

Risk Assessment – COVID-19 Social Distancing

(please note this is a live document and regular updates/changes may be needed following government advice, please amend accordingly)

Title of risk assessment	Social distancing phased return within Academies	Date of Assessment	29 th May 2020
Name of Assessor	Jane Smith H&S Officer	Location	Ormiston Forge Academy
Who may be affected?	Staff and Pupils		
Description of activities	General school activities		

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
Classrooms	Staff and pupils	<p>Size of class reduced to ensure pupil/desks are 2m apart DFE recommend no more than small groups of 15 for primaries and the same principle applies for secondary schools - groups of no more than 10.</p> <p>Groups should stay the same each day to avoid mixing.</p> <p>Clear signs in place displaying social distancing in each classroom.</p> <p>Larger rooms/areas of the school to be utilised for 1 to 1s, small group work with year 12 and small group work with year 10.</p> <p>All staff and students will be supplied equipment which will be left on site each day. There will be</p>	5	2	10	<p>During the warmer weather academies are encouraged to use some outdoor space for outdoor learning. This can be rotated each day between inside and outside learning.</p> <p>PPE will be available for staff. Sandwell LA are providing PPE starter packs.</p> <p>All staff and students wear easy to clean clothes (no business dress or uniform). Clothes washed daily.</p>	<p>LMN/RMH/ site team</p> <p>W/C 25/5</p>

		<p>sanitisation stations on entry/exit to each learning area for cleaning of equipment after use.</p> <p>Students are restricted to blocks/classroom to minimise movement around the school.</p> <p>Key Worker/Vulnerable children group to remain located in the canteen due to proximity of toilets/separate outdoor space.</p> <p>Teaching surfaces are cleaned prior to re-entering classroom.</p> <p>Unnecessary items are removed to another location to provide more space.</p> <p>Academy ensures that all adults and children:</p> <ul style="list-style-type: none"> ● frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning ● clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ● are encouraged not to touch their mouth, eyes and nose ● use a tissue or elbow to cough or sneeze and use bins for tissue waste 				
Dining Hall	Staff and Pupils	<p>Educaterers to provide snack/lunch only for the KW/Vulnerable children attending school (Edenred vouchers to continue to be used for FSM).</p> <p>Social distancing markers in place, for low volume queueing.</p>	5	2	10	LMN/RMH by the W/E 29/5

		<p>For bench style seating each eating space should be made clear.</p> <p>Screens provided where required to ensure food is protected.</p>					
Corridors/Communal areas	Staff and pupils	<p>One way system is in place in corridors if less than 3m in width.</p> <p>Reception front office has a screen in place Visitors/parents are discouraged from visiting the academy.</p> <p>Social distancing markers located in the reception area.</p> <p>Social distancing signs located in reception.</p> <p>Separate RA in place for deliveries.</p> <p>Corridors are supervised during entrance and exit to lessons.</p> <p>Visitor and student reception areas have screens in place.</p> <p>Remove or redistribute furniture in Reception to allow for social distancing.</p> <p>Hand sanitiser located in communal areas</p>	4	3	12	<p>Alternative corridors should be considered if corridors are less than 2m.</p> <p>Additional signage across the site</p> <p>PPE available</p> <p>Staff to escort students on site from years 10 and 12.</p> <p>KW/Vulnerable children to be monitored by staff</p>	<p>RMH/site team W/E 30/5</p>
Reception	Staff pupils and visitors	<p>Visitor reception has a screen in place to protect staff.</p> <p>Visitors/parents are advised that any access requests are by appointment only and one visitor at a time allowed in the Reception area. Signage to indicate this.</p> <p>Remove or redistribute reception furniture to allow social distancing.</p>	5	2	10	<p>PPE available</p>	<p>RMH/Site staff/Office staff W/E 29/5</p>

		<p>Social distancing markers located in the reception area.</p> <p>Hand sanitisation station is prominent in reception Deliveries/post are made contactless and are not signed for.</p> <p>Touch/digital sign in systems are not used by visitors/staff – academy receptionists to manually input information into these systems where possible.</p> <p>Any manual sign in sheets must be kept safe to comply with GDPR</p>					
Social distancing	Staff, pupils and cleaners	<p>PPE is available.</p> <p>Staff and students orientation on re-opening of the school to ensure they are aware of the expectations of social distancing.</p> <p>Staff have been provided with the advice from the DFE on PPE in educational settings https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#personal-protective-equipment-ppe-including-face-coverings-and-face-masks</p> <p>Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs continue to receive their care in the same way.</p> <p>Cleaners or staff who would normally use PPE as part of their role continue to do so and PPE is available.</p>	5	2	10		LMN/RMH/ Site team W/E 29/5

		<p>Face mask must be worn when someone is displaying COVID 19 symptoms where the 2m rule cannot be followed.</p> <p>One way systems around the site to be implemented.</p> <p>Floor markers and signage to reinforce social distancing.</p> <p>Social distancing rules are to be adhered to within the main office. Only 3 members of staff at any one time are to be situated within the main office.</p>					
Fire	Staff/pupils	<p>Fire plans are updated where areas are restricted for escape routes that may be affected by any changes.</p> <p>Staff and pupils are updated with new fire drill arrangements and will apply social distancing where possible.</p> <p>Academy ensures that the school still operates with a suitable number of fire wardens.</p> <p>Staff and student orientation on re-opening of school will incorporate the revised fire plans.</p>	5	2	10		GBR W/E 29/5
Spread of infection	Staff/First aiders/Pupils/Vulnerable staff and children with underlying health conditions and expectant mothers	<p>School has identified the main supplier for PPE and maintains adequate supply.</p> <p>Hand sanitisers located throughout the school and in communal areas.</p> <p>Staff and student orientation on re-opening of school will incorporate the expectations.</p> <p>Students and staff wash hands on arrival into school. There will be hand sanitiser stations at the entrance of the academy reception and blocks that will be in use.</p>	5	2	10	<p>PPE available</p> <p>First aider to be informed if any students or staff members present with symptoms whilst on site.</p> <p>Staff and students to wear easy clean clothes to be washed daily.</p>	LMN/RMH W/E 29/5

		<p>Briefing takes place on a regular basis to educate staff and pupils on handwashing.</p> <p>Posters displaying handwashing guidelines are located throughout the school.</p> <p>Staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. IHASCO training is available for staff to utilise. Vulnerable staff/children including expectant mothers, those with underlying health conditions who fall into the shielding category still follow the government advice.</p> <p>Student reception to be used for any students presenting with symptoms. First aider to wear PPE and contact home to collect the student.</p> <p>Student work books not to be handed in to staff for marking. Marking and assessing of work to be done in lessons through live marking or electronically.</p> <p>Staff room access will be to collect post or resources only. This will be following social distancing rules.</p>					
Play area/playgrounds	Staff/ Pupils/Lunchtime supervisors	<p>Break and lunch times staggered to reduce numbers for outdoor play for KW/Vulnerable children who are on site for full days.</p> <p>Children advised not to play tag or contact games.</p> <p>More staff are provided during play times.</p>	5	2	10	Staff to monitor movement of students	GBR W/E 29/5

		Behaviour for learning policy to be updated with sanctions for students deliberately flouting social distancing measures.					
Welfare/Toilet Provision	Staff/pupils	<p>Academy operates a one in one out system for using the toilet, or marks out social distancing areas in large open plan washrooms.</p> <p>Signage for hand washing to be displayed on the entrance to washrooms and in the washrooms.</p> <p>Designated toilet for each classroom to be used for year 10 and 12. KW/Vulnerable children only to use the toilets off the canteen. Signage to enforce this.</p> <p>Hand sanitiser located outside entrance to toilet areas, unless hand washing can be supervised at open plan washrooms.</p>	4	3	12	Additional signage around the site	LHS/Site team W/E 29/5
Arrival/Departure to school	Parents/Pupils/Staff	<p>Parents informed before schools reopen about social distancing during drop off and pick up times (1 parent per child), by email/letter/website and social media.</p> <p>Rota in place for staff to avoid parents congregating at school entrance on arrivals and departure times.</p> <p>Signs are clearly marked on school entrance displaying rules on social distancing.</p> <p>Arrival and start times to be staggered to avoid congestion within certain years groups and to be rotated.</p> <p>Staff to delay departure from site until students and parents have cleared to avoid congestion and reduced social distancing space.</p>	3	3	9		KGN/LMN/RMH W/E 29/5

		<p>Additional entrances are used where applicable and parents pre advised what years groups to use dedicated entrances and at what times.</p> <p>Tape to block off certain seats.</p>					
Practical lessons	Pupils/ PE/D&T Teachers	<p>No practical PE lessons or contact sports during the summer term.</p> <p>No practical music lessons during the summer term.</p> <p>Cleapps advice for D&T staff is communicated through the link http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-in-a-partially-reopened-school-in-DT.pdf</p>	2	1	2	<p>Students and staff have their own equipment.</p> <p>Risk assessment for practical activities to form part of planning for Sep 20</p>	<p>KGN/LMN W/E 22/5</p>
Pupil Behaviour/Friendships	Pupils	<p>Students are educated on the need to stay apart.</p> <p>Behavior for learning policy updated and communicated to all to include sanctions for the deliberate flouting of social distancing measures.</p>	5	2	10		<p>GBR W/E 29/5</p>
Pupil Behaviour/Disobedience	Pupils and staff	<p>The Pupil behaviour policy is reinforced at the start of the return to school.</p> <p>Sanctions relating to Covid-19 are clearly outlined to students and parents prior to pupils returning and placed as an addendum in the behaviour policy.</p>	5	2	10		<p>GBR W/E 29/5</p>
Cleaning	Staff	<p>Size of class reduced to ensure pupil/desks are 2m apart – staff/student ratio of 1:10 for years 10 and 12.</p>	4	3	12	<p>Pupils are restricted to blocks/classroom to</p>	<p>LMN/RMH/ Site staff W/E 29/5</p>

		<p>Groups should stay the same each day to avoid mixing.</p> <p>Clear signs in place displaying social distancing in each classroom.</p> <p>All staff and students will have access to their own equipment and there will be sanitisation stations on entry/exit to each learning area.</p> <p>Key Worker/Vulnerable children group to remain located in the canteen due to proximity of toilets/separate outdoor space.</p> <p>Increased cleaning staff on site, cleaning before, during the school day, after each lunch/break service and after school.</p> <p>New cleaning log/regime in place to identify hot spots/communal areas of frequently touched surfaces.</p> <p>Shared ICT suites should be avoided where possible due to the complexity of cleaning, if use is required, they must be cleaned between uses.</p> <p>Shared mobile ICT equipment such as tablet and laptop devices are taken out of use unless cleaning between uses can be ensured. KW/Vulnerable children clean their devices at the start and end of each session.</p> <p>Specialist rooms that pose a difficulty to cleaning, such as technology/art labs, should be avoided where possible.</p> <p>Cleaning products and PPE sourced by local suppliers; another main provider of PPE is available for ordering. https://www.ppeexchange.co.uk/</p>				<p>minimise movement around the school.</p> <p>One-way system implemented to restrict entry/exit to blocks and to alleviate pressure points in narrow corridors.</p> <p>All staff and students wear easy clean clothes/new or washed daily.</p> <p>Sandwell LA are providing PPE starter packs.</p>	
--	--	--	--	--	--	---	--

		<p>Enhanced cleaning should apply with a focus on touch surfaces and shared resources. Where there is a confirmed case, the following guidance applies; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>					
<p>Ill health/symptoms of Covid 19</p>	<p>Pupils and staff</p>	<p>Updated government guidelines referred to.</p> <p>Isolation room is used for anyone displaying symptoms and is taken out of use immediately after occupancy until cleaning can be carried out safely.</p> <p>Parents are made aware of the school's infection control procedures in relation to coronavirus via letters/school website, they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <p>Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they feel unwell.</p> <p>The academy should advise all staff or students who have had sustained contact with a suspected/confirmed infected individual to self-isolate, seek advice from NHS 111 and where possible and appropriate get tested (especially in confirmed cases).</p> <p>This RA is used in conjunction with the generic Covid 19 RA</p>	4	3	12	<p>Academy must ensure they are following the latest government advice.</p> <p>All staff and students wear easy clean clothes/new or washed daily.</p> <p>Sandwell LA are providing PPE starter packs.</p>	<p>KGN/LMN/RMH/SLT duty staff</p>

Low Staff Numbers	Staff and Pupils	<p>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.</p> <p>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</p> <p>Full use is made of testing to inform staff deployment.</p> <p>A blended model of home learning and attendance at school is utilised until staffing levels improve.</p>				1 to 1 meetings (virtual meetings if needed) to ensure up to date information on the health status of all staff is known.	<p>LMN/RMH/SHD W/C 1/6/20</p> <p>On-going</p>
Staff Training	Staff and Pupils	<p>A revised staff handbook is issued to all staff prior to reopening.</p> <p>Induction and CPD programmes are in operation for all staff prior to reopening, and include; Infection Control; Fire and Evacuation procedures; Constructive Behaviour Management; and First Aid Training (revised to ensure staff are trained HSE, 3 month extension allowed).</p>				1 to 1 meetings (virtual meetings if needed) to provide induction training for all staff.	<p>LMN/RMH W/E 5/6/20</p> <p>LMN/RMH GBR W/E 12/6/20</p>
Contact with Home - online safety	Pupils and staff	<p>All staff to follow Academy and OAT policies regarding contact with students at home / online learning agreements / policy.</p> <p>Staff to use CPOMS to log all contact and concerns.</p> <p>Progress year leader/SLT links to monitor contact/logs/work of Home Learning Pods</p>	3	2	6	Tracker to be completed by all teachers.	<p>GGG/GBR On-going</p> <p>All staff On-going PYL/Ext SLT On-going</p>

<p>Safeguarding - contact with vulnerable families</p>	<p>Pupils and staff</p>	<p>PPE available for all staff who are out within the community.</p> <p>No staff member enters the property (doorstep contact).</p> <p>Staff to use CPOMS to log all contact and concerns.</p> <p>Rigorous washing/sanitisation process for all staff on entry/exit to the academy following an off-site visit.</p> <p>Academy ensures that all adults and children adhere to strict cleanliness regimes by:</p> <ul style="list-style-type: none"> · Providing additional sanitisation stations and signage throughout the academy · frequently wash their hands with soap and water for 20 seconds and dry thoroughly (and they will be regularly reminded of this). Review the guidance on hand cleaning · clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing · are encouraged not to touch their mouth, eyes and nose · use a tissue or elbow to cough or sneeze and use bins for tissue waste 	4	3	12	<p>All staff and students wear easy clean clothes/new or washed daily.</p> <p>Sandwell LA are providing PPE starter packs.</p>	<p>GGS/GBR</p> <p>WE 22/5</p> <p>ongoing</p>
---	-------------------------	---	---	---	----	--	--

<p>Attendance protocols for attendees/non-attendees inc. vulnerable students</p>	<p>Pupils and staff</p>	<p>Whilst attendance is not currently deemed compulsory, the follow up and monitoring of it will remain a statutory and safeguarding requirement. Protocols/processes set out by the DfE/OAT/Sandwell LA will be implemented.</p> <p>PPE available for all staff who are out within the community to follow up on attendance.</p> <p>No staff member enters the property (doorstep contact).</p> <p>Staff to use CPOMS to log all contact and concerns.</p> <p>Rigorous washing/sanitisation process for all staff on entry/exit to the academy following an off-site visit.</p> <p>Academy ensures that all adults and children adhere to strict cleanliness regimes by:</p> <ul style="list-style-type: none"> · Providing additional sanitisation stations and signage throughout the academy · frequently wash their hands with soap and water for 20 seconds and dry thoroughly (and they will be regularly reminded of this). Review the guidance on hand cleaning · clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing · are encouraged not to touch their mouth, eyes and nose <p>use a tissue or elbow to cough or sneeze and use bins for tissue waste</p>	4	2	8		<p>TDY</p> <p>WE 22/5 - ongoing</p>
---	-------------------------	--	---	---	---	--	-------------------------------------

Acknowledgements & Signatures

Risk Assessor: By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.

Management: By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.

Risk Assessor Name and Signature

Date:

Manager Name and Signature:

Date:

Review date:

Guidance

Severity of Harm from this Hazard

- Total Estimated Risk = Severity x Likelihood
- Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed

Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality

Likelihood of Potential Exposure to this Hazard

Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.
2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.
4	Such an event is known to have occurred and is likely to reoccur.
5	Almost inevitable that an incident would result / occurs frequently

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level