**Risk Assessment for September 2021**

| **Location** | **Assessor** | **Date Completed/updated** |
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| **St Aldhelm’s Academy** | **Jo Amos (Principal)** | Created 7th July 2020  Updated 2.9.20  Updated 14.9.20  Updated 24.9.20  Updated 6.11.20  Updated 5.1.21  Updated 25.2.21  Updated 17.5.21  Updated 30th August 2021 |

| **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 * Each year group will have its own entry and exit point and staggered times * Desks arranged where possible in all classrooms facing forward * Breaktimes will be continue to be staggered so maximum of 3 year groups in the canteen at one time. Canteen is set up already with two serveries. * Students will line up behind the base for PE lessons and when students have Technology lessons they will line up on playground and be escorted by the teacher to the specialist room in the Base. | SLT | M | * A student or staff member will be expected to self-isolate (as per Government guidance) if they have symptoms or test positive for Covid-19 * 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 * Signage and arrows in buildings 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 | 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 encouraged 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 * Isolation in medical/staff room followed by collection of any pupil who shows symptoms of Covid-19 * 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 | * Lunch tables disinfected. * Clean surfaces that children and young people are touching, such as desks, chairs, * 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 * Provide support to specific pupils to enable measures to be undertaken. * Students will hand sanitise on entry and leaving each room * 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 | * Parents and carers asked to drop off in main campus car park, not drive down to reception. This road will remain blocked off * Staff /parent interaction socially distanced * Different entry and exit points for each year group * Any visitors must sign in at Reception and leave contact details to support with NHS Test and Trace if needed | SLT | M | * Site manager and SLT to monitor transitions into school and out of school. | 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 students 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 | * Students will be reminded of the importance of good hygiene * Students will be asked to hand sanitise on entry into classroom and on exit * Use tissues when coughing or sneezing * Bins will be in each room * Reinforcement of all the instructions and updated measures (if necessary and as required) should take place as often as needed * Signage re: hand washing, and hygiene will continue to be prominently displayed throughout the whole academy * Signage re: routines such as ‘one way’ arrangements, will be prominently displayed to support movement around the academy. One-way systems in the Hub, Base and main building remain in place * The behaviour policy has been updated and responses to poor behaviour connected to Covid-19 have been specifically referenced in an appendix. Students who behave inappropriately and place others at risk, will have sanctions put in place as per the updated behaviour policy | SLT | M | * Classrooms to be set up so desks forward facing * Students to line up behind the Base and collected by teacher for PE * A one-way system will operate around the academy * 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 | * 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 |  |  |  |
| 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 test positive on a LFT. They are encouraged to test themselves and those in their household if symptomatic * Staff will continue 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 | 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 tested positive on a LFT. They will be advised to get a confirmatory PCR test. * 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 are expected to test twice weekly after initial on site tests, using lateral flow testing kits at home (this is until end of September initially until further government guidance issued. | SLT | M | * 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 student/staff member 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 students/staff 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 in a student/staff member  immediate 10-day isolation for individual. | 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 | * Upon arrival to the academy there will be hand sanitiser placed at each entry point which all students are required to use on entry * There is no legal requirement for staff/students to wear a face covering on public transport although it is encouraged if they use public transport and it is difficult to maintain distance from others and it is crowded. | SLT |  | * The location of the academy and the community it serves means that few pupils use public transport, with most travelling in using private cars, bikes or walking. |  |
| Shared IT equipment or furniture between staff  Shared IT equipment or furniture between students | Transmission of Corona Virus / Covid.19 through touching objects |  | * Students will wipe down keyboard and mouse after use in computer rooms or if using laptops | SLT |  |  |  |
| 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. * 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. * Pupils will attend the academy in their academy PE kit on the days they have PE on their TT * 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 | * Social times and breaks continue to be staggered. Three year groups have their break first then the other two year groups are on the second break. * Canteen divided into two as has two serving hatches. * 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 |  | * 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 |  |
| Fire Evacuation | Transmission of coronavirus due to increased movement of pupils | Transmission of coronavirus between people in an emergency situation | * Regular fire evacuations will be done to ensure all staff and students clear of procedures * Students will exit their classrooms using the doors at the back of the room and onto the playground. * Use of playground and additional area on MUGA to be used for fire drill. | SLT |  | * The playground will have markings to indicate where to line up. * Signage for where Y8 and 10 line up on MUGA * 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 remind staff/students to close toilet seats and lids prior to flushing * Air dryers have been reconnected * 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. |  |
| Staff mental health | Anxiety re: social distancing in the academy | Staff may feel concerned at catching Covid-19 | * 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. * Updates/changes to the RA will be shared with ALL staff |  |
| Handling of post and deliveries | Transmission of coronavirus |  | * Electronic formats are preferable to printed and posted resources but this is not always possible. * When dealing with high volumes of paperwork ensure that frequent effective handwashing or hand sanitisation is undertaken. * Monitor cleaning frequency, particularly surfaces that have had direct contact with post items. | 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: October 2021