

MANAGEMENT OF THE FEATHERSTONE ACADEMY PREMISES DURING COVID-19 NATIONAL LOCKDOWN #3 RISK ASSESSMENT

Risk assessment completed by: D Kriens / W Bush
 Date: 7 January 2021
 Signed off by Responsible Person: Trust Board
 Date: 11 January 2021
 Review Date: Live document (as per updates from Government)

The Prime Minister announced on Monday 4 January a new national lockdown to come into force on Wednesday 6 January. It was stated that *during the period of national lockdown, schools, alternative provision, special schools, and colleges will remain open to vulnerable children and young people and the children of critical workers only.*

The Featherstone Academy

Potential Hazard	Details of Risk	Who/What may be harmed?	Control Measures	Risk Rating
Transmission of COVID-19 in Academy (Applicable to all risks)	Control of the virus and infection in Academies (overview)	All staff, students, visitors, community.	Prevention of the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:	Likelihood 2 (Unlikley) Consequence 3 (Moderate) = 6 (Low – Medium Risk)

- | | | | | |
|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | | <ul style="list-style-type: none"> • Agreed net capacity <ul style="list-style-type: none"> ○ Agreed net capacity to be reviewed depending upon numbers requesting a place taking into account the H&S measures as outlined in this risk assessment. ○ Remote learning in place for remaining students • Organisation of teaching spaces <ul style="list-style-type: none"> ○ Classroom size and numbers reviewed depending upon numbers in attendance taking into account the H&S measures as outlined in this risk assessment. ○ Learner bubbles identified and consistently roomed reducing possible transmission. • Reconfiguration of classrooms. <ul style="list-style-type: none"> ○ Classrooms desks facing forward. Consistent seating plans and records kept. ○ Social distancing in classrooms where possible ○ Furniture removed/changed to reduce potential touch points, where possible. ○ Seating plans, identified for students and colleagues (including ISW supporting a student 1:1) ○ SEND support staff must wear a face covering if they are unable to work without maintaining social distancing of 2 metres. ○ Rotation of resources (where they can't be provided by the students) to limit what needs to be cleaned on a daily basis and to allow access to a range of activities. • Ventilation – Ensure the academy is well ventilated and a comfortable teaching environment is maintained. <ul style="list-style-type: none"> ○ Air conditioning – adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) ○ Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant | |
|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

- background ventilation, and opened more fully during breaks to purge the air in the space).
- Opening internal doors can also assist with creating a throughput of air where possible.
 - Natural ventilation – where possible, and safe, external opening doors may be opened.
 - Student school uniform considered in relation to warmth – Featherstone, sweater available - subsidised where necessary. Recommend base layers underneath shirts.
- **Prioritising Provision**
 - Continued prioritisation of vulnerable students and children of key workers. Featherstone capped at (insert) per day
 - Pastoral and SEND support deployed both in school and virtually to support.
 - Maintained encouragement of vulnerable students and SEND students to attend.
 - Children identified in ‘room bubbles’.
 - **The school day**
 - Entry points increased to aid social distancing.
 - Regular handwashing included in timetable, set facility room bubble.
 - Consultation with colleagues, review and communication with whole staff.
 - Social distancing tape throughout, one-way signs throughout, each pod has personal map which includes route, entry, exit and toilet facility.
 - External social distance lines from each entry point to the academy.
 - Masks to be worn in all communal areas by staff and students, other than the classroom. To be worn in the classroom where social distancing cannot be maintained.
 - **Movement around the academy**
 - Social distancing indicators as a visual aid for staff and students, one-way signs throughout.
 - Each room bubble has their own classrooms.

- | | | | | |
|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | | <ul style="list-style-type: none"> ○ External social distance lines from each entry point to the academy. ○ Corridors divided where necessary for entry exit. ○ Full signage throughout the academy ○ Movement minimised - No lesson changeover unless to specialist area, break or lunch – staff move to students ○ Duty rota in place to support effective movement. ○ Internal doors to be kept open where appropriate to fire regulations. Mag doors/door retainers will release on activation of fire alarm. ○ Temporary Marshalls to follow evacuation procedure. ○ Adults must keep a social distance of 2m away from other adults wherever possible including in class, during supervision, at break times and moving around school. ○ Enhanced cleaning throughout. ○ Masks to be worn by all students and staff. <ul style="list-style-type: none"> ● Staff workspaces and staff meetings <ul style="list-style-type: none"> ○ Staff room, give way system in place. Social distancing tape and signage. ○ Allocated work rooms, cleaning stations available. ○ For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc. follow the “If You Use It – Wipe It” principle with anti-viral wipes. ○ Enhanced daily cleaning ○ Colleagues briefed ○ Where it is deemed absolutely necessary for a ‘face to face’ staff meeting to be convened, this should take place in a well ventilated area where seats used MUST be 2 metres apart, to allow for stringent social distancing (note: proximity contacts – extended close contact within 1-2 metres for more than 15 minutes is deemed ‘close contact’ by PHE). Meetings virtual unless in exceptional circumstance. <ul style="list-style-type: none"> ● Staff and students will be trained and receive guidance on any changes to practice in light of COVID19 | |
|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

			<ul style="list-style-type: none"> ○ Staff reminded of medical conditions / needs of the students they are caring for e.g. allergies, asthma etc. Risk Assessments in place for individuals. • Displaying signs and posters around the premises as visuals outlining the Social Distancing, Personal Hygiene and changes to practice for ALL to see. <ul style="list-style-type: none"> ○ Hygiene signs at each entry point, and throughout academy. Handwashing advice at each handwash point. ○ Social distancing tape throughout, one-way signs throughout, each pod has personal map which includes route, entry, exit and toilet facility. ○ External social distance lines from each entry point to the academy. ○ Provision of hand sanitizer products, tissues, D10, gloves and paper roll in used classrooms, on regularly used corridors and in entrance areas such as reception. ○ Masks worn • Practical subjects (key worker and vulnerable groups) <ul style="list-style-type: none"> ○ PE – Students to be kept in consistent groups and outdoor sports should be prioritised where possible. ○ Inside large indoor spaces used maximising distancing between students. ○ Sports equipment that has been touched / handled cleaned between groups and students and staff should clean their hands before and after activities. ○ Hand sanitiser to be used regularly during sporting activities. ○ To minimise close contact in changing rooms Students will wear PE kits on the days they are doing PE. ○ Art equipment to be cleaned thoroughly or rotated on a 48-hour rotation (72 hours if plastic) 	
	Safety equipment and health and safety arrangements to	All staff, students, visitors, community.	<ul style="list-style-type: none"> • Cleaning <ul style="list-style-type: none"> ○ Return to work cleaning plan agreed with contracted cleaning company or with internal premises team. ○ Coordination of risk assessment from academy and company. ○ Staff training, with translator agreed prior to opening. ○ Cleaning throughout the day to include touch points 	

	limit the spread of COVID 19		<ul style="list-style-type: none"> ○ Shared equipment out of use, such as water coolers. ○ Provision of hand sanitizer products, tissues, D10, gloves and paper roll in used classrooms, on regularly used corridors and in entrance areas such as reception. ○ Follow the COVID-19: cleaning of non-healthcare settings guidance <ul style="list-style-type: none"> ● Hygiene and handwashing <ul style="list-style-type: none"> ○ Regular handwashing included in timetable and on entry and exit to the building, set facility per area. ○ 'Catch it, kill it, bin it' signs in each classroom, alongside sanitising stations including tissues and sanitiser. ○ Alternate cubicles/taps used ○ Provision of hand sanitizer products, tissues, D10, gloves and paper roll in used classrooms, on regularly used corridors and in entrance areas such as reception. ○ No shared resources – students/teachers to bring their own equipment. ● Clothing/ fabric – not wearing clean clothes each day may increase the risk of the virus spreading. <ul style="list-style-type: none"> ○ Policies agreed prior to the academy opening in relation to uniform/business dress. ○ Expectations and guidance communicated to parents. ○ Fabric chairs to be removed from circulation where possible – plastic school chairs to be used. Where fabric chairs are still in place (eg. in staff rooms/offices/meeting rooms) they will be cleaned with fabric anti-bacterial cleaning spray. ○ Students will be required to remove any outdoor outerwear/clothing upon arrival at the academy and place it in their bag where possible, in line with standard uniform procedures and to minimise any cross contamination. ○ Staff will be required to remove and store any outdoor outerwear/clothing in a suitable location separate from other colleague possessions to avoid cross contamination, where possible. ● Testing and managing symptoms 	
--	------------------------------	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

- | | | | | |
|--|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | | <ul style="list-style-type: none"> ○ All persons who are displaying symptoms must <u>not</u> come into school and should follow Government guidance on self-isolating including test and trace process.
https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested ○ Colleagues and parents informed and reminded ○ Post-test support available to colleagues through HR <ul style="list-style-type: none"> ● Infection transmission within school due to staff/students or members within household displaying symptoms <ul style="list-style-type: none"> ○ Robust collection of monitoring of absence data, including tracking in place. ○ Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating including test and trace or lateral flow testing. ○ Procedures in place for students/ colleagues displaying symptoms in school. Anyone showing symptoms isolated in one area (outside if suitable) – PPE available. Home contact made – testing guidelines reminded and encourage. ○ If a person becomes unwell with a new, continuous cough or a high temperature (students' temperature should not be routinely taken), or has loss of, or change in, their normal sense of taste or smell, in attendance times or whilst on site, should follow government guidance on self-isolating and including test and trace. ○ Staff or students on site when they develop symptoms should be sent home as soon as possible. Staff should seek approval from the member of SLT on duty/on call to do so. ○ All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. (Home testing kits available in school should there be issues booking/accessing a test at a test centre). However, the person with symptoms must not attend the site in person to collect a test. ○ Whilst awaiting pick up students/staff isolated in a separate area, outside if possible. If not with a closed door (and preferably an open window). ○ Students supervised whilst this takes place, face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If they need to use the bathroom before | |
|--|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

			<p>being collected it must be cleaned and disinfected before any other use is permitted.</p> <ul style="list-style-type: none"> ○ If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. ○ Thorough hand washing and sanitiser must be used after dealing with someone who is unwell and are thoroughly cleaned. ○ The area around the person with symptoms must be cleaned with D10 or detergent, after they have left to reduce the risk of passing the infection on to other people. ○ If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. ○ Where the initial child, young person or staff member with symptoms tests negative, they can return to their setting and the fellow household members can end their self-isolation/serial testing. ○ Where the child, young person or staff member tests positive, serial testing of close contacts should be followed. Where no permission is given 10 days self-isolation, as per government guidance should be adhered to. ○ Students and staff can be tested if they come into contact with a positive case. This new approach, known as 'daily contact testing', will allow those who are in close contact with someone who has tested positive for COVID-19 to return to the Academy if they agree to be tested for 7 days* following last contact with a positive case and that test is negative. <p>* If staff or students cannot take a test (e.g. on the weekend) they should self-isolate for that day, and resume daily contact testing on their return to the Academy. If they return after the 7 days are finished, then they should take one final test, and if it is negative, they can return to the Academy.</p> <ul style="list-style-type: none"> ○ Should the contact be out of school (eg contract traced), parents/carers can make contact with the Academy to arrange for their child to attend site to undertake daily testing, providing they do not have COVID symptoms themselves. Fellow household members can end their self-isolation. 	
--	--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

- | | | | | |
|--|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | | <ul style="list-style-type: none"> ○ If staff and students do not wish to take part in daily testing, they will need to self-isolate for a period of 10 days from the day after the contact with the positive case. ○ The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Inform the LA. ○ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the students or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ○ Additional enhanced cleaning of areas those students/staff members have been in contact with. ○ Clear recording system in place ● Communication with parents/colleagues <ul style="list-style-type: none"> ○ Parents and colleagues receive clear communications informing them of current government guidance on action to take should anyone display symptoms – including the arrangements should that happen in school. ○ Regular communication update to continue through email, news letter and Edulink. ○ Websites to be updated with current guidance. ● Lateral Flow Testing <ul style="list-style-type: none"> ○ Please see additional risk assessment. ● First Aid/Designated Safeguard Leads <ul style="list-style-type: none"> ○ First aid is up to date, but 3-month extension has been given. ○ Additional training/communication in place for first aiders. ○ Designated first aid room / classroom identified with social distancing measures and PPE available. ○ Subsequent cleaning available each day. ○ Individual risk assessment for students with medical needs. ○ Staff reminded of medical conditions / needs of the students they are caring for e.g. allergies, asthma etc. | |
|--|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

			<ul style="list-style-type: none"> • PPE Provision <ul style="list-style-type: none"> ○ Government guidance communicated ○ PPE usage (first aid/DSL/positive handling/COVID Testing on site) training completed ○ Colleagues reminded that wearing gloves should not replace handwashing. ○ Face masks worn in all communal areas and in classrooms where social distancing cannot be maintained. ○ Staff trained in safe wearing and removal of face coverings, sanitising before and after touching and storing in a plastic sellable bag. Visual reminders throughout. ○ If staff feel more comfortable wearing a visor in the classroom and it is not detrimental to learning, this is acceptable and will be supported by the Trust. It is encouraged where a social distance cannot be maintained. Masks and visors are to be worn on the corridors and all areas outside the classroom. ○ A contingency supply of face coverings will be made available for those who have forgotten or soiled their own. ○ Administration of medicines (such as epi-pens) and first Aid involving contact should only to be administered by staff if absolutely necessary. Full PPE must be worn by staff in such instances. This includes facemasks and shields, rubber gloves and plastic aprons. ○ If a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 	
	Maximising social distancing measures.	All staff, students, visitors, community.	<p>Social distancing of 2 metres should be maintained so far as is reasonably practicable.</p> <ul style="list-style-type: none"> • Student Behaviour 	

- | | | | | |
|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | | <ul style="list-style-type: none"> ○ Clear messaging to students on the importance and reasons for social distancing between room bubbles and wherever possible. Reminders on visual aids and floor markings. ○ Colleagues observing social distancing – role models ○ Movement minimised – teachers to room bubbles ○ External social distance lines from each entry point to the academy. ○ Training in place for students. ○ Addendum to PD policy – communicated to colleagues, students and parents ○ The use of face coverings in communal areas and all areas outside of the classroom, where it is more problematic to maintain social distancing. ○ Students trained in safe wearing and removal of face coverings, sanitising before and after touching and storing in a plastic sellable bag. Visual reminders throughout. <ul style="list-style-type: none"> ● Classrooms and teaching spaces <ul style="list-style-type: none"> ○ Classrooms based in room bubbles each day ○ Excess furniture removed from classroom. ○ Seating plans, identified for students and colleagues. ○ Students sat facing forwards in classrooms. ○ Staff maintain distance from students, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from students – where possible. ○ Close face to face contact avoided and time spent within 1 metre of anyone minimised. ○ Enhanced cleaning throughout the day ○ Deep clean daily. ○ Regular review of arrangements <ul style="list-style-type: none"> ● Movement around the academy <ul style="list-style-type: none"> ○ Social distancing tape throughout, one-way signs throughout. ○ External social distance lines from each entry point to the academy. ○ Corridors divided where necessary for entry exit. ○ Full signage throughout the academy | |
|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

- | | | | | |
|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | | <ul style="list-style-type: none"> ○ Sanitisers in every classroom and on entry and exit points, toilets and in corridors. ○ Staff maintain distance from students, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from students – where possible. ○ Close face to face contact avoided and time spent within 1 metre of anyone minimised. ○ Movement minimised – No lesson changeover - staff move to students ○ Duty rota in place to support effective movement. ○ Internal doors to be kept open where appropriate to fire regulations. Mag doors/door retainers will release on activation of fire alarm. ○ Temporary Marshalls to follow evacuation procedure. ● Break times <ul style="list-style-type: none"> ○ Designated distanced areas in canteen with effective handwashing prior and post. ○ Social distance marker and tables set out permanently. ○ Supervision from colleagues. ○ Eating area cleaned post break. ● Lunch times <ul style="list-style-type: none"> ○ Designated distanced areas in canteen with effective handwashing prior and post. ○ Social distance marker and tables set out permanently. ○ Supervision from colleagues. ○ Eating area cleaned post break. ● Toilets <ul style="list-style-type: none"> ○ Each teaching pod has a bespoke set of toilets. ○ Queuing lines have been established 2 m apart outside toilets. ○ Alternate cubicles and taps used, signage and duty point established. ○ Students trained ○ Daily cleaners monitoring and cleaning toilets throughout the day, checking handwash, cleaning touch points, emptying bins. | |
|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

			<ul style="list-style-type: none"> ○ Hand dryers – downward air flow permitted so not disconnected. ○ Maximum 2 students in toilets at one time. ● Reception Area <ul style="list-style-type: none"> ○ Social distancing markings are clear on the floor. ○ One in one out into the air lock, air lock screen in place ○ Deliveries to air lock collected and distributed by site colleagues. ● Arrival and departure to school <ul style="list-style-type: none"> ○ Line marking in place externally ○ Duty points ○ Communication to parents re drop off and pick up ● Transport <ul style="list-style-type: none"> ○ Guidance in place for students taking public transport. Face coverings provided where needed. ○ Bus companies consulted with in relation to social distances and provision for students. ○ The Academy will request a seating plan from the bus transport company where required. ○ The Academy will request a seating plan from the bus transport company where required. ● Staff workspaces <ul style="list-style-type: none"> ○ Staff room, give way system in place. Social distancing tape and signage. ○ Allocated work room – set desk daily, excess furniture removed. ○ Colleagues briefed 	
Operational issue	Arrangements in the event of emergency evacuations	All staff, students, visitors, community.	<ul style="list-style-type: none"> ● Fire procedures reviewed and revised to maintain social distance and safe emergency evacuation. <ul style="list-style-type: none"> ○ All pod colleagues trained as ‘temporary marshals’ ○ Roles and responsibilities reviewed and communicated ○ Routes communicated with each pod ○ Social distance in muster point identified and marked. ○ Communicated to all parties. 	

			<ul style="list-style-type: none"> ○ Fire evacuation drill in place as soon as practicably possible. 	
	<p>Vulnerable students and staff <i>Including staff availability</i></p>	<p>All staff, students, visitors, community.</p>	<ul style="list-style-type: none"> ● Students with underlying health conditions in key worker/vulnerable group <ul style="list-style-type: none"> ○ Parents provided with clear updated guidance regularly – currently If a student or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education setting. ○ Parents reminded to make academy aware of any changes to underlying health conditions, school seek and act upon guidance. ○ Risk Assessments for individual students reviewed, taking this risk assessment into account. ○ Robust live record keeping in place. ● Colleagues with underlying health conditions <ul style="list-style-type: none"> ○ Full records of colleagues with underlying health conditions and vulnerability groups in place. ○ Medical advice sought if necessary. ○ Colleagues clear about definitions associated categories and the relevant medical guidance. ○ All colleagues with underlying health conditions working in line with national guidance. ○ Risk Assessments for individual colleagues reviewed were in place, taking this risk assessment into account. ○ Robust live record keeping in place. ● Individual Risk Assessments – Clinically/Extremely Vulnerable/BAME: Employees and Students <ul style="list-style-type: none"> ○ Individual Risk Assessments are in place for all employees and students, who fall into any of these categories. These will be reviewed on a regular basis. ○ Staff and Students who are categorised as clinically extremely vulnerable not to attend the academies during the national lockdown period (commenced 5/01/2021) but can work from home if possible. ○ Remote education in place for all other students. 	

			<ul style="list-style-type: none"> ○ Staff and students who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend if they wish to take their key worker/vulnerable place. 	
<p>Mental Health of students and colleagues may have been adversely affected</p>	<p>Students' and mental health has been adversely affected during the period the schools has been closed</p>		<ul style="list-style-type: none"> ● Student support <ul style="list-style-type: none"> ○ Pastoral team and SEND department have weekly calls with students. ○ DSL on site every day – identified to students and parents. ○ A first aider on site every day. ○ Form time completed with all students and form tutor– CPOMS recording any concerns. ○ SEND department run social interaction sessions ○ New letter issues weekly Wellbeing bulletin to students and parents. ○ Regular communication with parents. ● Colleague support <ul style="list-style-type: none"> ○ Consultation with colleagues in the setting up of individual school plans and systems as far as possible and discussions / sharing of this risk assessment. ○ Weekly briefings (virtually). ○ Individual RA where necessary. ○ The HELP Counselling Support Service is available to all staff ○ The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. https://www.educationsupport.org.uk/ ○ Colleagues encouraged to focus on well-being – buddy system in place. ○ Daily emails from SLT to support well-being. ○ Weekly full school briefing, weekly department meeting. ○ HR signpost to support. ● Bereavement support <ul style="list-style-type: none"> ○ Trained colleagues in school to offer virtual support where necessary ○ HR signpost to support. 	

OTHER CONSIDERATIONS:

Sources:

Government guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Trust Documents: Trust Overall Response to Covid 19 – Re-opening Plan and the Health and Safety Policy Premise Addendum COVID1

RISK ASSESSMENT GUIDANCE



RISK ASSESSMENT

A Risk Assessment is a means of making sure that risks are managed with suitable and cost effective control measures. Assessing risks allows you to prioritise the action you take to control them.

HAZARD

A Hazard is anything that has the potential to cause harm.

HAZARDOUS EVENT

A hazardous event takes place when someone or something interacts with the hazard and harm results.

LIKELIHOOD

Likelihood is a measure of the chance that a hazardous event will occur.

CONSEQUENCE

Consequence is the possible outcome of the hazardous event. E.g. Damage or harm

RISK

The risk is a combination of the likelihood of a hazardous event occurring and the possible consequence of the event

RISK = Likelihood x Consequence

RISK MATRIX

By measuring the likelihood and consequence of a hazardous event, each hazard can be given a risk rating. See table below:

Likelihood

1. **Very Unlikely** chance of hazardous event happening
2. **Unlikely** chance of hazardous event happening
3. **Fairly Likely** chance of hazardous event happening
4. **Likely** chance of hazardous event happening
5. **Very Likely** chance of hazardous event happening

Consequence

1. **Insignificant** – No Injury
2. **Minor** – Minor injuries possibly needing first aid
3. **Moderate** – Moderate injuries possibly needing further medical attention
4. **Major** – Major injuries resulting in hospital care
5. **Catastrophic** – Threat to life

Risk Matrix Guidance

1 – 4 Accept

No further action, but ensure that controls are maintained

5 – 9 Improve

Look to improve at next review

10 – 16 Mitigate

Look to improve within specified timescale

17-25 Remove

Stop activity and make immediate improvements

CONSEQUENCE	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		LIKELIHOOD				