

BELFAIRS ACADEMY HEALTH SAFETY RISK ASSESSMENT



Form no.	RA026
Date created:	01/06/2020
Area:	Belfairs Academy
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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

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.

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			

Severity is assessed as follows:
 4 Catastrophic (death)
 3 Critical (major injury)
 2 Marginal (first aid only)
 1 Negligible

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ID No.	What are the hazards?	Who might be harmed and how?	Actions required	Teachers	Operational Staff	Students	Other Stakeholders	SEVERITY	LIKELIHOOD	SU
1	Year 7, 8, 12 and 13 will be in for the first time on 2nd September while 9, 10 and 11 students will come in for the first time on 3rd September 2020. All students will be in from 4th September 2020. All staff will be in the Academy from the 1st September 2020.	Students could make contact and risk contamination.	Keep social distancing of 2m and wash hands to prevent spread of virus. The first time that students come into the academy they will be briefed about all aspects on the new normal and how to reduce risk while they are in the academy and move around the academy. Staff will be briefed before we break up on all aspects of safeguarding and risk assessment.			Y		1	1	
2	Staggered arrival times and entry points to avoid chances of congestion and contamination: Yr 7 - 8:25 (Back Entrance) Yr 8 - 8:35 (Back Entrance) Yr 9 - 8:25 (Car Park Gate) Yr 10 - 8:35 (Car Park Gate) Yr 11 - 8:25 (Main Entrance) Yr 12 + 13 - 8:35 (Main Entrance) to avoid different year groups coming into contact with other years.	Avoid congestion and contamination of different year group bubbles	Staggered arrival times and entry points.			Y		1	1	
3	Students arriving to the academy on bicycles need to park their bicycles in the following areas: Yr 7 - Back Entrance Boiler Room Yr 8 - Back Entrance Containers Yr 9 - Resolute Bike Shed East Side Yr 10 - Resolute Bike Shed West Side Right Yr 11 - Resolute Bike Shed West Side Left Post 16 - Front Car Park Bike Shed It is very important that all students follow social distancing guidelines and keep to times to avoid any cross contamination across year group bubbles.	Higher risk of contamination as year 10 and 11 are sharing bike sheds which are close together.	All year groups use designated areas to park their bikes and follow social distancing guidelines and timings to avoid any chance of cross contamination.			Y		2	2	
4	Staff need to arrive as they normally do and go to their working area as usual and maintain social distancing according to government guidelines at all times.	Staff can cross contaminate if infected	Staff arrive as usual and go to working areas while maintaining social distancing at all times. If areas are busy and it would be difficult to social distance according to government guidelines, you need to find an area where you are able to work safely.	Y	Y			1	1	
5	All other stakeholders arrive at the front office and apply hand sanitiser and sign in as usual. The front office will call the member of staff required to collect visitor (or if visitor has got DBS clearance and allowed unsupervised into the academy they may proceed into the academy maintaining social distancing according to government guidelines at all times). Please note that any visitor coming on site needs to sign in at the front office in the unlikely event that someone becomes infected with Covid - 19 and we need to track and trace. Office needs to make sure that these visitors will be able to be contacted if there was an infection.	Risk of outside visitor contaminating others on site and building being infected.	Anyone arriving at the front office need to apply hand sanitiser and sign in as usual. The front office will call the member of staff required to collect visitor (or if visitor has got DBS clearance and allowed unsupervised into the academy they may proceed into the academy maintaining social distancing according to government guidelines at all times).				Y	2	2	

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6	<p>All students go to relevant play areas so that bubbles are not able to cross contaminate. Year groups go to the following areas on the academy site:</p> <p>Yr 7 - South Field North Field Endeavour Playground Terrace + Defender Playground Canteen and East Resolute Playground + West Resolute Playground</p> <p>Yr 8 - Yr 9 - Yr 10 - Yr 11 - Post 16 - Cafe</p>	Risk of cross contamination of bubbles	Students are kept in different areas of the academy to avoid any cross contamination of bubbles before academy day starts.			Y		1	1	
7	<p>In the morning before classes begin, students line up in year groups and forms. Students must line up before the time and will be allowed to enter at correct time under the direction of staff member and avoiding any contact with any other students from another year groups. Year groups line up in the following areas:</p> <p>Yr 7 - South Field North Field Endeavour Playground Defender Playground Resolute Playground Resolute Playground</p> <p>Yr 8 - Yr 9 - Yr 10 - Yr 11 - East Post 16 - West</p>	Risk of cross contamination of bubbles	Students in different years are kept away from each other to avoid any chance of cross contamination. These students will lead on to their designated areas where they will receive lessons and according to their timetable.					1	1	
8	<p>Students will be allowed to enter row by row and use the following entry points to the building at the start of the academic day, break and lunch times:</p> <p>Yr 7 - Fire Exit at back of new build (Line up) Yr 8 - Main Entrance of new build (Line up) Yr 9 - Defender Entrance (Line up) Yr 10 - Defender Entrance (Line up) Yr 11 - Resolute Entrance (Line Up) Post 16 - All Post 16 (Line up)</p>	Risk of cross contamination of bubbles	Staggered entrance at different points and times to avoid cross contamination of any year group bubble.					1	1	
9	<p>If staff and students are walking with others to the academy they should maintain social distancing at all times. If a parent is accompanying a student to the academy there may only be one parent to avoid congestion at Belfairs but this is to be avoided where possible. If students, staff or other stakeholders use public transport to the 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, staff and other stakeholders 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 or use hand sanitiser as soon as they enter Belfairs.</p>	Risk of cross contamination	Students, staff and other stakeholders need to maintain social distancing according to 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 students, staff member or other stakeholders arrive outside the academy they need to remove the PPE and dispose of the PPE and wash their hands with soap and water or sanitise as soon as they enter Belfairs. Students to walk or ride bicycle where possible to avoid any chance of contamination.	Y	Y	Y	Y	1	1	

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10	When teachers, operational staff and other stakeholders arrive they need to wash their hands immediately with soap and water or apply antibacterial gel to hands, then put their belongings down in their designated staff base or class. Any other person entering the academy has to follow normal protocol and report to the front office and apply hand gel before entering the academy. While in the academy they need to maintain social distancing rules.	Teachers and Operational staff could make contact and risk contamination.	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. If this is not possible, they need to where PPE according to government guidance. When a staff member arrives at the academy, they need to remove the PPE outside the academy and dispose of the PPE and wash their hands with soap and water as soon as they enter Belfairs. Keep social distancing according to government guidance and wash hands to prevent spread of virus. Any other adult entering the academy needs to report to the front office.	Y	Y		Y	1	1	
11	Each year group of students may only use their own designated toilet. Under no circumstances will you be allowed to use another bubbles toilet or wash your hands in another bubbles toilet. Yr 7 - First Floor New Build Toilet (Unisex) Yr 8 - Ground Floor New Build Toilet (Unisex) Yr 9 - Ground Floor Defender Toilet (Single Sex) Yr 10 - First Floor Defender Toilet (Single Sex) Yr 11 - Toilets opposite Music (Unisex) Post 16 - Post 16 Toilets (Unisex) All other toilets including disabled toilets would be out of bounds for students. Please note that Belfairs staff use disabled toilets and staff toilets as usual. Please avoid touching any surfaces and use toilet paper when touching surfaces in the toilet. All visitors from outside of the academy use the cafe toilets and none other.	Risk of contamination of different bubbles and groups.	Every Bubble and group may only use their own designated toilet. Under no circumstances will you be allowed to use another bubble or groups toilet and this includes washing your hands in another bubble or group's toilet.	Y	Y	Y	Y	1	1	
12	If for any reason a student needs to cross another group's bubble, it is the owners of that bubble that will have the right of way in that particular bubble. Before a student/s is allowed to cross bubbles, they need to wash their hands or use hand sanitiser before moving between bubbles. Any staff who will be moving between bubbles need to wash their hands or use hand sanitiser before moving from one bubble to another.	Cross contamination between bubbles.	Any staff, students or other stakeholders moving between bubbles need to respect and give right of way to the "owners" of that bubble. Any staff or students moving between bubbles need to wash their hands before moving across bubbles.	Y	Y	Y	Y	1	1	
13	There is an available and allocated computer room for every year group bubble. Yr 7 - 4G05 (Share computer room with year 8) Yr 8 - 4G05 (Share computer room with year 7) Yr 9 - 3G05 Yr 10 - 3F04 Yr 11 - 1F01 Post 16 - 1F14 Please make sure that all computer keyboards and table surfaces are wiped down before and after the computers and computer room is used as these facilities may be shared if needed.	Cross contamination between bubbles.	There are designated computer rooms for every bubble apart from the induction phase which share a computer room 4G05. All staff and students need to make sure that all computer keyboards and table surfaces are wiped down before and after the computers and computer room is used.	Y	Y	Y		1	1	

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14	<p>In the case of a fire drill or evacuation, all staff and students need to evacuate the building and go to designated fire points according to the fire procedure following routes as indicated in every room.</p> <p>These fire points are:</p> <table border="0"> <tr> <td>Yr 7 - South Field</td> <td>Yr 8 - North Field</td> </tr> <tr> <td>MUGA</td> <td>Yr 9 - North MUGA</td> </tr> <tr> <td>Resolute Playground</td> <td>Yr 10 - South MUGA</td> </tr> <tr> <td>Resolute Playground</td> <td>Yr 11 - East Resolute Playground</td> </tr> <tr> <td>Leaders and Phase Leaders</td> <td>Post 16 - West Form Tutors, Progress Leaders</td> </tr> </table> <p>will support their own groups. Any operational staff or any other staff who are visiting the academy will gather on the Resolute Playground. Staff and students need to make sure that they are social distancing according to government guidelines when lining up in bubbles. When students walk back into the building, this needs to be under strict control and guidance of the chief Fire Officer or Deputy Fire Officer. All students will use the same entrances as they do for break and lunch. If and when the building has been cleared, staff and students enter the building as they would after break and lunch making sure that social distancing is maintained at all times.</p>	Yr 7 - South Field	Yr 8 - North Field	MUGA	Yr 9 - North MUGA	Resolute Playground	Yr 10 - South MUGA	Resolute Playground	Yr 11 - East Resolute Playground	Leaders and Phase Leaders	Post 16 - West Form Tutors, Progress Leaders	Cross contamination between bubbles.	Please note that years 9 and 10, 11 and Post 16 have the same exit points and this will need to be managed by letting the older year group out first to avoid cross contamination. Always let the older year group out of the building first. If there is a risk of a fire, everyone needs to evacuate as soon as possible and ignore cross contamination of bubbles.	Y	Y	Y	Y	1	1
Yr 7 - South Field	Yr 8 - North Field																		
MUGA	Yr 9 - North MUGA																		
Resolute Playground	Yr 10 - South MUGA																		
Resolute Playground	Yr 11 - East Resolute Playground																		
Leaders and Phase Leaders	Post 16 - West Form Tutors, Progress Leaders																		
15	<p>Before school, during break and lunch, students are expected to stay in their designated areas and not allowed to move into other areas. These areas are:</p> <table border="0"> <tr> <td>Year 7 - South Field</td> <td>Year 8 - North Field</td> </tr> <tr> <td>Endeavour Playground</td> <td>Year 9 - Terrace and Defender Playground</td> </tr> <tr> <td>Canteen and East Resolute Playground</td> <td>Year 10 - Post 16 - Cafe and West Resolute Playground</td> </tr> </table> <p>Year 11 - There will be designated areas in each bubble where you will be able to purchase food and a drink. No students will be allowed to purchase anything outside of these bubbles. Note that the staff from Vertas will also be assigned to each bubble to avoid cross contamination where possible. It is an expectation that students, staff and all stakeholders will wash their hands or sanitise before and after eating to reduce risk of contamination. It is a strong suggestion that everyone carries a water bottle with them as all water fountains and vending machines will be switched off.</p>	Year 7 - South Field	Year 8 - North Field	Endeavour Playground	Year 9 - Terrace and Defender Playground	Canteen and East Resolute Playground	Year 10 - Post 16 - Cafe and West Resolute Playground	Chance of cross contamination if students move between bubbles	Designated areas for each year group before school and during recreational time. In addition to this there will be separate food and drink collection points. All are asked to carry a drink with them as water fountains and vending machines will be switched off.	Y	Y	Y	Y	1	1				
Year 7 - South Field	Year 8 - North Field																		
Endeavour Playground	Year 9 - Terrace and Defender Playground																		
Canteen and East Resolute Playground	Year 10 - Post 16 - Cafe and West Resolute Playground																		

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16	<p>In the case of inclement weather conditions students will be asked to go to the following designated areas:</p> <p>Yr 7 - Sports Hall Yr 8 - Stay in Form Room Yr 9 - Stay in Form Room Yr 10 - Hall and open back doors to open onto terrace Yr 11 - Heartspace and Annex Post 16 - Cafe and Common Room</p> <p>Please make sure that all students remain in their bubbles and follow procedures on entry after normal break and lunch.</p>	<p>Chance of cross contamination if students move between bubbles</p>	<p>Students to stay in bubbles during inclement weather and normal wet break and lunch staff rota to be followed.</p>	Y	Y	Y		1	1	
17	<p>There will be separate areas to purchase food and drink for each year group and they are:</p> <p>Yr 7 - Sport shall Viewing Gallery Yr 8 - New Build Entrance Yr 9 - Technology Area Yr 10 - Food Pod Yr 11 - Canteen Post 16 - Cafe</p> <p>Under no circumstance are any students allowed to purchase food or drink from another year group bubble. Staff will be allowed to purchase food from any bubble but need to make sure that hands are washed or hand sanitiser is used before and after purchasing and eating food.</p>	<p>Chance of cross contamination if students move between bubbles</p>	<p>Students will purchase food and drink in different bubbles to avoid any risk of contamination.</p>	Y	Y	Y		1	1	
18	<p>Always exit class via outside doors where possible and move to next class, if required, using outdoors where possible and this is the shortest route. If this is not possible only move within own year group bubble. Always keep to the left in corridors and stairwells. Be aware that you are only allowed to keep to your year group area and colour. If you are outside your area and colour you need to give the year group, who's area and colour it is, the right of way. Please maintain social distancing measures at all times. Note that the narrow stairwell between Defender and Endeavour is out of bounds for all students but may be used by staff. Only one person may use the lift at a time .</p>	<p>Could make contact and risk contamination of the virus</p>	<p>Avoid contact when moving around the building.</p>	Y	Y	Y	Y	1	1	

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19	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 socially distanced apart until 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 according to seating plan 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 and trace all the students that sat in the desk in case of infection and contamination. These need to be uploaded to O:\Seating Plans Covid 19\Seating Plans September 2020. Guidance regarding seating plans are in folder.	Could make contact and risk contamination of the virus	<p>Get students into seating plan asap. If not possible keep students socially distanced until you are able to let students into class. Make sure the students sit in seat according to seating plan.</p> <p>Please make sure that you complete the following steps when creating a seating plan for your class:</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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(file) on: O:\Seating Plans Covid 19\Seating Plans September 2020 7) 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\Seating Plans September 2020. (Do not delete the old seating plans in this file as this is a historical record of where a student has been seated). 8) If there are any questions on how to use this template, please see your subject leader. 	Y	Y	Y	Y	1	1	
20	If and when students or staff members have to move from one bubble to another within the academy, they 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. There will be signage around the academy reminding everyone to wash their hands and maintain social distancing.	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’) There will also be signage around the academy reminding everyone of the social distancing that applies to everyone.	Y	Y	Y	Y	1	1	
21	Teachers 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.	Teachers to remind students to only use own equipment assigned to them and not to share anything. Teachers to remember to bring own stationary for white board and IT equipment and to avoid passing these around unless these have been disinfected. Clear the class of all equipment when leaving to avoid others having to touch these surfaces and makes it easier for cleaners to clean the classes.	Y	Y	Y		1	1	
22	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	

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23	<p>If class teacher suspects 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 student's 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 follow government guidelines. Staff in office need to maintain social distance from any students that are suspected of having Covid 19 and only make contact in an emergency and while using the necessary PPE equipment. If there is more than one student that is suspected of having the virus, they need to be seated away from each other. Full cleaning protocol needs to be followed of area after suspected case of Covid 19 has been identified. At this stage, temperature will not be taken of anyone as this is not an accurate diagnosis for a person having the virus.</p>	Risk of contamination	<p>Remove student from class and isolate in medical room with supervision. Office needs to contact the student's 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. Staff in office need to maintain social distance from any students that are suspected of having Covid 19 and only make contact in an emergency and while using the necessary PPE equipment.</p>	Y	Y	Y	Y	2	1	
24	<p>While in class, students need to remain in their seat at all times and avoid touching any other surfaces or objects. Staff need to avoid touching multiple surfaces and be aware of the risk of cross-contamination. We recommend that the seating plan has students with the greatest need sit in front and to the sides in the room for easy access while those with greater ability sit in the middle of the class. Tables need to face the front to reduce any chance of contamination.</p>	Risk of contamination	<p>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. We recommend that the seating plan has students with the greatest need sit in front and to the sides in the room for easy access while those with greater ability sit in the middle of the class. Student tables all face the front.</p>	Y	Y	Y		1	1	
25	<p>Before school, during break and lunch and after school, staff need to make sure that all students maintain social distancing according to government guidelines. During lunch time, games are allowed on the sports fields but need to be activities that do not lead to the transgression of the social distancing rules or involve students passing anything that could cause cross-contamination.</p>	Risk of contamination	<p>Teacher oversees that social distancing is maintained and that appropriate games are played that avoid contact or passing objects between students where contamination could occur.</p>	Y	Y	Y		1	1	
26	<p>Students and staff 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.</p>	Minimise risk of contamination	<p>Students and staff to utilise outside spaces during break and lunch as far as possible to minimise the risk of infection where possible.</p>	Y	Y	Y		1	1	

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27	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	Teachers are responsible for the discipline of their own class but, where social distancing rules or any other situations that arise 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 the seriousness of this and how important it is to keep everyone safe.	Y	Y	Y		1	1	
28	At the end of the day, students exit via the same route that they entered. Students who have bicycles need to collect their bicycles from their designated area/shed and exit the site immediately.	Risk of contamination and breach of social distancing rule.	Teacher regulates the dismissal of students to make sure that social distancing is maintained by students and corridors do not become too congested. Students exit via the agreed route out of the building and site. Students who have bicycles need to collect their bicycles from their designated area/shed and exit the site immediately.	Y	Y	Y		1	1	
29	Classes and desks of all classes used need to be cleaned and disinfected at the end of each day.	Prevention of contamination.	Class is cleaned as per government guidelines.	Y	Y	Y	Y	1	1	
30	If there has been a risk alert that a student in a particular class has shown symptoms of Covid-19, 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, 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	2	2	
31	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	Y	Y	Y	Y	1	1	
32	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. If student needs to be accompanied in lift, mitigating measures need to be put in place to reduce risk to staff and student.	Avoid disabled student or student with low mobility 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. If the above is not possible, take measures to reduce and mitigate risk.	Y	Y	Y	Y	1	1	

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33	All doors of classes and doors on routes to outside at break and lunch need to be wedged open 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. Fire doors cannot be left open.	Stop student touching doors and contaminating surfaces. Allow fresh air in building.	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. 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 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. When you go home at night, any door that has been open during the day MUST BE CLOSED. 7. DO NOT prop any door open with a fire extinguisher under any circumstances!	Y	Y	Y	Y	1	1	
34	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	
35	There needs to be a safeguarding DSL and first aider on site at all times. 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. 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	
36	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.	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.	Y	Y	Y		1	1	
37	Identify which parts of the academy you'll be using and close and lock off unused parts, to reduce the amount of cleaning needed.	Reduce risk of contamination.	Increase frequency of cleaning of areas that are being used to reduce risk of contamination		Y			1	1	
38	If you are not purchasing from the mobile canteen, 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	
39	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	

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40	Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including: 1) Banisters 2) Classroom desks and tables 3) Bathroom facilities (including taps and flush buttons) 4) Door and window handles 5) Furniture 6) Light switches 7) Reception desks 8) Teaching and learning aids 9) Computer equipment (including keyboards and mouse) 10) Sports equipment 11) Telephones 12) Fingerprint copiers	Contamination	Use standard cleaning products to clean and disinfect frequently touched objects and follow cleaning regime according to school and government guidelines.		Y			1	1	
41	If a suspected contaminated area has to be cleaned and disinfected then PPE needs to be worn. Disinfect and wash hands with soap and water once PPE and other material has been removed, for example gloves and apron. We have extra cleaners on throughout the day and they are wiping handles and surfaces. After school, all areas will be cleaned according to cleaning protocol.	Contamination	PPE to be worn and hands washed when cleaning task complete. If the individual tests negative, put the bags in with the normal waste. If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours. If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your: • Local waste collection authority (if they currently collect your waste) • Or, by a specialist clinical waste contractor		Y			2	2	
42	All staff need to work socially distanced from each other and make sure that all windows and doors are open to ensure maximum ventilation.	Contamination	Maintain social distancing and keep doors and windows open to ensure maximum ventilation and reduce the risk of infection.	Y	Y		Y	1	1	
43	Conduct meetings remotely with parents and other colleagues where possible to reduce the chances of contamination.	Contamination	Meet via Teams, Zoom, Skype or Google Meet.	Y	Y		Y	1	1	
44	Staff should avoid passing physical items between personnel to limit the risk of contamination between personnel.	Contamination	Use electronic forms where possible and if items are passed on between personnel, then you need to wash your hands or use hand sanitiser.	Y	Y		Y	1	1	
45	If any items are handled from outside (for example post) you need to wear gloves. When task is complete, dispose of the gloves and make sure that you wash your hands with soap and water or use hand sanitiser.	Contamination	Use gloves, wash hands and use hand sanitiser.	Y	Y		Y	1	1	
46	Where possible avoid face to face meetings with parents but if this cannot be avoided, please make sure that you maintain social distancing rules and meet in a well-ventilated room. Meeting rooms are not fit for purpose given the current risk. Staff bases will only be for beverages/food and depositing of personal items. Staff will be based in the class that they are teaching and breaks can be taken outside or in the classroom.	Contamination	Avoid face to face meetings with parents but if this cannot be avoided please make sure that you maintain social distancing rules and meet in a well ventilated room. Meeting rooms and small offices are not fit for purpose given the current risk. An alternative could be the 'Cafe.	Y	Y		Y	1	1	
47	Avoided touching your face without washing hands.	Contamination	Wash hands before touching your face.	Y	Y	Y	Y	1	1	

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48	In the event of a fire drill or evacuation, students will be led out via the shortest route to their fire assembly point and line up in forms at their fire point. Fire Points are: Yr 7 - South Field Yr 8 - North Field Yr 9 - North MUGA - South MUGA Resolute Playground Yr 10 Yr 11 - East Post 16 - West Resolute Playground	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 forms. Please maintain all social distancing guidance.	Y	Y	Y	Y	1	1	
49	No external lettings or external hires	Reduce risk of contamination	Cancel all lettings.					1	1	
50	No Breakfast Club till further notice	Reduce risk of contamination	Cancelled Breakfast Club till further notice			Y		1	1	
51	No assemblies or large gatherings of staff and/or students. Assemblies will be in tutor group.	Reduce risk of contamination	No assemblies or large gatherings of staff and/or students					1	1	
52	Display signs up around the Academy	Inform of how to reduce risk of contamination.	Displays in key areas.		Y	Y	Y	1	1	
53	Staff and students with any issues around mental health and wellbeing are being supported. If you have any concerns you need to speak to your line manager and we will look at putting necessary support in place.	Impact on attendance	Interventions as the need arises.	Y	Y	Y		1	1	
54	Communication through news letters, e-mails, Posters, presentations and surgeries so that all staff understand processes and procedures in place to safeguard all stakeholders.	Stakeholders are not informed of arrangements and apply risk assessment incorrectly.	Inform all staff of arrangements through letters, e-mails, presentations and surgeries so that all staff understand processes and procedures in place to safeguard all stakeholders.	Y	Y	Y		1	1	
55	Areas are not clean and lack of ventilation.	Risk of breeding and spread of virus	By maintaining personal hand hygiene and keeping windows and doors open at all times will reduce the opportunity for the virus to multiply.	Y	Y	Y		1	1	
56	Staff or students who are at higher risk of being infected need to make your line manager and see what could be done to further support you in reducing the risk of you contracting the virus.	Students and teachers that could						2	1	
57	Keeping everyone safe is everybody's responsibility and if you have any concerns or are aware of a potential risk please speak to your line manager so that this could be dealt with to avoid any chance of a situation escalating.	Greater risk of contamination	If anyone has concerns to please speak to line manager.	Y	Y	Y	Y	1	1	
58	There are amendments to the behaviour for learning policy. Please make sure that you are aware of these processes and procedures otherwise behaviour procedure remain the same.	Students not following procedures.		Y	Y	Y	Y	1	1	

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59	<p>Reprographics can only be accessed during tutor time on the following days for different year groups:</p> <p>Yr 7 - Wednesday Friday Tuesday Thursday Monday</p> <p>Yr 8 - Yr 9 - Yr 10 - Yr 11 - Post 16 - Any time just not tutor time</p> <p>Please note that you will not be allowed to go to the reprographics room outside of your allotted day during tutor period</p>	Risk of contamination if not kept separate.	Different years visit the reprographics room on different days during tutor period.			Y		1	1	
60	<p>Every attempt needs to be made to avoid using the Reval machines to avoid contamination through contact. This could be avoided by parents putting money on the students cards through Parent Pay.</p>		Parents to use Parent Pay to put money on studnets card.			Y		1	1	
61	<p>From Monday 9/11/2020 everyone is required to where face covering in communal areas. It is not recommended in classes</p>	Risk of contaminating others in communal areas	Wearing of face masks in communal areas	Y	Y	Y		1	1	
62	<p>No extracurricular clubs during the x4 week lockdown period during November and December. PE, sport, music, dance and drama lessons can continue in line with the current guidance – during academy time. Period 6 for Year 11 and 13 can continue.</p>	Reduce risk of contamination	Reduce chance of contact	y	y	y	Y	1	1	
63	<p>Staff and students who have been contacted by their doctor as they are considered clinically extremely vulnerable (CEV) need to contact Mrs Wiliams to make sure that all government guidelines are followed.</p>	Ruduce risk of catching Corona Virus	Contact Mrs Williams to ensure that all processess and procedures are in place to reduce risk.	Y	Y	Y	Y	1	1	
64	<p>Coronavirus is spread through the air by droplets and smaller particles (known as aerosols) that are exhaled from the nose and mouth of an infected person as they breathe, speak or cough. Evidence tells us that the majority of virus transmissions happen indoors, as being indoors, with no ventilation enables the particles to remain suspended in the air for hours and build up over time so increasing risk of contact. Coronavirus transmission is most likely when a room does not have a regular refresh of fresh air, and where people are generating large amounts of aerosol through activities such as singing and loud speech. In order to combat this it is necessary that classrooms/communal spaces are ventilated with fresh air from outdoors rather than just recirculating air, which just means the aerosols containing the virus move around the same room rather than being extracted and also being diluted by the new intake of air from outdoors. It is very important to ensure schools are well ventilated and a comfortable teaching environment is maintained, we appreciate this is not an easy ask in the winter months.</p>	Importance of ventilation	<p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). • Opening internal doors can also assist with creating a throughput of air, (as long as they are not fire doors and where safe to do so) <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. For more information • rearranging furniture where possible to avoid direct draughts • A simple formula of every 2 hours open the windows / doors wide and fully for ten minutes will be a good measure to adopt. 	y	y	y	y	2	1	

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65	Coronavirus transmission is most likely when a room does not have good ventilation	cross contamination	Students/parents to be advised of the need for their own equipment. Exam pack to be made available to buy on parentpay if possible?(different from current pack on sale as to include compass, protractor and highlighter pens) calculator also available to buy.					1	1	
66	It is very important to ensure schools are well ventilated	track & trace	in case of infection invigilators to be booked in blocks and for full days dependant on their availability. Smaller rooms will be manned by two invigilators so that at any point during the exam an invigilator can leave the room for assistance/equipment or to keep outside quiet. There will be no corridor invigilation					2	2	
67	Invigilators to set the room up quickly to enable students to walk straight in	cross contamination	to ease the access into the room all invigilators to be fully set up and out of the way before the students arrive.					1	1	
68	Invigilators handing out emergency equipment	cross contamination	Invigilators to use anti-bacterial wipes to clean equipment before and after use.					2	2	
69	Invigilators working the room during the exam must maintain a distance	cross contamination	Invigilators to stand at the back of the room if possible or at least in a space with a 2 metre gap to watch the room. If a student asks a question they are to stand next to them facing forward to answer avoiding face to face. Invigilators to use hand sanister every time they touch surfaces/equipment to maintain covid safety.					2	2	
70	Students to sit in same seat throughout the exam period.	cross contamination	students to avoid touching desks and chairs when moving to their seat. Cleaning to take place after every exam. Sports Hall may not be able to action this because of numbers?					1	1	
71	Y11 students to be lined up in the playground before the exams in their rows and seat numbers (small gym) for a single line contained feed round in to the Sports Hall with a short gap between each row.	avoid crowding and maintaing a safe distance between students for a faster/safer entrance to the Sports Hall.	SLT/teachers to run the entry into the room maintaining a single line, no stopping, continual feed into the venue. Bags to be left in the changing room on route with coats (if students not wearing them because of the cold). students taking their exams in the small gym to carry on through to the fire doors and enter into the small gym leaving their bags and coats at one end. Students to be reminded before they walk round to have their seat numbers, phones switched off in their bags and the correct equipment so that they are ready to go straight in.					1	1	
72	P16 students to make their own way to the Sports Hall with slightly earlier start times and enter via the fire door at the far end of the room making their way straight to their seats.	avoid crowding and maintaing a safe distance between students for a faster/safer entrance to the Sports Hall.	bags and any coats not worn to be placed in the storage room a the far end of the room. Mobile phones to be switched off and stored in bags at all times.					1	1	
73	small satellite rooms in the main building to be accessed normally. Students to go straight in to the room without lining up.	avoid crowding and maintaing a safe distance between students	bags and any coats not worn to be placed in the same room. Mobile phones to be switched off and stored in bags at all times.					1	1	
74	All exam rooms to have windows open for ventilation, fire doors open in sports hall?	good practice	students to wear coats if cold and invigilators to dress appropriately and also wear coats if cold.					1	1	
75	Seating plans available in all rooms and registers outside of the room. Copy of seating plans given to Jo Hall, copy of attendance registers given to Di Johnson	clarity for track and trace.	Exams office to supply Jo Hall with a full set of seating plans covering the exam season and Di Johnson will get the full set of attendance registers.					1	1	
76	Invigilators to be fully trained on all new rules and regulations and covid good practice.	good practice	hand sanitiser to be available for all who enter and exit the room. Masks to be worn only if the invigilators choose to do so as not mandatory. Training will be given by EO on all new rules and regulations and all current information regarding covid good practice from Ofqual and exam boards					2	2	
77	Invigilators arrive in school by 8am to avoid any contact with students.	Avoid overcrowding and mixing bubbles	Invigilators arriving for wok at the Sports Hall/small gym to enter the school via the swimming pool gate and go straight in to the exam hall. Coats and bags to be stored in the storage room at the far end away from the P16 bags. Must bring in own water/hot drinks/food. Invigilators working in the main building to access the school via the main entrance. Sign in books will be available at both entrances to maintain track and trace information. Invigilators to avoid walking anywhere in the school if students are out.					1	1	
78	Facilities to provide hand sanitiser and anti-bacterial wipes for all exam venues	cross contamination	hand sanitiser for students and invigilators and wipes to clean laptops/headphones/pens/maths packs/desks/chairs etc etc. to be available in all exam venues with enough supply to last the exam period.					1	1	

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79	Facilities to ensure exam venues are set up with a 1.25m gap between exam desks. Making sure there is a larger gap between P16 and Y11s in the Sports Hall. Invigilators need a 2 metre gap made available to be able to maintain a distance at some points.	cross contamination	facilities to be given the full set up for sports hall/small gym in order to organise the rows. Glen to advise how the room can be set up to give sufficient space for invigilators before EO seats students as the new seating may not give enough room for P16.					1	1	
80	Equipment during the exam period: Laptops, earphones and computer use for RWG.	cross contamination	Laptops to be assigned to a student and labelled. IT to ensure we have wiped clean laptops ready for exams with invigilators wiping down between use. Earphones to be kept at the same workstation for use with the same student and wiped between use. Computer keyboards/mice to be wiped down between use. IT to wipe down any computers after setup for RWG.					1	1	
81	Reader/Scribes during exams	cross contamination	Co-eds to sit 1 metre apart from student facing forward. They will be given their own exam paper and answer sheet to write on which will be handed in for marking alongside any answers the student may have written themselves. The small gym to be set up with a large gap between the R/S & student pairing to give privacy and aid ventilation. all staff logged for track and trace purposes					1	1	
82	Exiting the venue safely	crossing bubbles/cross contamination	The Sports Hall/small gym will impact on year 7 break times and lunches as Y11 students will be exiting the same route they came in picking up their bags etc before going the long way round out to the playground. Year 7 bubble will be greatly impacted with this so will have to have an alternative area for lunch/breaks completely avoiding the Sports Hall area during the exam period. P16 will exit via the fire doors and round. SLT/Teachers to be available to ensure there is a controlled single line exit, row my row, ensuring students do not linger in the cloakroom causing a crowd to gather.					2	2	

Risk Assessment Guidance Note

RISK RATING

ACTIONS

1 - 2

No action is needed and no documentary records need to be kept other than a record of the assessment and the outcome.

3 - 5

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. (Review the risk assessment at least monthly given the rate of change of government guidelines.)

6 - 10

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 soon as possible when aware or as shown in the action plan.)

12

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 within a month or as shown in the action plan.)

15 - 24

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.





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