

BELFAIRS ACADEMY HEALTH SAFETY RISK ASSESSMENT



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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	SUM
1	Any student, staff and in extenuating circumstances, other stakeholders, that come into the academy albeit while the academy is fully open or during a period of lockdown have a risk of transmitting the virus and need to take every precaution to make sure that they take every precautionary measure to reduce this risk.	Students, staff and any other stakeholders could make contact and risk contamination.	Avoid physical contact and wash hands to prevent spread of virus. Strongly advised to wear masks in communal areas.	Y	Y	Y	Y	1	1	1
2	When academy is fully operational and attending there will be different entry points to avoid chances of congestion and increase the chances of contamination: Yr 7 - 8:35 (Back Entrance) Yr 8 - 8:35 (Back Entrance) Yr 9 - 8:35 (Car Park Gate) Yr 10 - 8:35 (Car Park Gate) Yr 11 - 8:35 (Main Entrance) 12 + 13 - 8:35 (Main Entrance)	Avoid congestion and increased risk of contamination	Staggered entry points.			Y		1	1	1
3	Students arriving to the academy on bicycles need to park their bicycles in the following areas: Yr 7 - Back Entrance (Containers) Yr 8 - Back Entrance (Containers) Resolute Bike Shed East Side Resolute Bike Shed West Side Right Resolute Bike Shed West Side Left Post 16 - Resolute Bike Shed West Side Left It is very important that all students avoid physical contact	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 avoid physical contact with other students.			Y		2	2	4
4	Staff need to arrive as they normally do and go to their working area as usual and avoid physical contact.	Staff can potentially cross contaminate if infected	Staff arrive as usual and go to working areas while and avoid physical contact where possible.	Y	Y			1	1	1

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5	<p>All other stakeholders arrive at the front office with masks 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 avoiding physical contact. Please note that any visitor coming on site needs to sign in at the front office for safeguarding reasons.</p>	<p>Risk of outside visitor contaminating others.</p>	<p>Anyone arriving at the front office need to have a mask 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 avoiding physical contact with any other person.</p>				Y	2	2	4
6	<p>All students are able to move around the building but must avoid physical contact where possible.</p>	<p>Risk of cross contamination if making contact.</p>	<p>Avoid physical contact when moving around the site.</p>			Y	1	1	1	
7	<p>On entry to the academy studnets avoid congestion at the entry points around the building. Students should avoid contact and keep a reasonable space between each other.</p>	<p>Risk of cross contamination</p>	<p>Students avoid physical contact with each other to avoid any chance of cross contamination.</p>				1	1	1	

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8	If staff and students are walking with others to the academy they should avoid physical contact. If a parent is accompanying a student to the academy avoid physical contact and congestion. 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 wearing face masks. When students, staff and other stakeholders arrive at the academy they need to keep mask on and wash their hands with soap and water or use hand sanitiser as soon as they enter Belfairs.	Risk of cross contamination	Students, staff and other stakeholders need to avoid physical contact This includes parents accompanying students to academy. If on public transport they need to take every precaution to avoid any contact with other people and wear a face mask. When a students, staff member or other stakeholders arrive outside the academy they need to remove the facemask 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	1
9	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 and wear facemask. When a staff member arrives at the academy, they need to keep their mask on in the academy and wash their hands with soap and water as soon as they enter Belfairs.	Y	Y		Y	1	1	1
10	Students to keep left in the corridors and avoid any physical contact.	Cross contamination .	Any staff, students or other stakeholders moving around the building need to respect and give right of way and keep left.	Y	Y	Y	Y	1	1	1
11	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. These fire points are: Yr 7 - North MUGA Yr 8 - South MUGA Yr 9 - West Resolute 10 - Middle Resolute 11 - East Resolute - Front Resolute Playground Progress Leaders and Phase Leaders will support own groups. Any operational staff or other staff visiting the academy will gather on the Resolute Playground. Staff and students need to make sure that they physical contact when lining up. 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 to avoid congestion at entrances.	Cross contamination	Please note that years 9 and 10, 11 and Post 16 have the same exit and entry points and this will need to be managed.	Y	Y	Y	Y	1	1	1

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12	<p>Before school, during break and lunch, students may move freely around the site. There are designated areas to purchase food and a drink. No students is allowed to purchase anything outside of these areas. Staff from Vertas will also be assigned to each canteen area 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 and water bottles may be filled up at water fountains before school, at break and Lunch.</p>	Chance of cross contamination	<p>There will be separate food and drink collection points. All are asked to carry a drink with them and water bottles may be filled before school, break and lunch.</p>	Y	Y	Y	Y	1	1	1
13	<p>In the case of inclement weather conditions students will be asked to go to the following designated areas: Yr 7 - Sports Hall Yr 8 - Activity Gym and Atrium and Lower Ground Floor Yr 9 - Main Hall and open back doors to open onto terrace Yr 10 - Annex Yr 11 - Heartspace Post 16 - Cafe and Common Room Students are able to use canteen and Pod areas as usual.</p>	Chance of cross contamination	<p>Students to stay in areas during inclement weather and normal wet break and lunch staff rota to be followed.</p>	Y	Y	Y		1	1	1
14	<p>There will be separate areas to purchase food and drink for each year group and they are: Yr 7 - Sports hall Viewing Gallery Yr 8 - New Build Atrium Yr 9 - Canteen and Pod Yr 10 - Canteen and Pod Yr 11 - Canteen and Pod Post 16 - Cafe Under no circumstance are any students allowed to purchase food or drink from another year group. Staff will be allowed to purchase food from any canteen or Pod area but need to make sure that hands are washed or hand sanitiser is used before and after purchasing and eating food.</p>	Chance of cross contamination	<p>Students will purchase food and drink from own areas as indicated to avoid any risk of contamination.</p>	Y	Y	Y		1	1	1

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15	Always exit class via outside doors where possible and move to next class, if required, using outside doors where possible and this is the shortest route. If this is not possible move via quickest route. Always keep to the left in corridors and stairwells. Please avoid physical contact with other students where possible.	Could make contact and risk contamination of the virus	Avoid contact when moving around the building.	Y	Y	Y	Y	1	1	1
16	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 in single file and 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 outbreak and contamination. Seating Plan needs to be uploaded to Aspect 1 SharePoint>Seating Plans September 2020. Guidance regarding seating plans are in folder.	Could make contact and risk contamination of the virus	Get students into seating plan asap. 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) Aspect 1 SharePoint>Seating Plans Seating Plans and save the seating plan template in your own documents (OneDrive) 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(file) on: Aspect 1>SharePoint>Seating Plans 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: Aspect 1 > SharePoint>Seating Plans. (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	1
17	Where possible teachers and students need to keep all their own stationery and this should not be shared with anybody to avoid any chance of contamination.	Risk of contamination.	Teachers to remind students to only use own equipment assigned to them and minimise sharing 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	1
18	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.	Y	Y	Y	Y	1	1	1

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19	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(PCR Test)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 student needs to self isolate. 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(s) 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.	Risk of contamination	Remove student from class and isolate in medical room with supervision. Office needs to contact the student's parents to collect. Academy needs to insist that the student is tested for Covid-19(PCR) 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 student will need to self isolate as per 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.	Y	Y	Y	Y	2	1	2
20	While in class, students need to remain in their seat unless they are engaged in an activity but need to avoid physical contact. Staff need to avoid physical contact where possible 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. Avoid moving tables as this makes setting seating plans for other classes using the room difficult.	Risk of contamination	Students stay in seat unless instructed otherwise and avoid physical contact where possible. 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.	Y	Y	Y		1	1	1
21	Before school, during break and lunch and after school, staff need to make sure that all students minimise physical contact. During lunch time, games are allowed on the sports fields but need to minimise physical contact.	Risk of contamination	Teacher oversees that appropriate games are played that minimise physical contact between students where contamination could occur.	Y	Y	Y		1	1	1
22	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.	Minimise risk of contamination	Students and staff to utilise outside spaces during break and lunch as far as possible to minimise the risk of infection where possible.	Y	Y	Y		1	1	1
23	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	Teacher regulates the dismissal of students to make sure that physical contact is minimised 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	1
24	Classes need to be cleaned at the end of each day.	Prevention of contamination.	Class is cleaned as per government guidelines.	Y	Y	Y	Y	1	1	1

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25	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	Regular testing according to government guidelines.	Y	Y	Y	Y	1	1	1
26	If lift needs to be used it is advisable to use a face mask while in the lift with another person.	Risk of contamination	Ideally not use the lift but if there is no other alternative, student uses lift on their own and where possible, take measures to reduce and mitigate risk for example with the use of a face mask.	Y	Y	Y	Y	1	1	1
27	All doors of classes and doors on routes to outside at break and lunch need to be wedged open also between lessons to 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.	Reduce chance of infection and contamination.	<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 allow for maximum ventilation.</p> <p>Guidance regarding Doors: 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. <p>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!</p>	Y	Y	Y	Y	1	1	1
28	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 contamination	Students, Staff and Parents need to stick to times allocated according to timetable to minimise the risks of physical contact and ultimately contamination.			Y		1	1	1
29	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	1
30	Make sure you have the right number of staff in attendance every day to maintain an appropriate ratio with students 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	1
31	Vending machines shut off to avoid contamination through contact with machine.	Reduce risk of contamination.	Vending machines are to be switched off.	Y	Y	Y	Y	1	1	1

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32	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	1
33	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. After school, all areas will be cleaned according to cleaning protocol.	Contamination	PPE to be worn and hands washed when cleaning task complete.		Y			2	2	4
34	All staff need to minimise physical contact with each other and make sure that all windows and doors are open to ensure maximum ventilation.	Contamination	Minimise physical contact and keep doors and windows open to ensure maximum ventilation and reduce the risk of infection.	Y	Y		Y	1	1	1
35	Conduct meetings in such a way that you are minimising risk of contamination. Avoid physical contact where possible.	Contamination	Meet without shaking hands and in a well ventilated area.	Y	Y		Y	1	1	1
36	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	1
37	Where possible make sure that you avoid physical contact and meet in a well-ventilated room. Meeting rooms are not fit for purpose given the current risk.	Contamination	Please make sure that you avoid physical contact 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	1
38	Avoid touching your face without washing hands.	Contamination	Wash hands before touching your face.	Y	Y	Y	Y	1	1	1
39	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 - MUGA Yr 8 - MUGA Yr 9 - West Resolute Yr 10 - Middle Resolute Yr 11 - East Resolute Post 16 - 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 avoid physical contact.	Y	Y	Y	Y	1	1	1

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40	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	1
41	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	1
42	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	1
43	Staff or students who are at higher risk of being infected need to make your line manager aware and see what could be done to further support you in reducing the risk of you contracting the virus.	Students and teachers that are vulnerable	Put measures in place to reduce risk.					2	1	2
44	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	1
45	There are amendments to the behaviour for learning policy. Please make sure that you are aware of these processes and procedures otherwise behaviour procedure remains the same.	Students not following procedures.	Everyone to be aware of the BfL policy.	Y	Y	Y	Y	1	1	1
46	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.	Contamination	Parents to use Parent Pay to put money on students card.			Y		1	1	1
47	It is not mandatory for you to wear face covering in classes or communal areas but strongly advised. Please follow latest government guidelines.	Risk of contaminating others in communal areas	Follow government guidance for face covering.	Y	Y	Y		1	1	1
48	Extracurricular clubs during academy day may continue according to government guidelines and road map. If in academy 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 may continue.	Reduce risk of contamination	Reduce chance of physical contact	y	y	y	Y	1	1	1
49	Staff and students who have been contacted by their doctor as they are considered clinically extremely vulnerable (CEV) need to contact Mrs Williams to make sure that all government guidelines are followed.	Reduce risk of catching Corona Virus	Contact Mrs Williams to ensure that all processes and procedures are in place to reduce risk.	Y	Y	Y	Y	1	1	1

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50	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 while in the academy 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.	Importance of ventilation	This can be achieved by a variety of measures including: <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) To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <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	2
51	Invigilators in exams 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	1
52	Invigilators in exams handing out emergency equipment	Cross contamination	Invigilators to use anti-bacterial wipes to clean equipment before and after use.					2	2	2
53	Invigilators during exams working in the room during the exam must avoid physical contact.	Cross contamination	Invigilators to avoid physical contact. 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 sanitiser every time they touch surfaces/equipment to maintain covid safety.					2	2	2
54	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.					1	1	1
55	SLT/teachers to run the entry into the room maintaining a single line, no stopping, continual feed into the exam venue.	Avoid crowding and minimise physical contact 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 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	1
56	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 exam seats.	Avoid crowding and maintaining 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	1
57	Small satellite rooms in the main building to be accessed normally during exams. Students to go straight in to the room without lining up.	Avoid crowding and maintain 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	1
58	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	1

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59	Seating plans available in Aspect 1 on SharePoint. Copy of seating plans given to Jo Hall, copy of attendance registers given to Di Johnson	Knowing where students are to monitor	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	1
60	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 is strongly advised by invigilators as it is 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	2
61	Invigilators arrive in academy by 8am to avoid any contact with students.	Avoid overcrowding	Invigilators arriving for work 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. Invigilators to avoid walking anywhere in the school if students are out.						1	1	1
62	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	1
63	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.	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	1
64	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	1
65	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. PPE according to government guidance.						1	1	1
66	All stakeholders during blended learning both in and outside of the academy need to take every measure to ensure that a safe supportive, interactive, flexible and engaging environment is maintained at all times.	Harm to the mental wellbeing or otherwise of any stakeholder	Follow government guidelines and structures and procedures laid out within the academy to make sure that all rules, regulations and policies are followed.	Y	Y	Y	Y		1	1	1
67	If any safeguarding issue arises during formal lessons, blended learning or online lessons a DSL and SLT need to be informed immediately and normal safeguarding procedures followed.	Students or staff safeguarding during teaching, blended learning or during live online lessons		Y	Y	Y	Y		1	1	1

Risk Assessment Guidance Note

RISK RATING

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.)

ACTIONS



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.