

BELFAIRS ACADEMY HEALTH SAFETY RISK ASSESSMENT



Form no.	RA026
Date created:	01/06/2020
Area:	Belfairs Academy
Review Date:	Ongoing
Next Review date	02/06/2020

Likelihood is assessed as follows:
 6 Guaranteed to occur
 5 Very high likelihood of a risk causing injury
 4 High likelihood
 3 Significant likelihood
 2 Low likelihood
 1 Very low likelihood

Likelihood	6	6	12	18	24
	5	5	10	15	20
	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4
		SEVERITY			

Risk is calculated by estimating the likelihood of something going wrong and estimating how severe injury (or loss) would be if it happened. Multiplying these two numbers together gives the overall risk rating. Full details are in the risk-assessment guidance note below.

Severity is assessed as

ID No.	What are the hazards?	Who might be harmed and how?	Actions required	Teachers	Operational Staff	Students	Other Stakeholders	SEVERITY	LIKELIHOOD	SUM
1	Only Practical Subjects Years 10 and other Year 12 classes WB 15 June 2020: Year 10 students that have Photography, Art, Music, Media and Drama line up outside the bollards before you come down the steps leading to main entrance of Belfairs. Year 10 students that have Engineering and Product Design arrive at the swimming pool gate and line up next to the front of the new build maintaining 2m social distancing. Students line up in the order that they arrive. Teachers will call out and lead students in the above class order from these points to class. When a teacher announces the class, these students take x2 steps to the right out of the line and follow the teacher to the designated class while maintaining 2m social distancing at all times. Students need to arrive at designated time as there are other students arriving at staggered times and will be increasing the risk to themselves and others if exact times are not followed. If a student is late they need to report to a SLT member at the front of the academy to be personally escorted to their class.	Students could make contact and risk contamination.	Keep social distancing of 2m and wash hands to prevent spread of virus.			Y		1	1	1
2	Year 10 students only enter the academy with and under instruction of your teacher. Before entry to the academy you will be asked to use hand sanitiser. Please do not touch any surfaces while walking to your class as you will potentially putting yourself and others at risk. When you arrive at your class there will be hand sanitiser in the class and you are requested to disinfect your hands again.	Students could make contact and risk contamination.	Enter the academy with and under instruction of your teacher. Before entry to the academy you will be asked to use hand sanitiser. Please do not touch any surfaces while walking to your class as you will potentially putting yourself and others at risk. When you arrive at your class there will be hand sanitiser in the class and you are requested to disinfect your hands again.					1	1	1

BELFAIRS ACADEMY HEALTH SAFETY RISK ASSESSMENT



3	<p>As mentioned above Year 10 Photography, Art, Music, Media and Drama line up outside the bollards before you come down the steps leading to main entrance of Belfairs. These groups will go through the back entrance of SACC under instruction of their teacher.</p> <p>1) Year 10 Photography(1F06 + 1F08) and Art(1F07) will enter through the back entrance of SACC, go through a SACC class and walk up the stairs in SACC and take the shortest route to their class.</p> <p>2) Year 10 Music(1G07), Media(1G04) and Drama(1G11) will also enter under instruction of their teacher via the back entrance of SACC and go through the SACC class straight though on the ground floor taking the shortest route to their class.</p> <p>3) Year 10 Engineering(3L06) and Product Design(3L03 + 3L04) will lead on from the area in front of the new build under instruction from their teacher and take the shortest route via outside entrance to (3L03) or go through 3L01 to (3L04 + 3L06). Before you leave please make sure that you use hand sanitiser to disinfect your hands. At the end of the day you will leave the academy under strict guidance from your teacher via the same route that you came in. Your teacher will see you off site.</p>	Students could make contact and risk contamination.	<p>Teacher needs to tack charge and be sure that no contact is made with any other class.</p> <p>1) Photography(1F06 + 1F08) and Art(1F07) will enter through the back entrance of SACC, go through a SACC class and walk up the stairs in SACC and take the shortest route to their class.</p> <p>2) Music(1G07), Media(1G04) and Drama(1G11) will also enter under instruction of their teacher via the back entrance of SACC and go through the SACC class straight though on the ground floor taking the shortest route to their class.</p> <p>3) Engineering(3L06) and Product Design(3L03 + 3L04) will lead on from the area in front of the new build under instruction from their teacher and take the shortest route via outside entrance to (3L03) or go through 3L01 to (3L04 + 3L06) Before year 10's leave please make sure that you use hand sanitiser to disinfect your hands. At the end of the day you will leave the academy under strict guidance from your teacher via the same route that you came in. Your teacher will see you off site.</p>					1	1	1
4	<p>Year 12 students arrive at the arranged time and line up outside the academy's main entrance on the left hand side and maintain the 2m social distancing at all times. Your teacher will come down to collect you. They will call out the group that will enter. These students take a large step to the right and follow the teacher keeping 2m social distancing. Before entering you will be asked to use hand sanitiser. Students will enter the main entrance and use the main staircase to the first floor and take the shortest rout to their class making sure that you maintain social distancing at all times. Please refer to timetable to be clear as to which class you will be using within the post 16 block. Before you leave please make sure that you use hand sanitiser to disinfect your hands. At the end of the day you will leave the academy under strict guidance from your teacher via the same route that you came in. Your teacher will see you off site.</p>	Students could make contact and risk contamination.	<p>Year 12 students arrive at the arranged time and line up outside the academy's main entrance on the left hand side and maintain the 2m social distancing at all times. Your teacher will come down to collect you. They will call out the group that will enter. These students take a large step to the right and follow the teacher keeping 2m social distancing. Before entering you will be asked to use hand sanitiser. Students will enter the main entrance and use the main staircase to the first floor and take the shortest rout to their class making sure that you maintain social distancing at all times. Please refer to timetable to be clear as to which class you will be using in the post 16 block. Before you leave please make sure that you use hand sanitiser to disinfect your hands. At the end of the day you will leave the academy under strict guidance from your teacher via the same route that you came in. Your teacher will see you off site. Please read this in conjunction with the year 10 and year 12 timetables.</p>					1	1	1
5	<p>If students are walking with other students to the academy they should maintain social distancing of 2m at all times. If a parent is accompanying a student to academy there may only be one parent to avoid congestion at Belfairs but this is to be avoided where possible. If student uses public transport to academy they need to take every precaution to avoid any contact with other people as well as avoiding touching surfaces with bare hands on public transport. If this is not possible they need to wear PPE according to government guidance. When students arrive at the academy they need to remove the PPE and dispose of the PPE outside the academy property and wash their hands with soap and water as soon as they enter Belfairs.</p>	Risk of cross contamination	<p>Students need to maintain social distancing guidelines and where possible avoid parents accompanying students to academy. If on public transport they need to take every precaution to avoid any contact with other people as well as avoiding touching surfaces with bare hands on public transport. If this is not possible they need to wear PPE according to government guidance. When a student arrives outside the academy they need to remove the PPE and dispose of the PPE and wash their hands with soap and water as soon as they enter Belfairs. Students to walk or ride bicycle where possible to avoid any chance of contamination.</p>			Y	Y	1	1	1

BELFAIRS ACADEMY HEALTH SAFETY RISK ASSESSMENT



6	Always exit class via outside doors where possible and move to next class. Movement around the building should be kept to a minimum but if this is needed during the day please move clockwise around the building till you get to your class or stairwell where you will change floors and then move clockwise till you reach your class. Follow signs showing directions in the building. Please maintain 2m social distancing measures at all times. North/South stairwells are used to go up stairs while the East/West stairwells are used to go down . Access to Lower Ground Floor needs to be via external access.	Could make contact and risk contamination of the virus	Move around building clockwise and use outdoors where possible when moving around the building. North/South stairwells are used to go up stairs while the East/West stairwells are used to go down. Access to Lower Ground Floor needs to be via external access. Lifts should only be used in the event of access arrangement for a student or staff member or staff need to move books or equipment with trolley. All stakeholders need to maintain the 2m social distancing guidelines. Everyone will be encouraged to walk in single file in corridors and on staircases to maximise passing distances.	Y	Y	Y	Y	1	1	1
7	Where possible avoid students lining up outside a class where there is more chance of congestion. If this is unavoidable make sure that students line up 2m apart till they are able to be led into the class. Let the students into the class and make sure that the students sit in their designated seats and avoid any changing of desks. There needs to be a seating plan submitted for every class that is taught to be able to track all the students that sat in the desk in case of infection and contamination. There needs to be a copy clearly displayed in the class as well as a copy uploaded to O:\Seating Plans Covid 19 – 2020.	Could make contact and risk contamination of the virus	Get students into seating plan asap. If not possible keep students 2m apart till you are able to let students into class. Make sure the students sit in seat according to seating plan. Please make sure that you complete the following steps when creating a seating plan for your class: 1) Go to O:\Seating Plans Covid 19 – 2020 and save the seating plan template in your own documents (H:Drive) with the file name that includes the following: • Room number • Teacher initials as on SIMs • Class name • Date when seating plan was last updated Example file name: - 3G01ZWJ11NRSc24.04.20 2) Please note that the seating plan on excel spreadsheet is from the teacher’s perspective looking towards the class. 3) Guidance on how to use this template is on the first spreadsheet tab. 4) Move cells on “S Plan” tab to match layout of your room. 5) “Drop” data into the spreadsheet on the “DATA” tab. 6) Once you have finalised your seating plan please upload the file to the relevant room on: O:\Seating Plans Covid 19 – 2020 7) Make sure that a paper copy is on display in class. 8) If the seating plan is changed at any stage you need to update the seating plan and save with new date and save in: O:\Seating Plans Covid 19 – 2020. (Do not delete the old seating plan in this file as this is a historical record of where a student has been seated. 9) You also need to update the paper copy and replace seating plan displayed in class. 10) If there are any questions on how to use this template, please see your subject	Y	Y	Y	Y	1	1	1
8	When students and staff move from one area to another within the academy the need to ensure that they apply antibacterial hand gel to their hands or wash their hands with soap and water to avoid contamination of different areas of the academy.	Avoiding contamination of multiple surfaces or areas within the academy	Use antibacterial hand gel when moving between areas within the academy. If you do not have hand gel make sure that you wash your hands with soap and water according to government guidelines. Signage will encourage the continued message of infection control and social distancing (hand washing; catch it- Bin it- Kill it’)	Y	Y	Y	Y	1	1	1
9	The teacher and students need to keep all their own stationery and this should not be shared with anybody to avoid any chance of contamination. Make sure that all classes are totally cleaned and no equipment left behind when students and staff leave the class to avoid others having to touch these objects.	Risk of contamination.	Teacher to remind students to only use own equipment assigned to them and not to share anything. Teacher to remember to bring own stationary for white board and IT equipment and to avoid passing these around unless these have been disinfected. Clear class of all equipment when leaving the class to avoid others having to touch these surfaces and makes it easier for cleaners to clean the classes.	Y	Y	Y		1	1	1

BELFAIRS ACADEMY HEALTH SAFETY RISK ASSESSMENT



10	Each person needs to have their own tissues and should only cough or sneeze in a tissue (Catch it, Bin it, Kill it) and in an emergency cough or sneeze in the inside of their elbow.	Risk of contamination.	Follow government guidelines when coughing or sneezing and do this in a tissue (Catch it, Bin it, Kill it) and in an emergency cough or sneeze in the inside of their elbow. Signage will encourage the continued message of infection control and social distancing (hand washing; catch it- Bin it- Kill it')	Y	Y	Y	Y	1	1	1
11	If class teacher suspect any student with symptoms of Covid-19 they need to remove student from class and isolate in medical room with supervision. Office staff need to contact the students parents to collect. Academy needs to insist that the student is tested for Covid-19 as soon as possible and Headteacher informed immediately. If student is negative the student returns to class the next day or as soon as results are received. If positive for Covid-19, all students parents need to be informed in that class and the class teacher along with students in that specific class need to self isolate according to government guidelines.	Risk of contamination	Remove student from class and isolate in medical room with supervision. Office needs to contact the students parents to collect. School needs to insist that the student is tested for Covid-19 as soon as possible and Headteacher informed immediately. If student is negative the student returns to class the next day but if positive for Covid-19, all students parents need to be informed in that class and the class teacher along with students in that specific class need to self isolate according to government guidelines. Any person that has had contact with a suspected Covid-19 patient needs to wash their hands with soap and water or hand sanitiser according to government guidelines.	Y	Y	Y	Y	1	1	1
12	While in class students need to remain in their seat at all times and avoid touching any other surfaces. Staff need to avoid touching multiple surfaces and be aware of the risk of cross-contamination.	Risk of contamination	Students stay in seat and avoid touching other surfaces. Staff to avoid touching multiple surfaces. If this is required they need to use hand gel or wash their hands with soap and water.	Y	Y	Y		1	1	1
13	Where relevant any break will be in the class and staff need to make sure that all students maintain social distancing of 2m according to government guidelines. All students need to bring in their own snack and water bottle to avoid any contamination during the academy day. This needs to be kept with students at all times and taken home at the end of the day.	Risk of contamination	Teacher oversees that 2m social distancing is maintained and that appropriate games are played that avoid contact or passing objects between students where contamination could occur.			Y		1	1	1
14	Students need to utilise the outside spaces when moving around the building as far as possible to avoid congestion within the building and minimise risk of infection.	Minimise risk of contamination	Students to utilise outside spaces during break and lunch as far as possible to minimise the risk of infection where possible.			Y		1	1	1
15	Any student that does not follow the social distancing rules needs to be addressed immediately and have explained to them the dangers of their actions and that the consequence is that their parents/guardian will be called and that they would be sent home. If it comes to this the Year Leader needs to call parent and student sent home for the rest of the day. Students need to be briefed about this and understand the seriousness of this and how important it is to keep everyone safe.	Risk of contamination	Teacher is responsible for the discipline of their own class but where social distancing rules or any other situation that arises where there is a risk of contamination it needs to be addressed immediately. Students need to be warned about the dangers of their actions and that the consequence is that their parents will be called and that they would be sent home. If it comes to this the Year Leader needs to call parent/guardian and student sent home for the rest of the day. Students need to be briefed about this and understand seriousness of this and how important it is to keep everyone safe.			Y		1	1	1
16	At the end of the day students need to clean their hands with hand sanitiser exit via the same route that they entered without touching any surface. The teacher will lead their class while everyone is maintaining 2m social distancing and dismiss them once they are off site. Students that have bicycles need to exit via shortest route and go to bike shed on the outside of the building.	Risk of contamination and breach of social distancing rule.	Teacher regulates the dismissal of students to make sure that a 2m distance is maintained by students and corridors do not become too congested. Students exit via the shortest route out of the building and exit via caretakers exit, main exit or carpark exit. Students that have bicycles need to exit via shortest route and go to bike shed on the outside of the building.			Y		1	1	1

BELFAIRS ACADEMY HEALTH SAFETY RISK ASSESSMENT



17	Classes and desks of all classes used need to be cleaned and disinfected at the end of each day. If there is a change of cohort using the same class on the same day the class needs to be cleaned and disinfected to avoid cross contamination.	Prevention of contamination.	Class is cleaned as per government guidelines.	Y	Y	Y	Y	1	1	1
18	If there has been a risk alert that a student or staff in a particular class has shown symptoms of Covid-19 then the ground staff will need to be informed of the student and classes where that student was in particular the desks where that staff or student was working will need to be deep cleaned.	Risk of infection of Covid-19 virus	If a student or staff has shown symptoms of Covid-19 then the ground staff will need to be informed of the student and classes in particular the desks where that staff or student was working will need to be deep cleaned.	Y	Y	Y	Y	1	3	3
19	If anyone in a student or teacher's household shows symptoms of Covid-19 the student needs to follow the latest government guidelines.	Risk of contamination	Self isolation of student or staff member and inform the principal immediately.	Y	Y	Y	Y	1	3	3
20	If there are any students with disabilities, their class will need to be on ground floor to avoid anyone using the lift to avoid confined spaces. If there is no other option but to use the lift the student needs to use lift alone and the staff member has to use the stairs via normal routes and meet the student outside the lift on that floor	Avoid disable student or student with low mobility has to use the lift to avoid confined spaces which increases a risk of contamination.	Ideally not use the lift but if there is no other alternative student uses lift on their own and staff use stairs via normal routes.	Y	Y	Y	Y	1	1	1
21	All doors of classes and doors on routes need to be wedged open where possible also between lessons to avoid any student touching any doors and allow for maximum ventilation. Staff to make sure that windows are open during the day to allow for maximum ventilation.	Stop student touching doors and contaminating surfaces. Allow fresh air in building.	<p>Make sure that all doors of classes and doors on routes to toilet and outside to break and lunch need to be wedged open to avoid any student touching any doors and allow for maximum ventilation.</p> <p>Guidance regarding Doors: In light of the current situation, hygiene is an important aspect of our working lives. It has been suggested that Coronavirus may be transmitted via metal surfaces and because of this we have received requests to prop doors open. While this is discouraged, this can be done in certain circumstances, but we do have to ensure that in doing so, we do not compromise other aspects of our safety, so here is some guidance. If there are any questions, please email the Health & Safety team healthandsafety@lsec.ac.uk</p> <ol style="list-style-type: none"> 1. A lot of our doors are fire doors and therefore should be kept closed. No doors which lead to a REFUGE AREA, in corridors or stairwells, should be propped open. The exception to this are doors which are on a magnetic holder (which should be open anyway) or 'Door guard' which release in case of a fire. 2. Any door which leads to a room or area with any flammable or dangerous substances or any 'staff only' service areas (Science Labs, areas with oxygen storage, plant rooms, server rooms) must not be left open. 3. Any unattended area(s) must not have doors left open. 4. Any exit doors or doors which lead to the outside of the premises and could allow unauthorised access must not have doors left open. In no circumstances should any kind of alarmed door be unalarmed to allow it to be left open. 5. You CAN open your office door and prop it open with an appropriate doorstop. If you cannot find a doorstop, this can be an alternative object which will not cause obstruction or create a slip or trip hazard. 6. Any doors opened MUST be in areas of use. 	Y	Y	Y	Y	1	1	1

BELFAIRS ACADEMY HEALTH SAFETY RISK ASSESSMENT



22	The integrity of this risk assessment and the safety of all stakeholders relies heavily on staff, students and parents keeping to the exact times laid out in this timetable.	Students, Staff and Parents are late and higher risk of avoiding social distancing.	Students, Staff and Parents need to stick to times allocated according to timetable to minimise the risks of social contact and ultimately contamination.			Y		1	1	1
23	There needs to be a safeguarding DSL and first aider on site at all times where possible. If this is not possible then a DSL needs to be contacted and all LEGRA safeguarding protocols and procedures followed . Nobody is to use any machinery or engage in any high risk activity without a qualified first aider being on site.	Safeguarding of students	Safeguarding DSL on site at all times where possible. If this is not possible then a DSL needs to be contacted and all LEGRA safeguarding protocols and procedures followed . Nobody is to use any machinery or engage in any high risk activity without a qualified first aider being on site. Make sure that there is first aider on site at all times in case there is a medical emergency or a student or staff shows symptoms of Covid-19.	Y	Y	Y	Y	1	1	1
24	Make sure you have the right number of staff in attendance every day to maintain an appropriate ratio with pupils and to cover any essential staff roles you've identified (get more help with that here) – try to keep class sizes as small as possible.	Increased risk due to lack of supervision	Rota and timetables in place to make sure that student staff ration is sufficient to reduce the risk. If there is not adequate supervision it is only ALT that is able to decide if academy should close.	Y	Y	Y		1	1	1
25	Students and staff need to bring in their own lunch and drink to avoid any chance of contamination.	Reduce risk of contamination.	Have own drinking bottle and packed lunch.	Y	Y	Y	Y	1	1	1
26	Vending machines and water fountains shut off to avoid contamination through contact with machine.	Reduce risk of contamination.	Vending machines and water fountains are to be switched off.	Y	Y	Y	Y	1	1	1
27	Avoided touching your face without washing hands.	Contamination	Wash hands before touching your face.	Y	Y	Y	Y	1	1	1
28	In the event of a fire drill or evacuation students will be led out via the shortest route to the fire point and line up as they arrive at a fire point in classes from left to right as students arrive. For Belairs students this will be the sports fields behind the hedges facing the hall. Students need to maintain the 2m social distancing at all times.	Contamination	Students will be led out via the shortest route outside to the fire point and line up as they arrive at a fire point in classes from left to right(as facing the hall) as students arrive. There needs to be 3m between each class and 2m between each student.(This will give a 3m space between classes) Students line up 2m behind each other.	Y	Y	Y	Y	1	1	1
29	Display signs up around the Academy	Inform of how to reduce risk of contamination.	Displays in key areas.		Y	Y	Y	1	1	1

Risk Assessment Guidance Note

RISK RATING

- 1 - 2
- 3 - 5
- 6 - 10
- 12
- 15 - 24

ACTIONS

- No action is needed and no documentary records need to be kept other than a record of the assessment and the outcome.
- No further controls are needed. Consideration may be given to a more cost-effective solution or improvement that does not mean more cost. Monitoring is needed to make sure that the current controls are maintained. (Ongoing review and adapt as government guidelines change)
- Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Measures to reduce risk should be put into practice within a set time period. Where the danger is associated with catastrophic results, further assessment may be necessary to identify more exactly the likelihood of harm as a basis for deciding whether improved control measures are needed. (Review as government guidelines change.)
- Work cannot be started until the risk has been reduced. Considerable resources may have to be set aside to reduce the risk. If the risk involves work in progress, urgent action should be taken. (Review as and when guidelines change.)
- Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the danger, even with unlimited resources, work must not continue.