**Risk Assessment for September Re-opening**

| **Location** | **Assessor** | **Date Completed/updated** |
| --- | --- | --- |
| **St Aldhelm’s Academy** | **Jo Amos (Principal)** | **7th July 2020**  **Updated 2.9.20**  **Updated 14.9.20**  **Updated 24.9.20**  **Updated 6.11.20**  **Updated J 2021**  **Updated 25.2.21** |

| **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 * 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 such as PE and escorted by the teacher * Staff should **not** congregate at break times. There should be a maximum of 2-3 people at one time and there should be a minimum of 2 metres distance between them * Meetings to be held virtually and not in person | 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 to indicate clear paths/routes * Signage and arrows on floor of main building to remind staff and students to keep left and to follow the one-way system * Screens have been put up in reception and in the canteen/cafe areas where staff serve food. * All staff and students will wear a face mask/covering (unless exempt) inside at all times, including lessons. * Students arriving to the academy without a face mask will be issued with one and parents informed that they did not have one | 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 it and they will keep hold of it. * 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 entry and leaving each room * Desks will be cleaned down after each class leaves. * Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation and open windows | 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. * Visitors including parents will only be able to visit the site if absolutely necessary. * 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 * Visitors are requested to wear face masks/coverings when visiting the academy | 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 as these will be deemed an absolute necessary. | 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. * Any contractors/service engineers coming on site will wear a face mask/covering | 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 observe social distancing where possible 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 classroom 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 which they must remain in. * A clear, visual routine will be explained to pupils prior to and on arrival at the academy. * 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: wearing a face mask is prominently displayed around the academy * Signage re: routines such as ‘one way’ arrangements, will be prominently displayed to promote social distancing and to support movement around the academy. One way systems in the Hub, Base and main building * 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 will now wear a face covering in communal areas and in classrooms (unless exempt) and not for PE, Dance. | SLT | M | * Classrooms to be set up so desks forward facing * Students to line up on playground and collected by teacher for PE * School assemblies will be streamed/online initially. * 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. * Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation and open windows | 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 | * IA’s will try to stay at a distance whilst supporting students but this is not always possible. * As appropriate, individual risk assessments will be undertaken to ensure transmission of coronavirus is mitigated against * IA’s and students will be working in areas which are well ventilated | SLT |  | * Each pupil will have their own equipment, and this will not be shared with the IA. * IA’s and students will now wear a mask/face covering inside including lessons (unless exempt) |  |
| 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 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. * Face masks are now mandatory for all staff and students to wear inside including lessons. * Staff will be test twice weekly using lateral flow testing at home | SLT | M | * Confirmed cases of Covid-19 from an adult  immediate 10 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. * Students will be tested three when they return to the academy using lateral flow testing and after their third test be issued with home testing kits | 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. * 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. Child /adult to be sent home and testing arranged. * Ensure all pupils walk down the corridor on the left-hand side and follow one way systems in place * 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. * Thorough cleaning down of Covid room after suspected case | SLT | M | * Confirmed cases of Covid-19 from an adult  immediate 10 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 on entry * 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. * 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 | * Subjects using keyboards 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. * Support staff in Tech to help with cleaning of tools | 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 large sports hall and well ventilated * Pupils will attend the academy in their PE kit on the day they have PE/Dance. * In Technology, pupils will be allocated their own tools, materials and PPE as required. Equipment would be sterilised prior to use. * Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation and open windows | 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. Three year groups have their break first then the other two year groups are on the second break. * 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. * One-way systems and entry and exit points in the canteen have been adapted to support students queuing for food. * Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation and open windows * Face masks/coverings must be worn by staff and students (unless exempt) when queueing for food in the canteen and when moving through it. |  |
| 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 of students return * 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 on MUGA to be used for fire drill. Students to go to area closest to their zone. Year 10 and Year 8 in on MUGA 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 couple of weeks of students return * 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 * 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. | SLT |  | * Staff well-being and mental health will continue to be reviewed on a weekly basis. * Wellbeing champions identified on the staff team. * During INSET and staff briefings any updates/changes, updated RA to ALL staff are aware of plans and procedures * Any staff anxious about their return to the academy has been asked to speak to the Principal or a member of SLT * For staff considered CV additional risk assessments to be completed |  |
| Handling of post and deliveries | Transmission of coronavirus |  | * Electronic formats are preferable to printed and posted resources but this is not always possible. 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 the site team 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: April 2021