE</p> <p>GBa Mental Health First Aider</p> <p>GWo either on site or on call as Designated Safeguarding Lead</p> <p>Cho either onsite or on call as SENCO</p> <p>8. We have 1 x facilities Manager 2 x Facilities Assistants 1 x Security 10 x cleaners 3 x Lunchtime Supervisors all available for work. (1 is on sickness leave)</p>							

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Spread of Infection	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Minimise Contact – (avoid contact with anyone with symptoms or signs of infection)</p> <p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, lidded bins.</p> <p>Washing hands before and after eating.</p> <p>Provide lidded bins and empty contents at regular intervals</p> <p>Regular and increased cleaning – cleaning of frequently touched surfaces with soapy water/appropriate detergent.</p> <p>Sufficient handwashing facilities available. Where there is no facilities nearby, hand sanitisers to be provided.</p> <p>Minimise contact and mixing of Pupils and staff groups as much as possible e.g. consider class sizes,</p>	1	5	5	<p>There will be provision for a maximum of 56 year 10 students in school (in line with the government guidelines) at any one time with a max of 9 students per confined group, who will be socially distanced from one another. There will be four groups per day invited into school. This group will not change over the course of their time in school up until the Summer holiday period. The English area will be used and the same group will use the same allocated classroom and seat every time they attend. This will provide provision for the full year 10 cohort over 4 days from Monday to Thursday</p> <p>The students will arrive with their groups in a staggered time format (as per government guidelines) to make sure there is as little interaction between the groups as possible. The teacher taking the first lesson will greet the students in the year 7 yard. They will line up and stand 2m apart and the session 1 teaching staff will escort them in. The pupils will be supervised washing hands The pupils will use the same desk every time they attend.</p>	1	5	5

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		<p>rota systems, altering the environment layout, changing timetables, stagger start and finish times, stagger break times for staff, etc.</p> <p>Current government guidance suggests that Schools & other educational / childcare settings should not require staff, children or learners to wear face coverings or face masks. Unless proving intimate care or the child is displaying symptoms of covid-19 until collected. (Children / young people may not be able handle/wear them as directed, increasing risk of transmission)</p> <p>Additional control measures should be in place i.e. limiting mixing/contact of groups, 2 metres social distancing where possible, room layouts, one way systems, keep left in corridors and stairs, etc.</p> <p>Ventilation by opening windows and propping non-fire doors – Please note fire doors must not be</p>				<p>Weather permitting, the break times will be in the yard the students entered from and will be supervised by the Support member of staff. The Support member of staff will escort the pupils in and out. Strict social distancing rules will be in place.</p> <p>The Support member of staff will monitor the use of the toilets ensuring the pupils follow the full behaviour policy. The support member of staff will also conduct an individual student welfare meeting.</p> <p>All the students will be sat 2m apart in the classrooms.</p> <p>The groups will arrive and depart ten minutes apart, there will be no mixing between groups. The class teacher will escort each group offsite at the end of their last lesson. Students are advised to go straight home. No waiting for members from other groups will be permitted.</p> <p>Hand Washing will be enforced regularly throughout the day</p>			

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		<p>propped, only by use of an approved closing device</p> <p>Any Fighting/self Harming Stress/Crisis verbal de-escalation to be carried out</p> <p>Where a child displays symptoms of the virus ensure they are isolated away from other children and staff. Staff giving care until they are</p>				<p>A two person cleaning crew will be based in the English Dept. from the hours 0800-1600 regularly cleaning these areas and toilets</p> <p>On an evening between the hours 1500-1900, a 6 person cleaning crew will deep clean all the areas used in the Academy on that day</p> <p><i>Should the need for restrictive intervention arise, as outlined in the Academy's Behaviour Policy, the SLT in charge of the Academy will make the decision whether or not to use restraint. The preferred course of action will be one of an 'open door allowing student to leave'. Should restraint be the only option to secure health and safety, the SLT in charge will take the lead. PPE will be on hand in boxes marked "Restraint" and staff will be advised to wash hands and face thoroughly.</i></p> <p>Should a child display COVID-19 Symptoms they will be isolated in Main reception until they can be picked up.</p>			

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		collected should follow PPE guidance including doffing and donning.				<p>The rooms will be deep cleaned and “fogged”. The students and Teacher will be sent home and told to self-isolate for 1 week</p> <p>Testing is made available to staff and their families</p> <p>Alcohol hand gel, masks tissues and gloves as well as sanitizing spray and blue roll available in all classes and areas</p> <p>Photo copiers limited to Main office, English Base and D07 sanitizing spray available in these areas to wipe down before and after use</p> <p>Signage to include wash hands maximum limits of offices and classrooms catch it bin it kill it throughout the academy</p> <p>Bins have been replaced with Pedal bins or wing lid bins in key areas</p> <p>Pupils/staff advised to wear clean clothing when attending school</p> <p>All non-hard surfaces either removed or covered with vinyl sheets to ensure</p>			

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						<p>appropriate disinfection can be carried out by cleaners</p> <p>Handles light switches handrails etc. as well as all communal items- microwaves kettles etc. have increased disinfection scheduled</p> <p>Extended levels of stock are held to prevent low levels occurring</p>			
<p>Contact due to size of class or groups sizes</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Reduced contact between people as much as possible – only mix in small, consistent groups. Each small group to avoid contact with other people and groups.</p> <p>Where possible ensure same children and teaching/support staff are allocated to the same group each day – do not mix groups where possible</p> <p>Identify and allocate small class / group sizes considering: priority groups, supervision ratios,</p>				<p>There will be provision for a maximum of 56 year 10 students in school (in line with the government guidelines) at any one time with a max of 6 students per confined group, who will be socially distanced from one another. There will be four groups per day invited into school. This group will not change over the course of their time in school up until the Summer holiday period. The English area will be used and the same group will use the same allocated classroom and seat every time they attend. This will provide provision for the full year</p>			

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		<p>teacher/assistant shortages, vulnerable children, space available in class rooms / learning spaces</p> <p>In addition to hygiene and cleaning measures as above risk of transmission will be reduced (Public Health England)</p>				<p>10 cohort over 4 days from Monday to Thursday</p> <p>The students will arrive with their groups in a staggered time format (as per government guidelines) to make sure there is as little interaction between the groups as possible. The teacher taking the first lesson will greet the students in the year 7 yard. They will line up and stand 2m apart and the session 1 teaching staff will escort them in. The pupils will use the same desk every time they attend.</p> <p>Weather permitting, the break times will be in the yard the students entered from and will be supervised by the Support member of staff. The Support member of staff will escort the pupils in and out. Strict social distancing rules will be in place.</p> <p>The Support member of staff will monitor the use of the toilets ensuring the pupils follow the full behaviour policy. The support member of staff will also conduct an individual student welfare meeting.</p>			

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						<p>All the students will be sat 2m apart in the classrooms.</p> <p>The groups will arrive and depart ten minutes apart, there will be no mixing between groups. The class teacher will escort each group offsite at the end of their last lesson. Students are advised to go straight home. No waiting for members from other groups will be permitted.</p> <p>A two person cleaning crew will be based in the English Dept. from the hours 0800-1600 regularly cleaning these areas and toilets</p> <p>On an evening between the hours 1500-1900, a 6 person cleaning crew will deep clean all the areas used in the Academy on that day</p> <p><i>Should the need for restrictive intervention arise, as outlined in the Academy's Behaviour Policy, the SLT in charge of the Academy will make the decision whether or not to use restraint. The preferred course of action will be one of an 'open door allowing student to leave'. Should restraint be the only option to secure health and safety, the SLT in charge will take the</i></p>			

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						<i>lead. PPE will be on hand and staff will be advised to wash hands and face thoroughly.</i>			
Transit in and around school premises	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Refresh school timetable to minimise contact *content of lessons and learning activities which are suitable *Reduce movement around schools where possible *No assembly groups *Stagger break times / lunch times *Meeting, toilet and welfare arrangements for staff *Stagger drop off /pick up times – 1 parent/guardian only to minimise adult to adult contact and avoid gatherings at entrance points	1	5	5	Minimal transit permitted English base and IT only to be used Main Gates to be locked to prevent drop offs/pickups in school grounds signage for delivery drivers to contact Facilities Management Food brought to rooms for staff and students in YR 10 “Bubble” Male Staff toilet re-located to Disabled toilet at student services Yard coned and taped off into three areas to cope with increased numbers and supervision Separate entrances for YR 10 students and Key worker/SEND/Venerable students	1	5	5

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		<p>*Gates closed mornings and evening drop off times</p> <p>*No parent to be allowed in the school/premises unless absolutely necessary and agreed by Principal with special arrangements communicated</p> <p>*No peripatetic workers, external support staff, Parents to be allowed into school/premises</p> <p>*Increase remote education to reduce time of premises for older children</p> <p>Each small group should keep at least 2 metres apart however it may not be possible to avoid brief transitory contact e.g. in corridors</p> <p>Staff to make use of radios/phones to communicate when groups are on the move around the premises, follow planned timetables to work together to minimise contact where possible</p>				<p>Different colored 2m lines outside to mark entry exit of building to ensure social distancing is upheld-</p> <p>Blue = Yr 10</p> <p>Green = Key worker/SEND/Venerable students</p> <p>Lines inside school on floor identifying 2m distancing to guide student and staff to key areas</p>			

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Classroom layouts	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Where possible, ensure the same groups use the same class rooms areas each day – thorough cleaning at end of each day</p> <p>Maintain space between seats and desks, workshop areas, science labs.</p> <p>Remove unnecessary items from class rooms and learning areas to increase space for movement in the area.</p>	1	5	5	<p>There will be provision for a maximum of 42 year 10 students in school (in line with the government guidelines) at any one time with a max of 6 students per confined group, who will be socially distanced from one another. There will be four groups per day invited into school. This group will not change over the course of their time in school up until the Summer holiday period. The English area will be used and the same group will use the same allocated classroom and seat every time they attend. This will provide provision for the full year 10 cohort over 4 days from Monday to Thursday</p> <p>The students will arrive with their groups in a staggered time format (as per government guidelines) to make sure there is as little interaction between the groups as possible. The teacher taking the first lesson will greet the students in the year 7 yard. They will line up and stand 2m apart and the session 1 teaching staff will escort them in. The pupils will use the same desk every time they attend.</p>	1	5	5

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as possible?	Likelihood	Severity	Residual Risk L x S
						<p>Weather permitting, the break times will be in the yard the students entered from and will be supervised by the Support member of staff. The Support member of staff will escort the pupils in and out. Strict social distancing rules will be in place.</p> <p>The Support member of staff will monitor the use of the toilets ensuring the pupils follow the full behaviour policy. The support member of staff will also conduct an individual student welfare meeting.</p> <p>All the students will be sat 2m apart in the classrooms.</p> <p>The groups will arrive and depart ten minutes apart, there will be no mixing between groups. The class teacher will escort each group offsite at the end of their last lesson. Students are advised to go straight home. No waiting for members from other groups will be permitted.</p> <p>A two person cleaning crew will be based in the English Dept. from the hours 0800-1600 regularly cleaning these areas and toilets</p>			

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						<p>On an evening between the hours 1500-1900, a 6 person cleaning crew will deep clean all the areas used in the Academy on that day</p> <p><i>Should the need for restrictive intervention arise, as outlined in the Academy's Behaviour Policy, the SLT in charge of the Academy will make the decision whether or not to use restraint. The preferred course of action will be one of an 'open door allowing student to leave'. Should restraint be the only option to secure health and safety, the SLT in charge will take the lead. PPE will be on hand and staff will be advised to wash hands and face thoroughly.</i></p>			
<p>Cross-contamination of resources, and equipment</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p>	<p>Remove soft furnishing or items difficult to clean from class rooms / learning areas.</p> <p>Each child / learner to have their own resources and equipment e.g. pencil, pen, ruler, workbook</p>	1	5	5	<p>No non-essential sharing of resources allowed all staff/students to have their own where applicable</p> <p>Where there is no option resources to be sanitized before being used</p>	1	5	5

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	Contracting Coronavirus	<p>Reduce or avoid where possible use of shared; any shared resources must be cleaned and disinfected more frequently.</p> <p>Shared practical equipment must be cleaned thoroughly between uses form different groups.</p> <p>Take home resources to be limited as much as possible – any items returned to schools such as learning packs should be lefts in a secure area for 72 hours before being handled by school staff.</p> <p>No unnecessary items to be brought into schools from home e.g. book bags, etc.</p> <p>Water bottles must not be shared – each child to have their own personal bottle.</p> <p>Teacher to maintain good personal hygiene practices when marking</p>				<p>Printers (Reception, English base, D07) to be cleaned before and after each use</p> <p>No shared water bottles If required, kitchen has stock of drinking water</p>			

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<p>Transport to educational or childcare settings</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Reduce unnecessary travel on buses, coaches and public transport</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Recommended Regularly cleaning frequently touched surfaces such as dashboard, steering wheel, handles and any areas of the vehicle that have had contact with people's hands.</p> <p>Staff should wear disposable gloves for refueling activities and ensure 2m separation.</p> <p>Wherever possible staff should avoid/limit the use of public transport; this includes for business use as well as travelling to and from work. Current guidance by the Government is that if you need to use public transport, that you use some type of face covering.</p> <p>Minibus' will not be operational in this time frame</p> <p>Students vehicles not allowed through gates signage in place to enforce that</p> <p>Pupils and staff to be encouraged to wear face masks when not travelling alone</p>	<p>1</p>	<p>1</p>	<p>1</p>

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Contamination of outdoor sports equipment	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Outdoor sports equipment should not be used unless the setting can ensure it is cleaned thoroughly between uses of different groups. Multiple groups must not use outdoor sports equipment simultaneously.	1	5	5	No outdoor sports equipment to be used in this time frame	1	1	1
Lack of communication	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Talk to staff about plans (transport, drop off and collection times, lunch, safety measures, training needs). Communicate all plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc) , Communicate with visitors and contractors ahead of opening – signage to be displayed.	1	5	5	Staff instruction and job roles sheets to be made available by JBr All roles consulted on changes Regular updates from Principal via Email Essential contractors to be consulted by GBa before entering facility to ensure limited contact and social distancing is adhered to Any works in key areas to be done out of hours where feasible	1	5	5

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		Discuss cleaning regimes with cleaning team and contractors in preparation for opening.							
Medication not being administered	Students staff ill health/death because of lack of vital medication	<p>Medical staff in building to assist/administer medication on rota</p> <p>Medication based at student services in lockable cupboard and fridge</p> <p>Only trained staff to administer medication</p> <p>All PPE available and to be used when administering Medication in Student Services</p>	1	5	5				
First Aid	Students/staff due to no trained staff to administer first aid CPR	Any staff or student who experiences or is showing signs of COVID-19 symptoms should not attend the Academy. Testing is available for all staff and families and should be sought as soon as symptoms present themselves	1	5	5				

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		<p>If a student develops symptoms of COVID-19 they are to be isolated immediately at the seating area in reception First aider will be called to establish if emergency assistance is to requested.</p> <p>Students and teacher who pupil has been in close contact with to be isolated in their assigned room.</p> <p>Isolated students parent/guardian to be called and student to be removed and to self-isolate for 2 weeks or be tested</p> <p>Staff and students who have been in close contact then to be sent home to self-isolate or organise testing.</p> <p>Rooms and areas to be deep cleaned as soon as is reasonably possible (school closure to be decided by leadership) after cleaning, fogging to be carried out in room.</p>							

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		IR1 to be completed and logged with SCC H&S Team by Facilities Manager							

To be completed by the Individual undertaking the risk assessment:

Name: Gareth Barwell

Job Title: Facilities and Centre Manager

Signature:

Date: 27/05/2020

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Janet Bridges

Job Title: Principal

Signature:

Date:

