



# MANAGEMENT OF FEATHERSTONE ACADEMY PREMISES DURING COVID-19 PHASED RE-OPENING RISK ASSESSMENT



Risk assessment completed by: A Pinder / W Bush

Date: 22 May 2020

Signed off by Responsible Person: Trust Board Chairs Group

Date: 4 June 2020

Review Date: Live document (as per updates from Government)

From 15 June 2020 Secondary schools, sixth form and further education colleges will need to be prepared to offer some face-to-face support before the summer holidays to supplement the remote education of year 10 and year 12 (and year 11 Southway students) who are due to take key exams in 2021. This may also include Year 9 students if they are due to take exams in 2021.

Existing arrangements for vulnerable children and the children of critical workers in all settings will continue, and the Government encourage all eligible children in these priority groups to attend.

WB 15 June 2020 is RMAT's half term break. Therefore, additional students will begin to return WB 22 June 2020.

## The Featherstone Academy

Potential Hazard	Details of Risk	Who/What may be harmed?	Control Measures	Risk Rating
Transmission of COVID-19 in Academy <b>(Applicable to all risks)</b>	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: <ul style="list-style-type: none"><li>• Agreed net capacity</li></ul>	Acceptable

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|  |  |  | <ul style="list-style-type: none"> <li>○ Agreed number of students who can attend the premises on any given day to enable social distancing rules. Featherstone – Year 10 - 50 student’s maximum plus 30 key worker and vulnerable students. Total capacity is 80 students.</li> <li>○ Remote learning in place for remaining students</li> <li>● Organisation of teaching spaces <ul style="list-style-type: none"> <li>○ Classroom size and numbers reviewed – up to 14 per classroom maximum</li> </ul> </li> <li>● Reconfiguration of classrooms, chairs and desks complying to government guidance on social distancing. <ul style="list-style-type: none"> <li>○ Classrooms identified on each Team timetable.</li> <li>○ Excess furniture removed from classroom</li> <li>○ Seating plans, identified for students and colleagues so no shared desks</li> </ul> </li> <li>● Class sizes/timetables amended to enable social distancing in the classroom. <ul style="list-style-type: none"> <li>○ Timetables written to include 4 teaching ‘Teams’ with 1 key worker and vulnerable group, total of 5.</li> <li>○ 3 lessons each day for each Team.</li> </ul> </li> <li>● Prioritising Provision <ul style="list-style-type: none"> <li>○ Continued prioritisation of vulnerable students and children of key workers. Featherstone capped at 30 per day</li> <li>○ Pastoral and SEND support deployed both in school and virtually to support.</li> <li>○ Maintained encouragement of vulnerable students and disadvantaged students to attend.</li> </ul> </li> <li>● The school day <ul style="list-style-type: none"> <li>○ Start and finish time staggered by 15 minutes per teaching Team</li> <li>○ Regular handwashing included in timetable, set facility per Team.</li> <li>○ Each Team has a different entry and exit to the academy</li> <li>○ Consultation with colleagues 28.05.20, review and communication with whole staff.</li> </ul> </li> </ul> |  |
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			<ul style="list-style-type: none"> <li>○ Training of colleagues to take place WB 08.06.20 in Teams</li> <li>○ Social distancing tape throughout each Team has personal map which includes route, entry, exit and toilet facility.</li> <li>○ External social distance lines from each entry point to the academy.</li> <li>○ Students/parents to receive bespoke instruction per Team and additional training WB 08.06.20</li> </ul> <ul style="list-style-type: none"> <li>● Movement around the academy <ul style="list-style-type: none"> <li>○ Social distancing tape throughout, each Team has personal map which includes route, entry, exit and toilet facility.</li> <li>○ Each Team has own route which doesn't cross other Teams</li> <li>○ External social distance lines from each entry point to the academy.</li> <li>○ Corridors divided where necessary for entry exit.</li> <li>○ Full signage throughout the academy</li> <li>○ Individual maps per student and staff member</li> <li>○ Movement minimised - No lesson changeover for Y10 – staff move to students</li> <li>○ Key worker change over staggered and in separate building.</li> <li>○ Training of colleagues to take place WB 08.06.20 in Teams</li> <li>○ Students/parents to receive bespoke instruction per Team and additional training WB 08.06.20</li> <li>○ Duty rota in place per Team to support effective movement.</li> <li>○ Internal doors to be kept open where appropriate to fire regulations.</li> </ul> </li> <li>● Staff workspaces <ul style="list-style-type: none"> <li>○ Staff room, give way system in place. Social distancing tape and signage.</li> <li>○ Allocated work room – set desk daily</li> <li>○ Colleagues briefed as part of training WB 08.06.20</li> </ul> </li> <li>● Staff and students will be trained and receive guidance on the changes to practice in light of COVID19 <ul style="list-style-type: none"> <li>○ Consultation with colleagues 28.05.20, review and communication with whole staff.</li> <li>○ Training of colleagues to take place WB 08.06.20 in Teams</li> </ul> </li> </ul>	
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			<ul style="list-style-type: none"> <li>○ Students/parents to receive bespoke instruction per Team and additional training WB 08.06.20</li> <li>● 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"> <li>○ Hygiene signs at each entry point, and throughout academy. Handwashing advice at each handwash point.</li> <li>○ Social distancing tape throughout, each Team has personal map which includes route, entry, exit and toilet facility.</li> <li>○ External social distance lines from each entry point to the academy.</li> <li>○ Provision of hand sanitizer products, tissues, Disinfectant, gloves and paper roll in used classrooms, on regularly used corridors and in entrance areas such as reception.</li> </ul> </li> </ul>	
	<p>Safety equipment and health and safety arrangements to limit the spread of COVID 19</p>	<p>All staff, students, visitors, community.</p>	<ul style="list-style-type: none"> <li>● Cleaning <ul style="list-style-type: none"> <li>○ Return to work cleaning plan agreed with cleaners</li> <li>○ Coordination of risk assessment from academy.</li> <li>○ Staff training</li> <li>○ Additional cleaning hours throughout the day TBC</li> <li>○ Cleaning throughout the day to include touch points</li> <li>○ Shared equipment out of use, such as water coolers.</li> <li>○ Provision of hand sanitizer products, tissues, Disinfectant, gloves and paper roll in used classrooms, on regularly used corridors and in entrance areas such as reception.</li> <li>○ Follow the COVID-19: cleaning of non-healthcare settings guidance</li> </ul> </li> <li>● Hygiene and handwashing <ul style="list-style-type: none"> <li>○ Regular handwashing included in timetable, set facility per Team.</li> <li>○ Signage and electronic messaging boards on entry, and across the academy reinforcing requirement to/how to wash hands.</li> <li>○ Alternate cubicles/taps used</li> <li>○ Provision of hand sanitizer products, tissues, Disinfectant, gloves and paper roll in used classrooms, on regularly used corridors and in entrance areas such as reception.</li> </ul> </li> </ul>	<p>Acceptable</p>

			<ul style="list-style-type: none"> <li>○ No shared resources – students/teachers to bring their own equipment.</li> <li>● Clothing/ fabric – not wearing clean clothes each day may increase the risk of the virus spreading. <ul style="list-style-type: none"> <li>○ Policies agreed prior to the academy opening in relation to uniform/business dress – uniform is required – clean clothes each day as Teams consecutive days.</li> <li>○ Expectations and guidance communicated to parents.</li> <li>○ Fabric chairs to be removed from circulation – plastic school chairs to be used. (Unless part of DDA requirement – separate RA, single use)</li> </ul> </li> <li>● Testing and managing symptoms <ul style="list-style-type: none"> <li>○ Guidance on getting tested has been published</li> <li>○ Colleagues informed and reminded</li> <li>○ Post-test support available to colleagues through HR</li> </ul> </li> <li>● Infection transmission within school due to staff/students or members within household displaying symptoms <ul style="list-style-type: none"> <li>○ Robust collection of monitoring of absence data, including tracking in place</li> <li>○ 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. Area cleaned subsequently.</li> <li>○ All parents of Team informed and Team isolate until result of test. *Still awaiting track and trace information. Negative test result, Team returns.</li> <li>○ Clear recording system in place</li> </ul> </li> <li>● Communication with parents/colleagues <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ This to be part of training with colleagues WB 08.06.20 and students WB 22.06.20</li> </ul> </li> </ul>	
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			<ul style="list-style-type: none"> <li>○ Daily communication update to continue through email.</li> <li>○ Websites to be updated with current guidance</li> </ul> <ul style="list-style-type: none"> <li>● First Aid/Designated Safeguard Leads <ul style="list-style-type: none"> <li>○ First aid is up to date, but 3-month extension has been given.</li> <li>○ Additional training/communication in place for first aiders.</li> <li>○ Designated first aid room / classroom identified with social distancing measures and PPE available.</li> <li>○ Subsequent cleaning available each day.</li> <li>○ Individual risk assessment for students with medical needs.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● PPE Provision <ul style="list-style-type: none"> <li>○ Government guidance communicated</li> <li>○ PPE usage (first aid/DSL/positive handling) training completed</li> <li>○ Colleagues reminded that wearing gloves should not replace handwashing.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● <u>Home Visits</u> <ul style="list-style-type: none"> <li>○ According to government guidance any staff members completing any home visits should not require PPE and should instead comply with social distancing measures as set out by the government guidance.</li> <li>○ However, to support staff welfare any staff member completing home visits who feels they require PPE can contact their management leader to discuss their individual requirements. Staff completing home visits can also be issued with cleaning materials and sanitiser, if required, to support good hygiene routines.</li> </ul> </li> </ul> <p>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.</p> <p>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</p>	
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			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 <b>so far as is reasonably practicable.</b></p> <ul style="list-style-type: none"> <li>• Student Behaviour <ul style="list-style-type: none"> <li>○ Clear messaging to students on the importance and reasons for social distancing. Reminders on posters, electronic boards, floor markings.</li> <li>○ Colleagues observing social distancing – role models</li> <li>○ Movement minimised – teachers to classes.</li> <li>○ Team management – no large groups. Maximum of 13 per Y10 Team and 15 per Key Worker group</li> <li>○ Each learning Team provided with a personal map which includes route, entry, exit and toilet facility.</li> <li>○ External social distance lines from each entry point to the academy.</li> <li>○ Training in place for students in advance virtually, on first entry to the building.</li> <li>○ Addendum to PD policy – communicated to colleagues, students and parents</li> </ul> </li> <li>• Classrooms and teaching spaces <ul style="list-style-type: none"> <li>○ Classrooms identified on each Team timetable.</li> <li>○ Excess furniture removed from classroom</li> <li>○ Seating plans, identified for students and colleagues so no shared desks</li> <li>○ Deep clean to take place at the end of each day</li> <li>○ Regular review of arrangements</li> </ul> </li> <li>• Movement around the academy <ul style="list-style-type: none"> <li>○ Social distancing tape throughout, each Team has personal map which includes route, entry, exit and toilet facility.</li> <li>○ Each Team has own route which doesn't cross other Teams</li> </ul> </li> </ul>	Acceptable

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|  |  |  | <ul style="list-style-type: none"> <li>○ External social distance lines from each entry point to the academy.</li> <li>○ Corridors divided where necessary for entry exit.</li> <li>○ Full signage throughout the academy</li> <li>○ Individual maps per student and staff member</li> <li>○ Movement minimised – No lesson changeover for Y10 – staff move to students</li> <li>○ Key worker change over staggered and in separate building.</li> <li>○ Training of colleagues to take place WB 08.06.20 in Teams</li> <li>○ Students/parents to receive bespoke instruction per Team and additional training WB 08.06.20</li> <li>○ Duty rota in place per Team to support effective movement.</li> <li>○ Internal doors to be kept open where appropriate to fire regulations.</li> </ul> <ul style="list-style-type: none"> <li>● Break times <ul style="list-style-type: none"> <li>○ Y 10 break time taken in Teams – own food and drink brought. Handwashing either side of break</li> <li>○ Key Worker break in dining area, staggered between groups for effective handwashing prior and post.</li> <li>○ Social distance marker and tables set out permanently.</li> <li>○ Supervision from Team colleagues.</li> <li>○ Eating area cleaned post break.</li> </ul> </li> <li>● Lunch times <ul style="list-style-type: none"> <li>○ Y10 – no provision, half days.</li> <li>○ Key Worker lunch in dining area, staggered between groups for effective handwashing prior and post.</li> <li>○ Social distance marker and tables set out permanently.</li> <li>○ Supervision from Team colleagues.</li> <li>○ Eating area cleaned post lunch.</li> </ul> </li> <li>● Toilets <ul style="list-style-type: none"> <li>○ Each teaching Team has a bespoke set of toilets.</li> <li>○ Queuing lines have been established 2 m apart outside toilets.</li> <li>○ Alternate cubicles and taps used, signage and duty point established.</li> <li>○ Students trained</li> </ul> </li> </ul> |  |
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			<ul style="list-style-type: none"> <li>○ Daily cleaners monitoring and cleaning toilets throughout the day, checking handwash, cleaning touch points, emptying bins.</li> <li>○ Hand dryers – downward air flow permitted so not disconnected.</li> <li>○ Maximum 1 students in toilets at one time.</li> <li>● Reception Area <ul style="list-style-type: none"> <li>○ Social distancing markings are clear on the floor.</li> <li>○ One in one out into the air lock, air lock screen in place</li> <li>○ Deliveries to air lock collected and distributed by site colleagues.</li> </ul> </li> <li>● Arrival and departure to school week commencing 29<sup>th</sup> June. <ul style="list-style-type: none"> <li>○ Start and finish times. <ul style="list-style-type: none"> <li>▪ 8.15 – 11.15 Front gate, entrance A, exit A</li> <li>▪ 8.30 – 11.45 Front Gate, entrance B, exit B</li> <li>▪ 8.45 – 12.00 Front Gate, entrance C, exit C</li> <li>▪ 9.00 – 12.15 Front Gate, entrance D, exit D</li> </ul> </li> <li>○ Line marking in place externally</li> <li>○ Duty points</li> <li>○ Communication to parents re drop off and pick up</li> </ul> </li> <li>● Transport <ul style="list-style-type: none"> <li>○ Guidance in place for students taking public transport. Face coverings provided.</li> <li>○ Bus companies consulted with in relation to social distances and provision for students.</li> </ul> </li> <li>● Staff workspaces <ul style="list-style-type: none"> <li>○ Staff room, give way system in place where necessary. Social distancing tape and signage.</li> <li>○ Allocated work room – set desk daily, excess furniture removed.</li> <li>○ Colleagues briefed as part of training WB 01.06.20</li> </ul> </li> </ul>	
Operational issue	Arrangements in the event of emergency evacuations	All staff, students, visitors, community.	<ul style="list-style-type: none"> <li>● Fire procedures reviewed and revised to maintain social distance and safe emergency evacuation. <ul style="list-style-type: none"> <li>○ All Team colleagues trained as ‘temporary marshals’</li> <li>○ Roles and responsibilities reviewed and communicated</li> </ul> </li> </ul>	Acceptable

			<ul style="list-style-type: none"> <li>○ Routes communicated with each Team</li> <li>○ Social distance in muster point identified and marked.</li> <li>○ Communicated to all parties.</li> <li>○ Fire evacuation drill in place as soon as practicably possible.</li> </ul>	
	<p>Vulnerable students and staff <i>Including staff availability</i></p>	<p>All staff, students, visitors, community.</p>	<ul style="list-style-type: none"> <li>● Students with underlying health conditions <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Parents reminded to make academy aware of any changes to underlying health conditions, school seek and act upon guidance.</li> <li>○ Risk Assessments for individual students reviewed, taking this risk assessment into account.</li> <li>○ Robust live record keeping in place.</li> </ul> </li> <li>● Colleagues with underlying health conditions <ul style="list-style-type: none"> <li>○ Full records of colleagues with underlying health conditions and vulnerability groups in place.</li> <li>○ Medical advice sought if necessary.</li> <li>○ Colleagues clear about definitions associated categories and the relevant medical guidance.</li> <li>○ All colleagues with underlying health conditions working in line with national guidance.</li> <li>○ Risk Assessments for individual colleagues reviewed, taking this risk assessment into account.</li> <li>○ Robust live record keeping in place.</li> </ul> </li> </ul>	<p>Acceptable</p>
<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"> <li>● Student support</li> <li>● several DSL – identified to students and parents. <ul style="list-style-type: none"> <li>○ 4-day contact questionnaires completed with all students – CPOMS recording any concerns.</li> <li>○ Virtual tutorials introduced 1-1 with form teacher.</li> <li>○ Wellbeing bulletins issued every three weeks to students and parents.</li> <li>○ Daily communication with parents.</li> </ul> </li> </ul>	<p>Acceptable</p>

			<ul style="list-style-type: none"> <li>• Colleague support <ul style="list-style-type: none"> <li>○ Colleagues encouraged to focus on well-being – buddy system in place.</li> <li>○ Daily emails from SLT to support well-being.</li> <li>○ Weekly full school briefing, weekly department meeting.</li> <li>○ Individual RA where necessary</li> <li>○ HR signpost to support.</li> </ul> </li> <li>• Bereavement support <ul style="list-style-type: none"> <li>○ Trained colleagues in school to offer virtual support where necessary</li> <li>○ HR signpost to support.</li> </ul> </li> </ul>	
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**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 COVID19

Covid 19 cleaning risk assessment

## **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

APPROVED

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				

APPROX