

## Coronavirus (COVID-19): risk assessment – For pupils and staff at school

### Spencer Academies Trust

Assessment conducted by: Joshua Beeson	Job title: Facilities Manager	Covered by this assessment: <b><u>Staff, Visitors and Pupils</u></b>
Date of assessment: 19/07/2021	Review interval: <b><u>in line with government updates</u></b>	Date of next review: in line with government updates

#### Related documents

**Supporting Guidance for COVID 19 RA V 2.1, Infection Control Policy, Health and Safety Policy, RIDDOR Policy**

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). This document should be read in conjunction with the most up to date guidance which changes frequently to ensure we are following the most recent version. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> . This risk assessment should also be followed in line with local level risk assessment. ( Each individual site/ Office)

Area for concern	Who is at risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19	<b>H</b>	<ul style="list-style-type: none"> <li>▪ All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>○ <b><u>Health and Safety Policy</u></b></li> <li>○ <b><u>Infection Control Policy</u></b></li> <li>○ <b><u>First Aid Policy</u></b></li> <li>○ <b><u>Accident reporting Policy</u></b></li> </ul> </li> <li><b><u>The above policies are saved on the Staff shared drive (Health and Safety folder)</u></b></li> <li>▪ All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>▪ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>▪ The Health Protection (Notification) Regulations 2010</li> <li>▪ Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>▪ DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</li> </ul> </li> <li>▪ The relevant staff receive any necessary training that helps minimise the spread of infection- Ihasco- infection control training is essential.</li> <li>▪ <b>All staff</b> to have read the guidance issued by SAT to support this risk assessment including flow chart issued by SAT on how to deal with confirmed and suspected cases of CV-19. <i>Copies of these can be found attached or online via the SAT website.</i></li> </ul>	<b>Y</b>	<b><u>Principal</u></b>	<b>19/07/21</b>	<b>M</b>

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			<ul style="list-style-type: none"> <li>▪ The Trust keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>▪ DfE helpline 0800 0468687</li> <li>▪ NHS</li> <li>▪ Department of Health and Social Care</li> <li>▪ PHE</li> </ul> </li> <li>▪ The school's local health protection team (HPT) <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a></li> <li>▪ Staff are made aware of the SAT infection control policy in relation to coronavirus, see attachment to this e-mail and/or a hard copy in the reception.</li> <li>▪ Parents / carers are made aware of the school's infection control procedures in relation to coronavirus via <b>email and / or letter</b>—they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>▪ Staff have undertaken online training via i-hasco in accordance with the schools infection control policy which includes but not limited to; coronavirus awareness and infection control and prevention.</li> <li>▪ The school should follow the flow chart within the infection control policy if there is a suspected case of COVID 19.</li> <li>▪ Pupils are made aware of the school's <b>infection control procedures</b> in relation to coronavirus via assemblies and regular</li> </ul>				

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			<p>PSHE lessons and are informed that they <b>must</b> tell a member of staff if they begin to feel unwell.</p> <ul style="list-style-type: none"> <li>Confidentiality of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus must be adhered to</li> </ul>				
Poor hygiene practice	Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> <li>Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. Sanitiser is found in all corridors where there are sanitising stations set up centrally to all rooms, each time tabled room will have its own sanitising equipment either internal to the room or external.</li> <li><b>Infection control procedures</b> are adhered to as much as possible in accordance with the DfE and PHE's <a href="#">guidance</a>.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels or hand dryers and waste disposal bins are supplied in all toilets and kitchen areas, <b>where possible</b> these bins should have a lid and be operated by foot for opening to minimise touching unnecessary surfaces.</li> <li><b>Bar soap is not used</b>, in line with the <b>Infection Control Policy</b> – liquid soap dispensers are installed and used instead.</li> <li>Pupils are supervised by staff when washing their hands to ensure it is done correctly, <b>where necessary</b> and <b>where possible</b>.</li> <li>Pupils do not share cutlery, cups or food.</li> <li>All utensils are thoroughly cleaned before and after use.</li> </ul>	Y	Principal/Site Manager	19/07/21	M

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			<ul style="list-style-type: none"> <li>▪ <b>Churchills cleaners</b> are employed to carry out daily, thorough cleaning that follows national guidance and is compliant with the <b>COSHH Policy</b> and the <b>Health and Safety Policy</b> via <b>Churchills Services</b>.</li> <li>▪ The <b>site manager</b> arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the <b>Head of Estates and Facilities</b>.</li> </ul>				
Ill health	Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and loss of taste or smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>▪ Any pupil who displays signs of being unwell is <b>immediately</b> referred to the first aider in the bubble set up, the first aider is to be provided with PPE (Disposable gloves, apron and face covering, which can be located in the emergency PPE pack in the: <b>Room of Requirements store (GF A-Block), Nurses Room (GF A-Block) PSU (B-Block)</b>. <b>If for some reason there is no kits available please contact the site team as a matter of urgency.</b></li> <li>▪ Staff are to act in line with the Flow chart within the <b>Infection Control Policy</b> and ensure that any unwell pupils are moved to an empty room with a closed door depending on the pupil's age, with a window open <b>if possible</b> whilst they wait for their parent / carer to collect them. <b>Nurses room (GF A-Block)</b> <b>The door leading into the admin office must be locked at all</b></li> </ul>	Y	Principal	19/07/21	<b>M</b>

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			<p><b>times to discourage access from the office to the nurses room. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</b></p> <ul style="list-style-type: none"> <li>▪ If they need to use the bathroom whilst waiting to be collected they should use a separate bathroom where this is not possible, the toilets should be cleaned and disinfected thoroughly before anyone else can use the facilities.</li> <li>▪ <b>Pupils displaying symptoms of coronavirus should not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</b></li> <li>▪ The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>▪ The parents / carer of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</li> <li>▪ Where contact with a pupil's parents / carers cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the <b><u>Infection Control Policy</u></b>.</li> <li>▪ Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>▪ Parents / carers are <b>advised</b> to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>▪ If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they <b>do not</b> need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact</li> </ul>				

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			with someone who is unwell. The cleaning procedure after someone with a possible case of coronavirus can be found here- <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>				
Spread of infection	Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> <li>▪ In communal areas where social distancing is harder to manage such as corridors, staffrooms, canteens and general admin offices, please ensure that a face mask or suitable covering is worn. The face mask or suitable covering can be if you are in the outside environment, eat / drinking.</li> <li>▪ Spillages of bodily fluids, e.g. respiratory and nasal discharges, are <b>cleaned up immediately</b> in line with the <b>Infection Control Policy</b>, using PPE at all times.</li> <li>▪ Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. Following the prevention guidance- <b>Catch it, Bin it, Kill it</b> as well as <b>Hands, face space</b>, should be promoted at all times- signage to this effect should be displayed in all areas of the school.</li> <li>▪ Pupils must wash their hands after they have coughed or sneezed. If they cannot get to the toilet use the rooms sanitising equipment.</li> <li>▪ Parents / carers are informed via e-mail, letter or phone call not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> </ul>	Y	Principal	19/07/21	M

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			<ul style="list-style-type: none"> <li>▪ <b>Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school.</b></li> <li>▪ Classroom numbers are to be decided by individual settings, however, <b>all desks must be forward facing and no students to site face to face.</b> The class teacher should remain at a distance of 2 meters where possible.</li> <li>▪ Yellow and black tape has been placed on the floor to show recommended areas to stand for the teacher and to also show how far tables should be placed away from the teaching zone.</li> <li>▪ Pupils queue 1 metre apart at entrances (<b>where possible</b>) and exits to avoid risks of transmission. This can be reduced where additional controls are in place. Masks/visors/PPE or part of a bubble.</li> <li>▪ Each <b>year group</b> operates as a bubble. No year groups other than years 12 and 13 should create a bubble large than one-year group in size.</li> <li>▪ Large items of furniture are to be removed from the classroom where possible to allow more space in order to adhere to social distancing.</li> <li>▪ Pupils will have their own stationery and be designated to a specific desk.</li> <li>▪ Windows in the classroom must be kept open as much as possible weather and safety dependent, Staff and pupils <b>MUST not</b> climb on desks or chairs to open windows. If a window cannot be reached a member of the site team must be informed. <b>The site team will not be responsible for opening these windows due to</b></li> </ul>				



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			<p><b>the quantity but will ensure they are closed at the end of the day.</b></p> <ul style="list-style-type: none"> <li>▪ Visitors into the classroom must be kept to a minimum, the teacher and TA only where possible.</li> <li>▪ All users of the room including staff, students, assistants and other person who may use that room must wear a face mask or a face shield if more than 1 person is in the room. This includes whilst teaching.</li> <li>▪ <b>Contractors and Visitors must pre-arrange site visits with the school. The setting must engage with track and trace and take details of anyone who attends the site in line with current guidance.</b></li> <li>▪ Visitors including parents / carers <b>must</b> make an appointment where possible before attending the site and will be advised to stand at a distance of 2 meters from any staff or other pupils at the school. Parents / carers will be reminded via letters and e-mail that they must social distance when dropping their children to school and only 1 member of each household where possible should drop their children off.</li> <li>▪ All visitors <b>must</b> wear a face covering.</li> <li>▪ Deliveries will be left in an allocated area outside reception, reception staff will liaise with the site team regarding the delivery. Fire exits should not be blocked by deliveries in any circumstances.</li> </ul>				

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			<ul style="list-style-type: none"> <li>▪ Sanitiser will be placed at several locations throughout the school and should only be used where handwashing facilities are not immediately available.</li> <li>▪ Visitors must sign in using the booklet system and MUST sanitise hands before and after use. Hand sanitiser must be available to use. Signage clearly displayed in reception advising of sign is protocol. Track &amp; Trace must be completed.</li> <li>▪ During Wet breaks or Lesson Changeovers, which are signalled by 3 pulses of the school bell towards the end of a session, staff and students are encouraged to wear face coverings when lining up in indoor areas or when travelling on corridors and going directly to next lesson. If the weather is unsuitable for outside line ups then: <ul style="list-style-type: none"> <li>- Year 7 is to line up in the Snack chat area</li> <li>- Year 8 is to line up in the B-block Hall</li> <li>- Year 9 is to line up in the A-Sports hall</li> <li>- Year 10 is to go straight to their next time tabled room</li> <li>- Year 11 is to go to A-Hall.</li> </ul> </li> </ul> <p><b>Whilst the test centre is set up in A-Sports Hall, if a wet break or line up is required, the central dividing curtain will be used to separate the testing centre from the break out area and the area will be fogged before and straight after use. No year group other than the year group being tested on the day will be permitted into the testing half of A-Sports hall.</b></p> <p><b>Due to the constant need for a waiting room in the test centre, students are to go straight to their next time tabled lesson if it is poor weather rather than assembling in the A-Sports Hall.</b></p>				
			<ul style="list-style-type: none"> <li>▪ For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that <b>are not shared</b>.</li> </ul>				

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Sharing classroom equipment	Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> <li>▪ Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</li> <li>▪ Resources that are shared between classes or bubbles, such as sports, art, science and technology equipment should be cleaned frequently and meticulously and always between bubbles, <b>or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</b></li> <li>▪ <b>It is still recommended</b> that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</li> <li>▪ Children and adults to <b>wash hands before and after</b> handling books</li> <li>▪ Wash hands before and after collecting book packs from shelves</li> <li>▪ Packs of reading books to be taken from shelves by adults</li> <li>▪ Limited number of adults collecting book packs from shelves</li> <li>▪ Clean surfaces that children are touching more regularly</li> <li>▪ Considerations for returning reading scheme books/packs</li> <li>▪ Storage space or box for reading scheme books/packs being returned</li> <li>▪ Books with a plastic cover to be left in the classroom for quarantine period of 72 hours before being handled again</li> </ul>	Y	Principal	19/07/21	M

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			<ul style="list-style-type: none"> <li>Books with a cardboard/paper cover to be left for 24 hours before being reused</li> <li>Rotating boxes can be used to house books so that there is a distinction between books that are ready to use, those that need to be isolated for 72 hours and those for 24 hours Suggested action for sending books home</li> <li>Implement quarantine period on the return of books</li> <li>Safely store the books and material while in quarantine</li> <li>Promote the use of e-books and audio books</li> </ul>				
Poor management of infectious diseases	<b>Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Staff are vigilant and report concerns about a pupil's symptoms to a first aider.</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>Social distancing measures are implemented as much as possible and PPE is worn where possible. <b>(PPE will be given out in accordance to the most up to date government guidance).</b></li> <li>The <b>site manager</b> monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus with the <b>Head of estates and facilities.</b></li> </ul>	Y	<b>Principal/Site manager</b>	<b>19/07/21</b>	<b>M</b>
Lack of communication	<b>Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Any staff member <b>must report immediately</b> to the <b>Principal</b> about any cases of suspected coronavirus, even if they are unsure.</li> <li>The <b>Principal</b> contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</li> <li>School to put into place any actions or precautions advised by the Dfe and their local HPT. <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a></li> </ul>	Y	<b>Principal</b>	<b>19/07/21</b>	<b>M</b>

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			<ul style="list-style-type: none"> <li>▪ School to contact the Dfe’s helpline as to any measures that need putting in place.</li> <li>▪ School keep pupils and parents / carers adequately updated about any changes to infection control procedures as necessary.</li> </ul>				
Emergencies	Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> <li>▪ All pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>▪ Pupils’ parents / carers are contacted as soon as practicable in the event of an emergency.</li> <li>▪ Pupils’ alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>▪ The schools <b>fire risk assessment</b> has been <b>updated</b> to show the new locations each year group (bubble) is to assemble. These assembly points are located away from other bubbles and follow the social distancing advice where possible.</li> <li>▪ <b>In the case of a fire, the Covid-19 risks assessment will no longer be the priority and the fire risk assessment will be. The fire risk assessment prioritises the immediate dangers created by the possibility of fire over the risk of Covid-19. Once everything is under control and the threat to life has been removed, the school shall then place the Covid-19 risk assessment as a priority again.</b></li> <li>▪ An electronic link to the Fire Risk Assessment Covid amendment will feature in the weekly Staff Briefing document which goes out to all staff.</li> </ul>	Y	Office/Principal	19/07/21	M

Area for concern	Who is at risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Catering provision	Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> <li>▪ Staff to work 2 metres apart where possible</li> <li>▪ Staff should not work facing each other</li> <li>▪ Gloves and aprons are to be worn.</li> <li>▪ Face covering required where 2 metre distancing cannot be maintained. <b>Additional rules may apply year 7 and above.</b></li> <li>▪ Staff uniforms <b>must be washed taken home daily</b></li> <li>▪ Kitchen areas will be thoroughly cleaned after use</li> <li>▪ Pupils will have staggered lunch times to enable social distancing.</li> <li>▪ 1 person in changing room at a time</li> <li>▪ <b>Do not</b> share equipment</li> <li>▪ <b>Do not</b> leave clothes hanging next to someone else's</li> <li>▪ Frequently wash hands for 20 seconds</li> <li>▪ <b>Only use PPE where necessary</b></li> <li>▪ Sanitise work tops before, during and at the end of day</li> <li>▪ If possible have a one way system</li> <li>▪ Secondary's use disposables to enable to get them through quicker with volumes</li> <li>▪ Ensure all finger scanning machines are wiped between bubbles.</li> </ul>	Y	Catering manager	19/07/21	M

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Break/lunch times	Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> <li>▪ Pupils will have staggered lunch times</li> <li>▪ Pupils can use benches and seating areas within their bubbles.</li> <li>▪ Pupils will be supervised during break times and advised about social distancing where appropriate.</li> <li>▪ Pupils must wash their hands on the return to the building and be supervised where possible. This can be done inside the classroom using the sanitiser points.</li> <li>▪ Children will only use their classroom toilets during the day. Extended schools will allocate a toilet to each bubble.</li> </ul>	Y	Principal	19/07/21	M
Use of corridors/ walkways, sterile and communal areas	Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> <li>▪ In communal areas where social distancing is harder to manage such as corridors, staffrooms, canteens and general admin offices., please ensure that a face mask or suitable covering is worn. The face mask or suitable covering can be removed once you have entered your work location, if you are in the outside environment, eat / drinking or at a distance of 2m + from another person.</li> <li>▪ Large items will be removed from any corridor to allow maximum space for social distancing and air flow.</li> <li>▪ Pupils will be staggered at all stages of the day to reduce traffic in corridors and communal spaces. Encourage one way systems as much as possible and where reasonably practicable.</li> <li>▪ Doors will be kept open as much as possible to minimise touching surfaces. (NOT FIRE DOORS unless safely done so)</li> <li>▪ Staff using <b>staffrooms must social distance 2 meters where possible</b>, Staff break times will also be staggered to reduce the number of staff using communal areas. Staff areas will have signage clearly displayed for staff to wash hands before and after</li> </ul>	Y	Principal	19/07/21	M

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			<p>use and for individuals to wipe down areas after use (wipes to be provided by the school).</p> <ul style="list-style-type: none"> <li>▪ Staff toilets are cleaned regularly (cleaning rota to be filled in by the Churchills cleaner)</li> <li>▪ During Wet breaks or Lesson Changeovers, which are signalled by 3 pulses of the school bell towards the end of a session, staff and students are encouraged to wear face coverings when lining up in indoor areas or when travelling on corridors and going directly to next lesson. If the weather is unsuitable for outside line ups then: <ul style="list-style-type: none"> <li>- Year 7 is to line up in the Snack chat area</li> <li>- Year 8 is to line up in the B-block Hall</li> <li>- Year 9 is to line up in the A-Sports hall</li> <li>- Year 10 is to go straight to their next time tabled room</li> <li>- Year 11 is to go to A-Hall.</li> </ul> </li> </ul> <p><b>Whilst the test centre is set up in A-Sports Hall, if a wet break or line up is required, the central dividing curtain will be used to separate the testing centre from the break out area and the area will be fogged before and straight after use. No year group other than the year group being tested on the day will be permitted into the testing half of A-Sports hall.</b></p> <p><b>Due to the constant need for a waiting room in the test centre, students are to go straight to their lessons if it is poor weather rather than assembling in the A-Sports Hall.</b></p>				



Area for concern	Who is at risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Poor/ lack of cleaning could lead to the spread of infection	<b>Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Regular handwashing for pupils/ staff/ visitors using soap and water for at least 20 seconds.</li> <li>▪ Sanitising products available in each classroom and disposable cloth/tissue.</li> <li>▪ Additional handwashing outside in communal areas to be provided <b>where possible</b> whilst ensuring water hygiene is adhered to.</li> <li>▪ Churchills cleaning staff to clean regularly throughout the day.</li> <li>▪ All cleaning of rooms and communal areas such as staff rooms are to have a cleaning rota outside each room that the cleaner can sign to indicate the frequency of cleaning.</li> <li>▪ Bins will be emptied regularly throughout the day.</li> <li>▪ <b>Rooms not in use will be kept locked so cleaners can focus on areas in use.</b></li> </ul>	<b>Y</b>	<b>Principal/site manager</b>	<b>19/07/21</b>	<b>M</b>
Risk of fire spreading if doors are propped open	<b>Staff/ pupils and visitors are at possible risk from fire</b>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ <b>All staff</b> to be aware of what doors are open – there must be a procedure in place to ensure that these doors are closed should the alarm sound. It is recommended that you only open doors where you feel it is necessary. (external doors are not fire doors and can all be open)</li> <li>▪ All fire doors should <b>NOT</b> be propped open and must be kept closed unless a mechanical auto closer is fitted.</li> <li>▪ Where classrooms have an exit door that leads outside this door can be kept open, this will also allow additional airflow into the classroom.</li> <li>▪ In the event of a fire staff and pupils are to leave via the nearest exit closing doors behind.</li> <li>▪ The fire risk assessment has been updated.</li> </ul>	<b>Y</b>	<b>Principal/site manager</b>	<b>19/07/21</b>	<b>M</b>

Area for concern	Who is at risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Air conditioning systems and Ventilation systems	Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19		<ul style="list-style-type: none"> <li>▪ Air conditioning unit use must follow HSE guidance last updated 5.10.2020</li> <li>▪ <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></li> <li>▪ Rooms where possible are cooled prior to use</li> <li>▪ Those in use all day should have periods of time prior to and after every lesson where the room is <b>vacated</b> and <b>ventilated</b> by natural means – doors, windows open.</li> <li>▪ Occupied rooms should use natural ventilation such as external door/ window for the duration of the lesson.</li> <li>▪ Corridors and communal areas should be ventilated with natural air <b>where possible</b>.</li> <li>▪ In demand control systems CO2 set points should be set to 400ppm to increase the delivery of outside air</li> <li>▪ Ensure that numbers are limited to those that comply with social distancing regulations.</li> <li>▪ Ensure that all systems are serviced over the summer, as per PPM's on Every.</li> <li>▪ "All systems to remain energised in normal operating mode. Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal. Where possible, occupied room windows should be open. Ventilation to chemical stores should remain operational."</li> <li>▪ Ensure that ventilation facilities are not obstructed or blocked by curtains or furniture.</li> <li>▪ Turn off recirculation and use a fresh air supply only</li> </ul>	Y	Site manager/principal	19/07/21	M

Area for concern	Who is at risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Transporting students to school including school minibuses			<ul style="list-style-type: none"> <li>▪ Currently no mini bus on the Arnold Hill Site.</li> <li>▪ Please see separate risk assessment.</li> </ul>				
School Reception	Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19		<ul style="list-style-type: none"> <li>▪ Reception is <b>not</b> to be in use except via appointment or using intercom.</li> <li>▪ <b>Encourage all visitors</b> to use the hand sanitiser on arrival and fill in track and trace information</li> <li>▪ On entering the reception distance controls are in place along with sanitizing areas and products.</li> <li>▪ Reception glass shutters to only open wide enough to enable conversation (150mm) – standing back to ensure a distance of 2M.</li> <li>▪ Safe distance markings on the floor where possible fitted working back from the reception to the door.</li> <li>▪ Restrict the number of persons in the reception to 1 where possible.</li> <li>▪ Consider use of barriers to enable an in/out system</li> <li>▪ Signage as appropriate.</li> <li>▪ Retro fitting a screen is possible but please consult with your site manager or the head of estates as this may take time for order and delivery.</li> <li>▪ Deliveries such as parcels and post should be left in a marked area for distribution. Always ensure correct hand hygiene prior to and after handling goods.</li> </ul>	Y	Principal	19/07/21	M

Area for concern	Who is at risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Use of water Fountains and the spread of infection	<b>Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Avoid the use of water fountains, where this is not possible the following controls should be followed as detailed within this risk assessment.</li> <li>▪ Students/staff should be encouraged to bring additional water bottles from home to reduce the need to use the water fountain.</li> <li>▪ Water fountains where students drink from the outlet <b>MUST</b> not be used and will be blocked off to ensure these cannot be used.</li> <li>▪ Only refillable sports type bottles should be used.</li> <li>▪ Mouth pieces on water bottles <b>MUST</b> not touch the water fountain.</li> <li>▪ Signage must be displayed to alert staff and pupils as to the instructions for using the water fountain safely.</li> <li>▪ Very frequent cleaning of the water fountain must be carried out.</li> <li>▪ Students should be supervised whilst using the water fountain.</li> </ul>	Y	<b>Principal / Facilities Manager</b>	<b>19/07/21</b>	<b>M</b>

Area for concern	Who is at risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
			<ul style="list-style-type: none"> <li>Hand sanitiser for before and after use of the fountain must be provided next to the water fountain and signage advising staff and pupils to use it. Churchills cleaning staff are employed to perform touch point cleaning throughout the day, water fountains are now included in this.</li> </ul>				
Use Of Lift and close proximity to others	<b>Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Where the use of a lift is required and cannot be avoided staff and pupils <b>MUST</b> follow the recommended controls detailed within this risk assessment.</li> <li>The lift should only be used by 1 adult at a time. Where there is a possibility that an adult is at risk another adult may accompany them but must where PPE.</li> <li>Children should not use the lift unless accompanied by a member of staff, this will reduce social distancing therefor PPE must be worn by the member of staff. (Also follow the schools safeguarding procedures)</li> <li>The lift must be cleaned frequently (use dependant)</li> <li>If the lift is being used to transport goods, the goods should be sent up/ down unaccompanied.</li> </ul>	<b>Y</b>	<b>Principal / Facilities Manager</b>	<b>19/07/21</b>	<b>M</b>
On- Site Lateral flow testing	<b>Staff, Volunteers and pupils are at possible risk of contracting/transmitting Covid-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Operation on hold until September 2021.</li> </ul>				

Area for concern	Who is at risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Use Of Face Masks	<b>Staff, Volunteers and pupils are at possible risk of contracting/transmitting Covid-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Face coverings <b>MUST</b> be worn in all areas onsite by all those years 7 to 13 including all staff and visitors unless exempt, or, where 2 metre social distancing cannot be observed. This includes offices, where staff cannot social distance from others a face mask must be worn.</li> <li>▪ Reduce staff working in close proximity in office spaces use of screens to reduce the need for face masks.</li> <li>▪ Ensure all spaces are well ventilated by leaving windows and doors opened where weather and safety allows. Rooms should be well ventilated before and after use. Please do not prop fire doors open unless using a recognised method.</li> <li>▪ The setting should have a small contingency of face coverings in the event - Struggling to access a face covering - Forgotten their face covering - In the event it becomes soiled or lost</li> <li>▪ Signage alerting staff, students and visitors on the requirement to wear a face covering whilst on site.</li> <li>▪ Instructions to all staff/ students and visitors on when to and the correct use of a face covering.</li> <li>▪ Face coverings to be worn in <b>all</b> classrooms by <b>all</b> when there is more than one person in the room.</li> </ul>	<b>Y</b>	<b>Principal</b>	<b>19/07/21</b>	<b>M</b>
At home testing for pupils and staff	<b>Staff, Volunteers and pupils are at possible risk of contracting/transmitting Covid-19</b>	<b>L</b>	<ul style="list-style-type: none"> <li>▪ The academy will provide each staff member with a home covid 19 test kit containing either 3 or 7 tests to be done every 3 – 5 days set out in government guidance.</li> <li>▪ These tests are distributed in sealed packs and the person will need to sign for their kit(s) before receiving it.</li> <li>▪ The person self-administering the test should follow the instructions provided in the testing box.</li> <li>▪ Any positive tests should be reported to the school so that contacts and cases can be monitored.</li> </ul>	<b>Y</b>	<b>Covid team leaders/ Principal</b>	<b>19/07/21</b>	<b>L</b>

Area for concern	Who is at risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
			<ul style="list-style-type: none"> <li>Results must be reported to the via the following link <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></li> </ul>				