**Risk Assessment for September Re-opening**

| **Location** | **Assessor** | **Date Completed/updated** |
| --- | --- | --- |
| **St Aldhelm’s Academy** | **Jo Amos (Principal)** | **7th July 2020**  **Updated 14.9.20** |

| **Hazard**  *(What have you identified*?) | **Risk**  *(What could happen? Who can be affected?)* | **Description** | **Control Measures** | **Led by** | **Risk L/M/H** | **Further Actions** | **Risk L/M/H** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Working in close proximity with other members of staff/pupils | Transmission of  Corona Virus / Covid.19 | Transmission of corona virus /covid.19 between people by close contact | * Frequent washing of hands with soap and warm water /alcohol based hand gels. * Implement guidance ensuring social distancing where possible * Staggered entry and exit points for each year group. Each year group will have its own entry and exit point and staggered times * Entry points will be open 10 minutes early to avoid crowds gathering and to get students on site and into their designated zones * Year groups will be zoned within the school * Students will be grouped and zoned and the teacher will move to different classrooms/groups * Desks arranged where possible in all classrooms facing forward * Ensure toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. * Breaktimes will be staggered so only two groups in the canteen at one time. Canteen is set up already with two serveries. Each group will have a separate entry and exit point into the canteen. * Teacher to remain at the front of the class where possible and be guided by 2 metre markings * Plans for Enrichment which takes place on a Wednesday afternoon will be changed to ensure groups are not mixed by year group but year group specific. * Students will line up on the playground for specialist lessons/enrichment and taken to rooms by teacher | SLT | M | * Remove items which are difficult to clean, such as those with soft furnishings or intricate parts. * Impose self-isolation within groups/staff members where a case of Covid-19 is confirmed in line with new test and trace and contact protocols. * Ensure provision of handwashing/hand sanitiser in all classrooms plus tissues, wipes and spray. * Ensure classrooms and work areas are well ventilated. * Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation * Additional barriers set up outside reception to give Year 7 (into Reception) and Year 8 (towards the canteen) a clear path avoiding mixing. * Barriers also placed in main corridor to show clear path for Year 7 and Year 11 to their designated areas. * Signage and arrows on floor of main building to remind staff and students to keep left. * Top corridor outside IT1 blocked off so Year 9 cannot pass here and mix with other year groups * Face masks can be worn by students and staff if they so wish around but they are not mandatory currently | L |
| Virus transmission through touch to objects | Transmission of Corona Virus / Covid.19 | Transmission of corona virus /covid.19 between people by touch to infected objects. | * Frequent washing of hands with soap and warm water/alcohol-based hand gels. * Thorough hand washing/hand sanitising on arrival to school, before eating and on departure. * Practise of ‘catch it, bin it, kill it’ with tissues when sneezing. Posters displayed throughout the school to promote this. * Regular waste disposal during and at the end of the day. * Daily cleaning of all ‘high touch’ items, including door handles and handrails, push plates, taps, flush handles, tables, chairs, work surfaces. * Increased cleaning surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. * Isolation in medical/staff room followed by collection of any pupil who shows symptoms of Covid-19. * All students will be asked to bring their own equipment (writing pen and red pen) to school each day so no sharing of equipment. If they have no equipment it will be issued on first day and they will keep hold of it. * Sets of glue sticks, box of pens, etc set up in classroom for same students to use (teacher doesn’t move them around with them) * Premises cleaning increased with contract cleaner on site during the day. Frequent cleaning and disinfecting of objects and surfaces that are touched regularly such as door handles, light switches, handrails and lift switches, using appropriate cleaning products and methods. | SLT | M | * Routine cleaning of any equipment that is shared between children/groups * Lunch tables disinfected. * P.E. equipment cleaned with disinfectant wipes following use by all children. * Clean surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. * Cleaning team will be cleaning during the school day * Encourage children to not touch their faces. * Ensure tissues available in every classroom. * Ensure that bins are emptied throughout the day. Churchills cleaning company have a separate document outlining their routines. * Pupils will be reminded to close toilet seats and lids prior to flushing. Posters will also be on all toilet doors. * Hand dryers will be reconnected in toilets * Provide support to specific pupils to enable measures to be undertaken. * Students will hand sanitise on leaving each room | L |
| Parents and visitors transmitting  Covid-19 | Transmission of Corona Virus / Covid.19 | Transmission of corona virus /covid.19 between people by close contact | * No parents to come into school site without a pre-arranged appointment. * Any meetings to be scheduled for after the end of the school day when there is more space and rooms available for meetings. * Parents and carers asked to drop off in main campus car park, not drive down to reception. This road will be blocked off * Staff /parent interaction socially distanced. * Different entry and exit points for each year group. * Reception has folder set up which will contain completed sheets completed by visitors with name, address and contact details to support with NHS Test and Trace if needed * Seating in reception area to remain out of action | SLT | M | * SLT to monitor social distancing between staff/parents/pupils * Site manager and SLT to monitor transitions into school and out of school. * Visitors who cannot carry out work remotely and visit is vital to the health and or welfare of staff pupils and families will be allowed on site. | L |
| Contractors  Service Engineers  Etc. | Transmission of Corona Virus / Covid.19 | Transmission of corona virus /covid.19 between people by close contact | * Separate working areas should be in place and no contact between staff or pupils should take place | SLT | M | * Should the work needed be in areas of the school in use - this should be carried out outside school hours by arrangement. | L |
| Working with pupils | Transmission of Corona Virus / Covid.19 | Transmission of corona virus /covid.19 between people by close contact | * Staff working with pupils should always observe social distancing and follow markings in the room. * Pupils will be explicitly taught the importance of good hygiene using the presentation ‘Coronavirus Hygiene’. (see separate presentation) * Pupils will be asked to hand sanitise on entry into new room and on exit. * Use tissues when coughing or sneezing and easily understood instructions on how to maintain the 2mtr distance between people should be given as often as possible * Bins will be in each room. * Reinforcement of all the instructions and measures should take place as often as needed – see PP’s detailing updates for students * Timings for break and lunch to be staggered to support social distancing. Each year group will have its own zone for social times. * A clear, visual routine will be explained to pupils prior to and on arrival at the academy. (see separate document) * A procedure for arrival, during and after the school day will be shared with all members of the school community. * Signage re: hand washing and hygiene will be prominently displayed throughout the whole academy * Signage re: routines such as ‘one way’ arrangements, will be prominently displayed to promote social distancing and to avoid mixing of groups. One way systems in Hub and Base. * A procedure for the use of the medical room will be shared with all members of the school community. Pupils will be shown the PPE that will be worn by relevant First Aider with an explanation of why this is. * The behaviour policy has been updated and responses to poor behaviour connected to covd-19 have been specifically referenced in an appendix. Pupils who behave inappropriately and place others at risk, will have sanctions put in place as per the updated behaviour policy. * Students and staff can choose to wear a face covering if they wish either when in communal areas and/or in classrooms. | SLT | M | * Classrooms to be set up so desks forward facing * Areas to be restricted and to be used only by students of a particular year group. * Plans to be in place to keep movement around the school to a minimum, if movement this will be within year group zones. * Students needing to leave their ‘zone’ for a specialist lesson e.g. PE/Technology/Science, Performing Arts to line up on playground and collected by teacher * School assemblies will be streamed/online initially. After 3 weeks plans to resume year group assemblies with clear entry and exit points so students from different year groups do not mix. * A one way system will operate around the academy, with clear tape and signage to ensure that pupils and staff understand the safest method of moving around the site. * If hard copies e.g. worksheets are used for the session there is a protocol for teachers to follow: sanitise hands prior to using photocopier and wipe down after, then put sheets on each table rather than getting students to collect from pile. * Sanitiser wipes and sanitiser have been placed in Reprographics/SLT so staff can wipe down copier after using. | L |
| Support for pupils with an EHCP or requiring an Inclusion Assistant | Transmission of Corona Virus / Covid.19 | Transmission of corona virus /covid.19 between people by close contact | As appropriate, individual risk assessments will be undertaken to ensure transmission of coronavirus is mitigated against   * IA’s will stay at a distance whilst supporting students. | SLT |  | * Each pupil will have their own equipment and this will not be shared with the IA. * IA’s may choose to wear a mask or visor when working with students. |  |
| Corona virus  Infection in staff | Transmission of Corona Virus / Covid.19 | Transmission of corona virus /covid.19 between people by close contact | * Anyone showing symptoms or suspects they may be infected should not come into School and observe the Public Health England and government advice. * If a member of staff becomes unwell in the workplace with a new continuous cough, a high temperature or loss of taste or smell, they should be immediately sent home and advised to follow the national stay at home guidance. Enhanced cleaning will be undertaken. * Suspected cases contact SLT in order to access direct testing  on receipt of the result of any test the school or trust should be informed and medical guidance followed. * Staff should not attend if they have symptoms or are self-isolating due to symptoms in their household as required by national government guidance and are encouraged to test themselves and those in their household if symptomatic. | SLT | M | * Confirmed cases of Covid-19 from an adult  immediate 14 day isolation for individual. Consult with SLT / Trust about follow up procedures (e.g. isolation of group where adult was working). | L |
| Corona Virus  Infection  in pupils and their  families /carers | Transmission of Corona Virus / Covid.19 | Transmission of corona virus /covid.19 between people by close contact | * No Student or Parent/Carer should come into school if they are showing symptoms or have or suspect they may have been in contact with someone who has or maybe infected. * Reinforce procedures to control infection transmission and to follow the guidelines set out by Public Health England and the government. * Appropriate PPE will be in place for the First aider operating the medical room. Pupils will have it explained to them exactly what and why this equipment is being worn. * The correct PPE for the tasks being carried out should be in accordance with site and COSHH guidance and risk assessments. * If a pupil or staff member becomes unwell with coronavirus symptoms while at the academy and requires direct personal care (within 2m) until such time as they can return home a fluid-resistant surgical face mask (FRSM Type IIR) should be worn by the supervising adult. * The member of staff/pupil individual will be placed behind a closed door 2m from others, ventilated if possible. If direct contact is necessary then disposable gloves and apron should be worn. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. | SLT | M | * Remain vigilant - if information comes to the school that gives reason to suspect a student or family could possibly be infected it should take careful consideration to act to protect Staff and other Pupils /Parents/Carers. * MMT (attendance officer) to continue to monitor situation re: absences | L |
| Colleagues who Identify as BAME | Transmission of Corona Virus / Covid.19 | Recognition that there is an increased risk of death following being covid-19 positive for colleagues identifying as BAME | * Engage with any BAME colleagues ensuring that they have complete transparency about how school routines are going to be put in place. * Complete individual risk assessments as required for BAME colleagues. * Co-produce risk assessments to ensure that BAME colleagues are listened to and agreements are reached in relation risk that can be mitigated against. | SLT |  |  |  |
| Infection within the school and use of the medical room | Transmission of Corona Virus / Covid.19 | Suspected cases of Covid-19 through identification of symptoms | * Any pupil / adult showing suspecting symptoms of Covid-19 to be moved safely and sensitively to staff room which has been set up as further first aid room. Door open and window open for ventilation. Face mask to be provided to individual and those supervising (face mask and gloves). Child / adult to be sent home and testing arranged. * Ensure all pupils walk down the corridor on the left-hand side. * Medical room and staff room will be separated, whereby the current staff room will be used for possible Covid cases whilst the original medical room will be utilised for medical cases only. * First aiders to be aware of the information from the Resuscitation Council (UK).   <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>   * First aiders are to ensure that appropriate personal protective equipment is worn dealing with a casualty. | SLT | M | * Confirmed cases of Covid-19 from an adult  immediate 14 day isolation for individual. Consult with SLT / Trust about follow up procedures (e.g. isolation of group where adult was working) * Monitor all movement around the school and look to reduce this further if necessary. | L |
| Transport to and from the academy | Transmission of Corona Virus / Covid.19 | Within confined space, public transport could increase the risk of catching coronavirus | * Clear message will be promoted to parents/carers/staff and pupils to avoid the use of public transport wherever possible and to walk or cycle to school or come in the car. * Upon arrival to the academy there will be hand sanitiser placed at each entry point which all pupils are required to use. * Staff/pupils must wear a face mask if they use public transport and maintain distance from others where possible and minimise the amount of time they spend close to other people. At the end of the journey staff/pupils will be required wash your hands for at least 20 seconds or sanitise hands as soon as possible. * If transport is shared with someone from outside of any pupil/staff member’s household, whether for travelling to or from work or for work related travel, then we will encourage people to share with the same individuals and a minimum number of people. Facing away from each other may help reduce the risk of transmission. Vehicle windows kept open to increase ventilation where possible. People will be advised to not use recirculated air conditioning. | SLT |  | * The location of the academy and the community it serves means that relatively few pupils use public transport, with most travelling in using bikes or walking. * Most students do not attend with their parents travelling with them and this will be reiterated or the message on only one parent accompanying will be promoted. |  |
| Shared IT equipment or furniture between staff  Shared IT equipment or furniture between students | Transmission of Corona Virus / Covid.19 through touching objects |  | * Where the same computer is used by different members of staff, the previous staff member will have sanitiser wipes to ensure that the key board/visualiser/remote control and desk area is cleaned. * All other equipment used by staff will be their own and they will take with them as they move around the academy. * Students will wipe down keyboard and mouse after use in computer rooms or if using laptops | SLT |  | * The projector will be left on during the day reducing the need for teachers to touch it. |  |
| Teaching of practical subjects | Transmission of coronavirus due to increased movement of pupils | Transmission of corona virus /covid.19 between people by close contact | * Practical elements of any course can be delivered but this will not be as frequently as usual. The rooms where some of the practical subjects take place are available but will need to be on a rota system. * Subjects using key boards will be cleaned using anti-bacterial wipes after use. * Visualiser will be used by teachers to ensure that pupils do not move too closely to the teacher. * Some of the practical subjects are reviewing Sow so theory taught as well as practical. * Support staff in Tech to help with cleaning of | SLT |  | * When practical work in all relevant subjects begins, the CLEAPPS guidance and advice will be strictly adhered to. * Perspex screens will be used as required. For example, when pupils are singing in Music, the teacher ensure the area is set up to ensure there is lots of space and the pupils will be apart. * In subjects such as Dance and PE, the location of the lesson will either be outside or in the theatre. * Pupils will attend the academy in their PE kit on the day they have PE/Dance. * In science lessons, if students are taken to SC3 or SC4 for a practical lesson, seat and table will be disinfected after each lesson. * In Technology, pupils will be allocated their own tools, materials and PPE as required. Equipment would be sterilised prior to use. * All students to line up in designated area outside and met by teacher prior to moving to specialist room | L |
| Social time | Transmission of coronavirus due to increased movement of pupils | Transmission of corona virus /covid.19 between people by close contact | * The timetable has been staggered to enable a split break for the whole school. Years 7, 10 and 11 will have their break first. Then Y8 and 9. All year groups zoned for social times so have their own area. Canteen divided into two as has two serving hatches and will have different entry and exit points for each YG. * If weather poor there are contingency plans. Each YG will have an ‘indoor’ area to go. Cleaning to be undertaken in sports Centre halls if used. | SLT |  | * Students encouraged to bring a packed lunch. * Signage to support zones and deployment of staff at social times to manage students. |  |
| Fire Evacuation | Transmission of coronavirus due to increased movement of pupils | Transmission of coronavirus between people in an emergency situation | * A fire evacuation procedure will be undertaken over the duration of the first two weeks. * Pupils will exit their classrooms using the doors at the back of the room and onto the playground. * Pupils will be required to follow a ‘line’ that ensures all classes are kept separate as they make their way to the playground. * Use of playground and additional area near Base to be used for fire drill. Students to go to area closest to their zone. Year 10 and Year 8 in one area and Years 7, 9 and 11 to line up on the playground – markings made on ground | SLT |  | * The playground will have markings to indicate appropriate distancing and where to line up. * Signage for where Y8 and 10 line up * Pupils will have a clear set of written and visual instructions to support their understanding about exactly what they are required to do when there is a fire alarm. * There will be a practice within the first 2 weeks of term * Additional staff to be allocated to the Year 8 and Year 10 area. |  |
| Toilet facilities | Transmission of coronavirus due to flushing of toilets and use of hand dryers. | Transmission of corona virus /covid.19 between people by close contact | * Signage will clearly state that toilet seats and lids should be closed prior to flushing in all toilets (student staff) * Air dryers will be reconnected * Each year group will be allocated a set of toilets to use. Signage will be displayed to clearly show this. * Staff will be informed of specific toilets they can use. The toilet by the medical room will not be available for staff use. * Toilets will be cleaned after all mid- morning breaks and then cleaned again by cleaning company at the end of the day. | SLT |  | * All toilets at SAA are in cubicles which reduces the risk of transmission between one pupil to another. * Each staff toilet will have a spray and staff are to spray down toilet and sink after use. |  |
| Staff mental health | Anxiety re: social distancing in the academy | Staff may feel very concerned at returning to the academy and hesitant to do so. | * Transparent risk assessments shared with all. * Plan for September shared well in advance of end of term to allow for any questions/concerns to be dealt with. | SLT |  | * Staff well-being and mental health will continue to be reviewed on a weekly basis. * Wellbeing champion now identified on the staff team. * INSET day will include time for to go through re-opening in Sept document, RA and schedule of the day to ensure ALL staff including new staff are aware of plans and procedures |  |
| Handling of post and deliveries | Transmission of coronavirus |  | * All staff should avoid sending items via post where possible. Electronic formats are preferable. Try to reduce printing where possible. * Staff must follow social distancing rules when handling post or paperwork and should particularly avoid touching their face or mouth. * Staff should avoid the sharing of papers, pens etc. * When dealing with high volumes of paperwork ensure that frequent effective handwashing or hand sanitisation is undertaken. * Where possible, delivered items should not be sorted immediately after delivery. If possible, allow 24 hours for cardboard items and four days for paper. Minimise the number of people handling new items. Increase the cleaning frequency, particularly surfaces that have had direct contact with post items. * Where possible we will reduce the number of deliveries, for example, by ordering larger quantities, less often. Deliveries will be requested during quieter or outside school hours. | SLT |  | * Only Estates will be responsible for loading and unloading items and ensuring that the products are transported around the academy. |  |

**KEY:**

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| **LOW** | **MEDIUM** | **HIGH** |
| Acceptable risk | Further Controls necessary | Unacceptable Risk, the task requires further assessments and changes. |

Date of next review: 14/9/20