



# EMPOWER

## LEARNING ACADEMY TRUST

### RISK ASSESSMENT FORM

<b>Assessors name:</b> SLT/Estates	<b>Date of Assessment:</b> November 2020	<b>Activity/Task:</b> Full re-opening post Covid-19 pandemic lockdown
<b>All staff distribution/awareness</b>	<b>Service:</b> The Brittons Academy <b>Group:</b>	<b>Principal:</b> Mr. W. Thompson

Hazards	Who may be harmed & How	Existing Controls	Risk Rating (L X C)	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	<p>SLT to check latest Government guidance on a daily basis. <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></p> <p>Established protocols deployed within all students and staff.</p> <p>Dedicated COVID out-of-hours phone for parents/carers to inform of any positive test results.</p>	3 x 4 = 12	<p>Regular updates to staff, students and parents.</p> <p>Year group bubbles and zones.</p> <p>Hand washing and sanitization stations throughout site at entry/exit points.</p> <p>Deployment of fogging machines.</p> <p>Classroom layout and zoning, including 2m exclusion zone for teachers' desks.</p> <p>Restricted use of communal staff areas.</p> <p>Reduced meeting size and frequency and strict social distancing amongst adults.</p>	2 x 4 = 8	Duty SLT and Principal	

Shortage of staff	Students & Staff	Cover Supervisors. Staff under-allocation. SLT. Supply teachers.	$4 \times 3 = 12$	Staff shared across the Trust.  Daily and weekly monitoring and tracking of availability.  Agency staff available.	$3 \times 3 = 9$	SH (HR Manager) and Principal (daily)  BAM (weekly)	
Staff providing support to teaching	Staff, students, contractors and visitors	Staff to maintain social distance.	$3 \times 3 = 9$	Protocol established.  Bespoke guidance for TAs according to room(s) and subject(s).  Use of alternative remote delivery models where possible e.g. music tuition and careers IAG.	$3 \times 3 = 9$	Duty SLT	
Virus entering premises	Staff, Students & Contractors and their families.	Parents & Staff issued with guidance on daily checks to undertake before bringing/sending their child to school.  Contractors asked health check questions on arrival.	$3 \times 4 = 12$	Health checks on arrival.  Visual prompts and reminders through notices.  Face mask protocol requiring removal and bagging/safe disposal upon arrival.  Hand washing and sanitization stations throughout site at entry/exit points.	$3 \times 4 = 12$	AF/MG	

Clothing	Staff, Students & Contractors and their families.	Full uniform to stress need for frequent washing and sharing of uniform/spare kit to be forbidden.	3 x 3 = 9	Regular washing encouraged.	3 x 3 = 9	Principal	
Arrival & Departure	Staff/Students	<p>Staff able to park on site. Traffic Management risk assessment will need amending.</p> <p>Health check questions to be asked before child enters premises.</p> <p>Year groups to arrive and depart at designated gates.</p> <p>2m social distancing to be enforced with staff and with pupils towards staff. Year group bubbles to be maintained other than through incidental contact e.g. passing during movement time.</p> <p>Staff to wear disposable gloves to open/close gate (if not automatic). Hands to be washed after glove disposal.</p> <p>Hand sanitiser and wash facilities available at all times.</p>	3 x 2 = 6	<p>Floor markings and signage for spacing.</p> <p>PPE available.</p>	3 x 2 = 6	<p>MG/AF</p> <p>Duty SLT</p>	
Teaching	Staff/students	<p>Social distancing and year group bubbles are the main method of control available to schools to reduce the spread of the virus.</p> <p>Non-practical subjects taught in a year group bubble. All Year 7 lessons, except for PE, are in the bubble.</p> <p>Lessons for Years 8, 9, 10 and 11 are in the bubble unless</p>				Principal and Duty SLT	

		<p>practical or PE where they are taught in specialist areas.</p> <p>All areas set out with desks facing forward, 2m zone marked around teacher's desk and whiteboard.</p> <p>Disinfection regimes are in place between sessions.</p> <p>Timetabling minimises the movements of staff and students around the school.</p> <p>No sharing of equipment without sanitization and adjustment of schemes of learning accordingly.</p>	4 x 4 = 16	Use of tape and signage to indicate safe areas.	3 x 4 = 12		
Laboratories /workshops/art /music and technology rooms	Staff/students	<p>Classes to be divided into areas which facilitate distancing.</p> <p>Years 10 and 11 in practical subjects from 07.09.20. Year 9 in practical subjects from 21.09.20. Year 8 in practical subjects from 02.11.20.</p> <p>Own equipment only.</p> <p>Use ICT equipment for demonstrations so that students can remain at their workspace.</p> <p>Windows and doors to be opened to maximise ventilation.</p> <p>Disinfection regimes are in place between sessions. (Energy source isolation must take place before disinfection process begins for powered equipment).</p>	3 x 4 = 12	Use of tape and signage to designate safe zones and one-way system.	3 x 4 = 12	Site Team	

Transmission between groups	Everyone	<p>Movement in corridors, 'Hot Zones' such as changing rooms and shared emergency activities (e.g. Fire drill) to be regulated with signage and supervision.</p> <p>Minimise the student transmission by separate entrance/exits, bubbles and play areas. Staff to move between bubbles.</p>	4 x 4 = 16	<p>Pupils, staff and visitors to wear face coverings when occupying 'Hot Zones' and travelling through corridors, unless exempt medically.</p> <p>Cleaning intervals built into timetable.</p> <p>Amend/extend cleaning staff hours to support regime during the day.</p>	3 x 4 = 12	<p>MG (15.06.20)</p> <p>Principal (15.06.20)</p>	
Staff & Student Competence	Anyone in building	Staff to receive briefing; Students to receive briefing.	3 x 4 = 12	Common induction for staff on 3 <sup>rd</sup> /4 <sup>th</sup> September and for pupils on 7 <sup>th</sup> September regarding routines and policies.	3 x 4 = 12	<p>AF (15.06.20)</p> <p>Principal (15.06.20)</p>	
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	<p>In addition to general items listed in section above.</p> <p>Staff to be competent in use and disposal of PPE.</p>	3 x 4 = 12	Mandatory remote training in fitting and use of PPE.	2 x 4 = 8	AF (15.06.20)	
Play/Sport/Exercise	Staff/Students	<p>Social distancing must be maintained during all play/sport/exercise sessions.</p> <p>Changing room adaptation to minimise contact.</p> <p>Any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session.</p>	3 x 4 = 12	No contact activity.	2 x 4 = 8	<p>Duty SLT</p> <p>PE staff</p>	

		If balls are used, they must only be kicked or used by the students in their bubble.					
Lunch	Staff/students/Catering staff	Students to wash/sanitize hands before eating.  Designated lunch area for each specific group. KS4 at break, KS3 at lunch. Food pre-ordered.	3 x 4 = 12	Each bubble has a marked area for dry and wet breaks.	2 x 4 = 8	Timetable  Duty SLT	
Emergency evacuation	Staff/students/contractors	Where practicable, maintain social distancing on evacuation routes. If impracticable, priority is evacuation.	3 x 5 = 15	Individual year group evacuation practice during registration in w/b 14 <sup>th</sup> Sep and introduced on 7 <sup>th</sup> Sep as part of induction.  Daily reminder to staff and students of the protocol.	2 x 5 = 10	Principal  Duty SLT	
First Aid & administration of medicines	Staff/Students	Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves, face shield and RPE (FFP2) - (see also PPE competence, hand to mucous membrane transfer, and PPE transfer sections of r/a)  Temperature checks with disposable infrared forehead thermometers.	3 x 4 = 12	Designated suspected Covid-19 isolation room.  PPE available.	3 x 4 = 12	Duty First Aider	
Student Behaviour	Anyone in building	Amended behaviour and attendance policy implemented and communicated to all shareholders.		Manage number and groupings to avoid issues.		Principal and Duty SLT	

		Review risk assessments relating to individual behaviour.	4 x 4 = 16	Additional pastoral support allocated.	3 x 4 = 12		
Access/egress in building	Staff/Students/Contractors	<p>Access and egress through common areas to be kept to minimum. External routes to be used whenever practicable. One-way systems to be introduced where internal routes have to be used.</p> <p>Class group members to walk at 2m distancing.</p> <p>Markings at 2m intervals in corridors &amp; key areas (e.g. toilets, stairwells, assembly points fire and meet and greet).</p>	3 x 3 = 9	<p>Use of tape and signage to designate safe zones and one-way system.</p> <p>No locker use in Term 1 to restrict need for additional entry and exit into buildings.</p>	3 x 3 = 9	Site Team	
Toilets	Staff/Students/Contractors	<p>Where practicable Student Groups to be allocated a set of toilets for their sole use with a maximum of two bubbles per toilets.</p> <p>Liquid anti-bacterial soap and paper towels to be provided.</p> <p>Everyone to wash hands and apply moisturiser (students' parents to supply for allergy reasons) upon return to classroom.</p> <p>Where toilet facilities are used by more than 1 group, additional controls to be implemented to ensure social distancing (e.g.</p>	4 x 4 = 16	<p>Cleaning intervals built into timetable.</p> <p>Amend/extend cleaning staff hours to support regime during the day.</p>	3 x 4 = 12	<p>Site Team (daily)</p> <p>MG (15.06.20)</p>	

		taking sinks/w/cs out of use, access control etc.)					
Students & Staff with Allergies which can cause coughing (e.g. Hayfever)	Anyone in building	Parents to complete allergy declaration form. Parents to follow guidance on pre-school checks. Students/staff with coughs caused by allergens to cover mouth & nose with surgical mask. Information to parents to explain presence and purpose of masks.	$3 \times 4 = 12$		$3 \times 4 = 12$		
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets.  Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.	$3 \times 4 = 12$		$3 \times 4 = 12$	Duty SLT	
Surface transfer	Staff, Students & Contractors	Regular cleaning schedule in place. Hourly spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.  Use of disinfectants with ratio 1000 ppm available chlorine.	$3 \times 4 = 12$		$3 \times 4 = 12$	Site Team (daily)  Duty SLT (daily)	
Contractors working on site	Staff, Students & Contractors	Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.  Contractors to work out of school hours where possible.	$2 \times 4 = 8$	Contractors to confirm Risk Assessments and Method Statements are updated in light of Covid-19. Site team to hold a copy.	$2 \times 2 = 4$	MG	



		<p>Contractors not to work in classrooms when occupied by class group.</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p>					
Transfer of virus onto/off PPE	Staff and potential onwards transfer	<p>Wash hands before handling PPE. Don &amp; remove PPE in specified order. After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry. Wash hands at end of processes.</p>	$2 \times 4 = 8$	Mandatory remote training in fitting and use of PPE.	$3 \times 4 = 12$	AF (15.06.20)	
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature) then they should go home and follow the Government guidance on staying at home <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Where a pupil becomes unwell and is waiting for collection they</p>	$3 \times 5 = 15$	<p>Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation.</p> <p>If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the</p>	$2 \times 5 = 10$	<p>Duty SLT (daily)</p> <p>First Aider(s) (daily)</p>	

		<p>will be moved to a separate area identified for this use.</p> <p>If a confirmed case of COVID-19 is declared to the School, then the School should seek further advice from the DFE, alerting the Trust and local authority.</p>		<p>supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where the person has been in contact. Immediately notify site team so deep cleaning of the area is undertaken. (specialised).</p>			
Those with specified health conditions	Staff/pupils	<p>Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice and self-isolate for a period of 12 weeks.</p> <p>Children in this category should also not use the setting.</p>	2 x 5 = 10	<p>Consideration of staff's individual risk potential (e.g. BAME, obese etc.) to when allocating roles.</p>	2 x 5 = 10	SH (HR Manager)	

Review date: 02.11.20

Date communicated to staff: 02.11.20

Is a safe system of work required Yes

A safe system of work is needed when hazards cannot be physically eliminated, as in the case of Covid-19 virus. Specific changes to cleaning operations, changes to work layouts and work methods in addition to employees working away from school or alone have been implemented. The Risk Assessment acts as a safe system of work in this case. Task and Risk have been assessed, hazards identified, methods of mitigation discussed, implementation through clear accountabilities is in place and monitoring will be undertaken at least bi-weekly.

If a new activity/equipment/any changes have been identified, then Risk Assessment must be reviewed otherwise it should be reviewed annually.

### Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

