

This risk assessment identifies minimum controls measures.

Please complete the blank areas, add any additional control measures for your setting and risk rate this to make specific.

RISK ASSESSMENT FORM

Assessors name: SLT / Estates	Date of Assessment: August 2020	Activity/Task: Using School post COVID-19 pandemic lock-down
All staff distribution / awareness	Service: Bower Park Academy Group:	Headteacher: Mr S Deen

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	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	SLT to check latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings	3 x 4 = 12	<p>Latest updates to be communicated with staff and parents where appropriate.</p> <p>Engage with NHS test and trace.</p> <p>Arrange Year group ‘bubbles’ for teaching and minimize contact between bubbles.</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>	2 x 4 = 8	Duty SLT (daily)	

				<p>Whole staff room suspended and replaced by team bases</p> <p>Staff encouraged to bring flasks for hot drink and food that does not require heating/refrigeration. Take washing home if possible.</p> <p>Issue guidance to staff regarding use of other common areas such as reprographics.</p> <p>Reduced meeting size and strict social distancing amongst adults.</p>			
Shortage of staff	Students & Staff	<p>Review absence reporting procedures to ensure sufficient time to implement cover arrangements.</p> <p>Staff to be able to park on site (using non designated parking areas if necessary [e.g. grass/ part of playground etc.]) Traffic Management risk assessment will need amending.</p>	4 x 3 = 12	<p>Ensure all staff know absence line number and that they must ring before 7.30am if unwell.</p> <p>Shared staffing across Trust</p> <p>Use of Agency staff.</p> <p>Daily monitoring and tracking of availability.</p> <p>Contingency built into current rotas where possible.</p> <p>Half Termly analysis and protection of spare staffing capacity ready for deployment.</p>	3 x 3 = 9	<p>SH (HR Manager) (daily)</p> <p>HS/SD (weekly)</p>	

				Staff park in South carpark before 8am otherwise use the North carpark / on street parking in surrounding area.			
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 x 4 = 12	Phased start and end times for Y7/8 and Y9-11, using three different exit/entry points. 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. Parents issued gov. guidance on travel to school-walk, cycle or drive before using public transport/use of mask whilst on public transport. Contact details of all contractors kept on file for Test and Trace.	2 x 4 = 8	SD	Y
Reception	Staff, students, parents, contractors & visitors	Communicate electronically rather than face to face Use cashless payments where possible. If cash handling or handling of deliveries takes place staff must	3 x 4 = 12	Disband the use of 'Duty Student' Communicate to parents:	3 x 3 = 9	YB /SD	Y

		<p>wash their hands after handling. If handwashing facilities are not available in the immediate vicinity then gloves to be worn and disposed of correctly.</p> <p>Covid-secure reception (e.g. screened-off)</p> <p>Mark out 2m distancing;</p> <p>Restrict numbers in reception to enable social distancing</p> <p>Identify a space in the public part of reception where deliveries and “forgotten” items (e.g.. packed lunch or PE kit) brought in by parents can be left for student to collect.</p> <p>Introduce a non-contact signing in system for visitors and pupils who are late or leaving site.</p> <p>Introduce single use visitor id badges or introduce a policy whereby external ID badges are acceptable.</p> <p>See also contractors section</p> <p>See also ventilation section</p>		<p>-that they must make pre-arranged appointments to see staff</p> <p>-Ensure their child brings in appointment card/letter and takes responsibility for remembering appointment as duty students will not be available</p> <p>Display signs in reception area reminding all of COVID-19 hygiene recommendations.</p> <p>Ensure staff understand not to walk through reception area, use phones or computers unless it is their designated work space</p> <p>Ensure staff understand not to use small kitchen or toilet in reception area unless this is their designated workspace</p>			
Clothing	Staff, Students & Contractors and their families.	Uniform policy and staff dress code to stress need for frequent washing and sharing of uniform/spare kit to be forbidden.	3 x 3 = 9	<p>Students in full school uniform (in-line with gov guidance) as in bubbles.</p> <p>Social distance measures in place between students and staff hence normal clothing can be worn by staff.</p>	3 x 3 = 9	SD	Y
Arrival & Departure	Staff/Students	Compliance with health check questions to be included in home to school agreement.	2 x 4 = 8	Inform parents of the DFE guidance regarding travel to	2 x 4 = 8	SD	Y

		<p>Health check signage to be displayed on entry gates.</p> <p>Year groups to arrive/depart at designated gates</p> <ul style="list-style-type: none"> • at staggered set times • designated outdoor areas for each group • different entrance/exit gates <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 or hands to be washed after open/closing of gates</p> <p>Hand sanitiser/wash stations to be used at entry and exit points.</p>		<p>school-‘walk, cycle and drive’ and health check questions.</p> <p>Stagger Year 7/8 start/end time by 10 mins from Y7-11 using entry points (Main-Y7 &10, delivery Y8 & 9 and canteen gate Y11)</p> <p>Divide South playground using temporary fencing. Allocate year groups to playgrounds at start, break and lunch times</p> <p>Allocate teaching areas to each year group with designated toilets and entry points.</p> <p>Signage on corridors, keep left. Line on corridor floor to divide corridor right/left.</p>		Duty SLT (daily)	
Technician Work		<p>Decide the capacity of the workspace.</p> <p>See ventilation section.</p> <p>Maintain 2m social distance.</p> <p>Include areas in cleaning schedule.</p> <p>Where possible equipment should not be shared. If sharing is necessary then it should be cleaned before use.</p>	$3 \times 3 = 9$	All staff issued with santiser gel, anti-bac wipes, gloves and masks for emergency use.	$3 \times 2 = 6$	SLT LM	

		<p>Deliver materials before the start of the morning and afternoon sessions</p> <p>Suitable gloves to be worn during preparation.</p> <p>See section on competence of PPE.</p>					
Laboratories/workshops/art & music technology rooms		<p>Windows to be opened to maximise ventilation.</p> <p>Students to be allocated set desks/workspaces</p> <p>Use ICT equipment for demonstrations so that students can remain at their workspace</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	<p>End of lesson protocols rigorously enforced by teachers regarding students using wipes/spray to clean workspaces</p> <p>Use of fogging machines to disinfect specialist areas at the end of each day.</p> <p>Use of tape and signage to designate safe zones.</p>	2 x 4 = 8	<p>Site Team</p> <p>SLT LM</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>Year group bubbles and zones allow social distancing between year groups and adults around the school other than incidental contact.</p> <p>Disinfection regimes are in place between sessions.</p>	3 x 4 = 12	<p>Remote learning 'on tap' via Microsoft Teams as required as alternative to physical lessons.</p> <p>Room students so they remain in one classroom for the majority of lessons.</p> <p>Desks moved to be forward facing.</p> <p>Hand washing and sanitization stations throughout site.</p>	2 x 4 = 8	<p>EA</p> <p>HS</p> <p>Site Team</p>	<p>Y</p> <p>Y</p> <p>Y</p>

		<p>Timetabling must minimise 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>		<p>Bins replaced with lidded bins in every room. Cleaning materials available in every room</p> <p>All teachers issued with a teaching pack which includes hand-gel, wipes, gloves, mask for emergency use, teacher pens/pencils and envelopes for confiscated items.</p> <p>Box with remote control for board and electronic pens in each room.</p> <p>Use of tape and signage to designate safe zones.</p> <p>Bespoke arrangements in place according to individual teacher risk assessments and subject/teaching space constraints and demands, notably but not exclusively PE, Drama, Music, Art, Science, D&T and SEND.</p> <p>Windows and doors to be opened to maximise ventilation.</p>		<p>YB/SLT (3.9.20)</p> <p>HOD (3.9.20)</p> <p>HOD (3.9.20)</p>	
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Staff providing support to teaching	Staff, students, contractors and visitors	Staff to maintain social distance. Staffing levels on site to be kept to a minimum with other staff working from home	3 x 3 = 9	Clear shared protocol in place and Principal's permission required to attend site. 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 x 3 = 9	SENDCO SLT links (daily)	
Transmission between groups	Everyone	Year groups bubbles zoned for the majority of lessons. Movement to specialist rooms only. Teachers will move to lessons instead of students for the majority of lessons. Each year group bubble allocated specific area for entry/exit, break and lunch. Movement in corridors, 'Hot Zones' such as changing rooms and shared emergency activities (e.g. Fire drill) to be regulated with signage and supervision. See Ventilation section. See cleaning section.	3 x 4 = 12	Amend/extend cleaning staff hours to support regime during the day. Cleaning materials in every room so hard surfaces can be cleaned in specialist rooms between bubbles. Lunch orders taken in advance via mobile app and collected within year group zones. Pupils, staff and visitors strongly encouraged to wear face coverings when occupying 'Hot Zones' and travelling through corridors. Classes to enter room immediately and where this	2 x 4 = 8	Site Team EA/SD	Y

				is not possible (e.g. science lab), clear waiting zone to be communicated and enforced.			
Staff & Student Competence	Anyone in building	Staff to receive briefing and complete hand washing e-learning; Students to receive briefing and watch handwashing e-learning. Daily reminders to be communicated to students on handwashing.	3 x 4 = 12	Staff to complete virtual learning course 'College Covid-19 Course' on how to deal with current covid situation. Common induction for staff on 3 rd /4 th September and for pupils on 7 th /8 th September regarding routines and policies.	3 x 4 = 12	EA	Y
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	In addition to general items listed in section above. Staff to be competent in use and disposal of PPE.	3 x 4 = 12	Mandatory remote training in fitting and use of PPE.	2 x 4 = 8	EA	Y
Play/Sport/Exercise	Staff/Students	Year group bubbles must be maintained during all play/sport/exercise sessions and individual sports' Covid-19 protocols complied with. Year group bubbles will be rostered so access to indoor areas is restricted to one group at a time. Any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session. If team sports are to be played, then a separate risk assessment must be carried out in line the	3 x 4 = 12	No sharing of equipment such as bats/rackets etc. Changing room protocol rigorously enforced by PE teachers i.e. use of wall mounted 3-ply wipes and spray at end of changing. Use of face masks for PE teachers when supervising changing. . Fixtures suspended until the Autumn term After school sports clubs in Year group bubbles only	2 x 4 = 8	Duty SLT (daily) PE staff (daily)	

		<p>Governing body for the sports guidance.</p> <p>Changing areas to be well ventilated and disinfected regularly.</p>					
Lunch	Staff/students/Catering staff	<p>Students to wash/sanitise hands before eating.</p> <p>Designated lunch area for each year group, including use of classrooms. Lunches to be pre-ordered via mobile app and delivered to designated lunch area. Social distancing between adults and pupils to be maintained and encouraged amongst bubble when outside.</p> <p>Where possible and facilities allow students to have lunch outside.</p> <p>Good ventilation in place (eg. Opening all windows and doors where possible).</p>	3 x 4 = 12	<p>Staggered lunch/break arrangements allowing cleaning between bubbles.</p> <p>Equalise lunch and break time so student can get food at both.</p>	2 x 4 = 8	Duty SLT (daily)	
Emergency evacuation	Staff/students/contractors	<p>Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation.</p> <p>PEEPS should be reviewed and amended accordingly.</p>	3 x 5 = 15	<p>New evacuation assembly points based on year group classes.</p> <p>New markings to keep classes 1m apart and year bubbles at least 2m apart.</p> <p>Individual year group evacuation practice in w/b 14th Sep and walk through on</p>	2 x 5 = 10	<p>Duty SLT (daily)</p> <p>Site Team</p> <p>SD</p>	<p>Y</p> <p>Y</p>

				7 th /8 th Sept as part of induction. Regular briefing to staff and students on protocol.			
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 forehead thermometers.	3 x 4 = 12	Designated suspected Covid-19 isolation room.	3 x 4 = 12	Duty SLT (daily)	
						Duty First Aider(s)	
Student Behaviour	Anyone in building	Review risk assessments relating to individual behaviour and introduce controls to prevent the spread of virus through various transmissions routes. Trust appendix added to behaviour and safeguarding policy for COVID-19.	3 x 4 = 12	Revised Behaviour and Attendance policy implemented and communicated to all stakeholders. Use 5 locations to allow for C3 detentions in year group bubbles Staff to collect pupils from main detention room for C3s. Staff to arrange a location with pupil for after school C2s detentions.	2 x 4 = 8	AB	Y

Access/egress in building	Staff/Students/Contractors	<p>Access & 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 and are too narrow.</p> <p>Where two way cannot be avoided or segregated e.g. Upstairs serviced by one staircase then measures must be implemented to control the flow.</p>	3 x 3 = 9	<p>Year group bases for teaching the majority of lessons to reduce student movement between lessons.</p> <p>Keep left rule on corridors. Line marking down the centre of corridors to designate left/right flow.</p> <p>Year group bubbles have designated entry point and exit points.</p> <p>No locker use in Term 1 to restrict need for additional entry and exit into buildings.</p>	3 x 3 = 9	<p>Duty SLT (daily)</p> <p>Site Team</p>	<p>Y</p> <p>Y</p>
Toilets	Staff/Students/Contractors	<p>In shared toilets provide disinfectant wipes for disinfection between users.</p> <p>Look at capacity of the toilet area to identify how many can safely use the area.</p> <p>Control access to ensure distancing between users.</p> <p>Liquid anti-bacterial soap and paper towels to be provided.</p> <p>Everyone to wash hands.</p> <p>Use sanitiser before entering classroom or other areas.</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> <p>Set of toilets identified in the school for each Year group bubble to use at break and lunch.</p> <p>Toilet usage during lessons to be avoided unless a student has a medical pass</p> <p>When lessons in the Year group zones students use the toilets in that area.</p>	3 x 4 = 12	<p>Site Team (daily)</p> <p>HS</p>	<p>Y</p>

				When in specialist rooms students use nearest toilets.			
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 x 4 = 12	Increased volume and prominence of reminder notices / signage. External sinks near exit and entrances with soap and towels	3 x 4 = 12	Duty SLT (daily) MG -Site Team (daily)	
Surface transfer	Staff, Students & Contractors	Cleaning schedule in place which details all items/areas to be cleaned/sanitized/disinfected and the frequency. Hourly spot cleaning of highly used areas e.g. handles, hand rails, toilet areas. Allocation of work stations to specific staff and students where possible. Use of disinfectants with ratio 1000 ppm available chlorine.	3 x 4 = 12		3 x 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 x 4 = 8	Contractors to provide Covid-19 specific Risk assessment and method statement. Contractors Handbook issued prior to any work on site.	2 x 4 = 8	MG-Site Team	

		<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 & remove PPE in specified order.</p> <p>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.</p> <p>Wash hands at end of processes.</p>	3 x 4 = 12	Mandatory remote training in fitting and use of PPE.	2 x 4 = 8	EA	Y
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 https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area identified for this use.</p>	3 x 5 = 15	<p>Designated room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection.</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 supervising adult in the isolated area. 2m distancing should be in place.</p>	2 x 5 = 10	<p>Duty SLT (daily)</p> <p>First Aider(s) (daily)</p>	

		If a confirmed case of COVID-19 is declared to the School then the School should seek further advice from Trust SLT and the Health & Safety advisor. DfE/LA reporting protocols to be implemented and subsequent actions as outlined in HES publication Interim Incident and Outbreak Management Plan Education Settings (1st June 2020, available on HES Portal) .		Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).			
Those with specified health conditions	Staff/pupils	Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice and liaise with HR. Individual risk assessments to be completed and implemented. Children with underlying conditions should follow any advice issued by their medical practitioner relating to their attendance.	2 x 5 = 10	Consideration of allocation of duties to BAME staff and those with health conditions that do not require shielding so as to ensure social distancing.	2 x 5 = 10	SH (HR Manager)/ SLT Pastoral Teams	
Communal Areas Eg. Halls, staff areas, reprographics areas	Staff/Students/Visitors	Minimise the use of communal areas. Risk Assessment to be carried out for use of any of these areas. Covering how the transmission risk will be managed and ventilation will be maximised.	3 x 3 = 9	Display signs in reception area reminding all of COVID-19 hygiene recommendations. Ensure staff understand not to walk through reception area, use phones or computers unless it is their designated work space Ensure staff understand not to use small kitchen or toilet in reception area unless this	3 x 3 = 9	Site Team YB	

				is their designated workspace. Staff should not use reprographics area during the day unless it is their designated workspace			
Educational Visits	Staff/Students/Volunteers/Members of the Public	All educational visits risk assessments must consider risks from Corona Virus.	3 x 3 = 9	No educational visits in the Autumn term	3 x 1 = 3	EA	
Airborne Transfer Risk	Staff/Students/Visitors	Open windows and doors to create an airflow. Fire doors will only be held open by automatic release devices. Ceiling fans will not be used. Air conditioning systems set to fresh air input not recirculating.	3 x 3 = 9			Site team (daily)	

Review date: 1st September 2020

Date communicated to staff: 3rd September 2020

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.

