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**Risk Management**

**Assessment Report: Fowey River Academy**

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| **Risk Area:** | Management and Site Maintenance |
| **Assessment Framework:** | Full Opening to all pupils - COVID-19 |
| **Work Area or Activity:** | COVID-19 |
| **Competent Person** | Jon Rolls |
| **Assisted by:** | Ben Eddy |
|  | Sharon Higman |
| **Groups Affected:** | Pupils, Staff, Visitors, Contractors |
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| **Notes:** | Full opening in September 2020 following government  guidance published on 02/07/2020 |

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| **Assessed on:** | **15/12/2020** | **Risk Rating:** | Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk |
| **To be Reviewed on:** | **15/02/2021** |

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| **What are the Hazards?** | **What is already being done?** | **Is this considered** **satisfactory?** | **Risk Findings** |
| **Premises not checked to ensure it is safe to re-open.** | Reopening checklist completed to confirm all statutory compliance inspection and testing is complete. This will include but not be limited to fire and safety systems, water systems and environmental hygiene, asbestos inspection, gas safety systems, kitchen equipment. | Yes | Severity:3  Likelihood:1  **Risk Rating:3** |
| **Lack of up-to-date information for Staff** | Regular briefings provided for staff.  Risk Assessment and Safe Working Practices developed through consultation with staff.  Risk Assessment and Safe Working Practices distributed to all staff. | Yes | Severity:3  Likelihood:1  **Risk Rating:3** |
| **Lack of up-to-date information for students and parents/guardians** | Detailed communication sheet will be sent that sets out the arrangements for travel, curriculum, infection controls, expectations for attendance and behaviour. Newsletter prior to opening and issued regularly thereafter. The newsletter will provide links to the latest government, NHS and Public Health information. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Failure to maintain supervision levels if staffing levels drop.** | Daily check to maintain staff levels. Groups are re-timetabled, not collapsed if agreed ratio cannot be provided. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Staff who are identified as clinically vulnerable coming into contact with Coronavirus** | Clinically Vulnerable staff risk assessed for suitable work arrangements. Duties and supervision will be agreed and follow appropriate guidance for their specific circumstances. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus.** | Assessed on an individual basis and an attendance plan agreed with parent/guardian.  Medical Alert Board in staff room to be updated and reviewed weekly. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Staff or students who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site.** | Assessed on an individual basis and an attendance plan agreed with parent/guardian. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Member of staff displaying symptoms of Coronavirus** | Isolation Room available.  Staff reminded of isolation protocols.  Detailed instructions displayed in the Isolation Room. Refer to NHS Test and Trace guidance. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Student displaying symptoms of Coronavirus** | Isolation Room available.  Parent/Guardian contacted immediately and advised of isolation and testing protocols. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Lack of engagement with the NHS Test and Trace process.** | Two or more confirmed cases within 14 days or an overall rise in sickness absence where COVID-19 is suspected will require contact with and full cooperation with the Health Protection Team:  **PHE South West Centre HPT (Devon)**  Public Health England Follaton House, Plymouth Road Totnes, Devon, TQ9 5NE  Telephone0300 303 8162 (option 1, then option 1)  Out of hours advice0300 303 8162 (option 1) | Yes | Severity:3  Likelihood:1  **Risk Rating:3** |
| **Lack of response to a confirmed infection.** | In addition to making immediate contact with the health Protection Team. The school will communicate clearly and quickly to staff and parents/carers what they are required to do:   * Book a test. * Provide details of any recent close contact (see guidance on proportionate recording of contacts). * Self-isolate. * Inform the school of test results.   The Health Protection Team will provide definitive advice and must be provided with group names and timetables to determine who will be sent home. | Yes | Severity:3  Likelihood:1  **Risk Rating:3** |
| **Social distancing not observed in staff areas** | Staff to be reminded of social-distancing protocols and duty to comply. | Yes | Severity:3  Likelihood:1  **Risk Rating:3** |
| **Social distancing not maintained during home-to-school transport if transport is boarded directly from school premises?** | Public transport and community school transport providers will have their own arrangements which students will be required to follow as a condition of being a passenger. School minibuses will have a seating plan, requirement for face coverings to be worn, code of conduct for passengers. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Social distancing not maintained at school gate or drop-off/pick-up point** | Duty staff at drop-off/pick-up points.  Face coverings to be removed and transferred into a personal bag or put into the bin provided.  Hand sanitiser or hand wipes available from Duty Staff. Pupils go directly to their outdoor zone.  When instructed, entry is via the designated entrance for the year group using the sanitising station at the point of entry. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Social distancing not maintained by students before school starts** | Students have an arrival window and entry/exit points into the school specific to their allocated group.  Outdoor zones are supervised.  Physical distancing will be expected whilst students are waiting to enter. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Social distancing not maintained in school corridors** | Students are grouped by year in distinct and separate zones. Circulation areas are not shared.  Timetables will take into account the need to keep a safe distance between groups.  Signage may be used where appropriate.  Passing in corridors where it is unavoidable will be supervised. Face masks must be worn by students and staff when moving around in communal areas such as corridors. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Social distancing not maintained in classrooms** | Classrooms arranged so that all pupils are forward facing. Surplus furniture removed to support social distancing. Furniture is not re-arranged or moved. Students always occupy the same seat position. Lesson plans do not permit collaborative or group work. Continuous supervision. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Social distancing not maintained during break-times and lunchtimes** | Break-times and lunchtimes are either in the classroom or in a designated zone fully supervised. There is no overlap or shared spaces with other groups or sessions.  Parents will be required to make online payments for the cashless catering services.  The use of biometric scanning for cashless payment may be temporarily suspended. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Social distancing not maintained during meals** | Meals, fully supervised and follow current guidance (distancing, hand-wash stations.)  During Year 7 and 8 lunchtime both bubbles will have simultaneous access to the canteen but control measures are in place to ensure that they are kept separate.  All students must wear their face masks when moving around the canteen as they do in the corridors | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Social distancing not maintained during physical activities (PE etc.)** | PE sessions will follow current **PE Guidance Document: *COVID-19: Interpreting the Government Guidance in a PESSPA Context***  Pupils will be kept in consistent groups.  Physical distancing should be maximised.  Outdoor PE will be prioritised.  Sports equipment thoroughly cleaned before and after use.  Contact sports not permitted. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Moving and handling of furniture to facilitate social distancing** | Site team move furniture following **Manual Handling Operations Regulations 1992 (as amended) (MHOR)** and a suitable risk assessment. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Storage of furniture or equipment removed from classrooms workspaces and other areas.** | Storage rooms will be locked during core hours.  Surplus furniture is to be removed and safely stowed. No items to be left in corridors or circulation areas. | Yes | Severity:2  Likelihood:1  **Risk Rating:2** |
| **Lack of hand-washing facilities.** | Facilities are available in all zones.  Hand sanitiser stations will be set up at zone entrances. | Yes | Severity:3  Likelihood:1  **Risk Rating:3** |
| **Over-use or misuse of hand sanitiser.** | Staff supervise and monitor sanitiser stations during break times.  Students misusing hand sanitiser are reminded of the consequences hierarchy by staff. | Yes | Severity:2  Likelihood:2  **Risk Rating:4** |
| **Staff and students not washing hands frequently.** | Hygiene protocols will be included in the session planning.  Reminder notices in each classroom and in circulation areas/washrooms. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Cross-contamination from used tissues etc.** | Each room has a bin for immediate disposal of used tissues or any waste produced during the session. Bins are emptied daily.  Posters on display in each classroom as reminder of infection controls. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Provision of adequate ventilation when the school is in use.** | Good ventilation is important.  No timetabled sessions in closed rooms. All rooms in use must have operable windows.  Toilets must have both mechanical forced air and natural ventilation in use where available. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Temporary closure in the event of a local outbreak.** | Closure or part closure is a possibility.  Refer to the Contingency Plan that sets out the arrangements for remote educational support for this eventuality.  The Contingency Plan is available from the Principal. | Yes | Severity:2  Likelihood:2  **Risk Rating:4** |
| **Timetable does not support physical distancing.** | The timetable will be drawn up to keep consistent groups together in discrete zones wherever possible and practicable.  Large groups (assemblies, events etc.) will not be timetabled.  Teaching and support staff may move between zones but limited wherever possible.  Where the curriculum can only be delivered outside the year group zone (PE, Music, Art etc.) detailed arrangements for access, use of resources and cleaning of the spaces used will be agreed and implemented. | Yes | Severity:4  Likelihood:2  **Risk Rating:8** |
| **Wellbeing of staff and pupils not sufficiently considered.** | All existing mechanisms for supporting staff wellbeing, mental health and work-life balance will remain fully available.  Staff will be reminded in briefings of the scope of these services.  The Department for Education is providing additional support in the current situation:  <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers> | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Child protection policy and procedure not reviewed.** | The Designated Safeguarding Lead will review the child protection policy to reflect the return of more pupils.  Statutory safeguarding guidance and COVID-19 specific guidance will be followed:  <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers> | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Disposal of potentially contaminated waste.** | Potentially contaminated waste is controlled following current guidance (double bagged, sealed, labelled for quarantine, specialist disposal). | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Cross-contamination from sharing equipment** | Equipment is not shared. If any resources are unavoidably shared they are separated and stored for 72 hour quarantine and disinfection before being reused. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Cross-contamination from sharing personal possessions (water bottles, food etc.)** | Personal items are not shared. Continuously monitored during sessions. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc.).** | Cleaning arrangements include an interim clean for toilets and touch points followed by a complete clean at the end of the day. Groups will not overlap or use a classroom before cleaning is complete. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Cross-contamination from use of welfare facilities, toilets, sinks, water fountains etc.** | Cleaning arrangements include enhanced cleaning during the day for toilets and touch points followed by a complete clean immediately at the end of the day.  Refer to the cleaning COVID-19 site risk assessment for detailed procedures. Students bring their own pre-filled water bottle. Toilets are either single cubicle or arranged to avoid overlap. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Cross-contamination from food served on premises** | Food services contractor will follow any additional requirements to comply with infection controls. This will include but not be limited to the Litmus Covid-19 Contractor Questionnaire.  Food services will be delivered in bubbles and enhanced cleaning will occur between sessions. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff** | Cleaning and catering staff will have a Covid-19 Resources Pack and briefing. Where required, cleaning agents will be **EN14476 Virucidal used in accordance with the appropriate Safety Data Sheets and COSHH EH40 guidance.**  Cleaning supplies to be checked weekly.  A minimum of 2 weeks stock must be available. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Visitors to the school site.** | Visitors will be by prior agreement and outside core school hours wherever possible. Visitor screening, hand-sanitising etc. available at Main Reception.  Prominent signs displayed at Main Entrance, Entrance Lobby and Reception Desk.  A record of visitors will be kept.  See Sports Hub risk assessment for public use of school facilities. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Contractors** | Cleaning and Catering contractors will have their own COVID-19 risk assessments.  Planned maintenance will follow the prevention measures and be in controlled safety zones.  Reactive maintenance will follow the prevention measures with additional controls (safety zone barriers, cleaning before re-occupancy etc.).  Contractors will be required to provide a copy of their ‘COVID-19 Procedures’ before undertaking any work.  A record of contractors attending will be kept. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Providing care (dispensing medicines etc.) for students with medical needs** | Individual Medical Health Plans should continue and be supported as before. Student Provision staff may be issued PPE where required. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Providing a safe working environment for ITT trainees.** | Trainees will have a comprehensive induction that includes the prevention arrangements.  Trainees will complete a health declaration to determine if any special arrangements are required.  Provide a wide range of support activities for the trainee to ensure their needs as well as those of the school are met.  Adhere to statutory guidance:  <http://www.legislation.gov.uk/uksi/2012/762/schedule/paragraph/6/made> | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Providing care for students with specific care needs (support for toileting etc.)** | Individual Care Plans should continue and be supported as before. Student Provision staff may be issued PPE where required. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Providing care for students with specific emotional or behavioural needs** | Pastoral Care staff will continue as before but incorporating the physical distancing and infection control protocols. Pastoral Care staff may be issued PPE where required.  Pastoral Care staff will work with all external agencies where pupils with bereavement, anxiety, social, emotional and mental health concerns need help to reintegrate back into school life. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Providing access to remote education to any pupil unable to attend.** | Where a pupil is complying with clinical and/or public health advice a fully supported remote learning provision will be put in place. | Yes | Severity:2  Likelihood:2  **Risk Rating:4** |
| **Evacuation procedures during reduced occupancy of the school** | Evacuation procedures amended and updated. Assembly Area to be organised according to student classroom groups within year groups and assembled following the current social distancing guidance. | Yes | Severity:5  Likelihood:1  **Risk Rating:5** |

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| **Jon Rolls** | **Signed** | **Dated** |
| **Co-ordinator** | **Signed** | **Dated** |
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**SAFE WORKING PRACTICES**

**Full opening - September 2020**

These arrangements follow government guidance: *Coronavirus (COVID-19): implementing protective measures in education and childcare settings.* The systems of controls set out in the guidance, **prevention** and **response to any infection**, are not discretionary and should be seen as the minimum baseline standards to keep the school as safe as necessary. The viability of the new arrangements will depend on the cooperation of the pupils attending, teaching and support staff vigilance and a consistent application of the guidelines across all aspects of the school day.

It is possible that a minority of pupils will not be able to reengage for various reasons. Staff must not permit disruption by any individual pupil and must intervene rapidly by calling supporting duty colleagues to ensure a situation does not develop where sanctions are required.

The following guidance is complimentary and must be read in conjunction with a more detailed COVID-19 September Opening Plan, available here:

<https://docs.google.com/document/d/1lYhamxkvWo1Hv_BLmxRc7TKT_Vf7fB6uA3Jt0wwwwbA/edit?usp=sharing>

**DO** carefully brief the group to describe the following:

* Expected behaviour on the journey to school.
* Expected behaviour outside the classroom.
* Expected behaviour in class and the observance of social distancing.
* Expected behaviour at break-times and lunchtime.
* The limits of their individual learning zone.
* Access to other timetabled teaching spaces outside their zone.
* Entry and exit points to their zone.
* The toilets that are assigned to their zone.
* Toilet access arrangements and the need to wait at a safe distance when cubicles are in use.
* The importance of hygiene and handwashing.
* The need to cough or sneeze into a tissue which is binned immediately.
* The need for ventilation in the classroom.
* The intention that you stay 2m physical distance from pupils wherever possible.
* The seating plan as fixed and not interchangeable. If there is a break, the pupil returns to the same desk position.
* No collaborative work.
* Resources should not be shared unless it is unavoidable. Shared resources, if any must be quarantined immediately after the session for 72 hours and where necessary, disinfected before re-use.

**DO NOT**

* Allow pupils to wander about or leave the session unsupervised.
* Permit pupils to enter any rooms other than their allocated classroom.
* Permit pupils to access any area or part of the school outside their zone before, during or after the school day.
* Allow pupils to interact or engage with any other sessions within their zone.
* Permit unrestricted or unsupervised access to alcohol based hand sanitiser or cleaning agents.
* Permit the use of a copier or printer during the session unless agreed access arrangements are in place.

**Health, Safety and Welfare Arrangements**

* Furniture should remain as set-out pre-session and not be moved or rearranged.
* Where practical rooms are used for sessions, pupils must not operate or tamper with fixed equipment.
* Your session will be visited by duty support staff in case you need additional materials, support or a comfort break.
* Ensure you understand the correct procedures if you or any other person starts to feel unwell during the school day.
* Teachers should check the medical or special needs status of any pupils in their group.
* First Aid, if needed is available on call.
* First Aid duty staff must wear appropriate PPE.
* The Site Cleaning Team has virucidal cleaning materials available for rapid deployment if needed.
* In case of an emergency evacuation all sessions must leave by their nearest available exit and assemble in their Fire Evacuation Zones staying within their groups and at a safe distance both within the group and from other groups.
* Please take personal responsibility and fully cooperate with social distancing at all times. It can be awkward and unsettling for others if you do not.
* Please understand that some staff may be identified as vulnerable according to government guidelines and their return to work may be a challenge.
* Please look out for each other and be supportive.

The latest guidance is available here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/%20)

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams#south-west-centre-hpt>

**RISK MATRIX**

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| SEVERITY | Death/Multiple Deaths | 5 | **5** | **10** | **15** | **20** | **25** |
| Critical Injury | 4 | **4** | **8** | **12** | **16** | **20** |
| Severe Injury | 3 | **3** | **6** | **9** | **12** | **15** |
| Minor Injury | 2 | **2** | **4** | **6** | **8** | **10** |
| No Injury | 1 | **1** | **2** | **3** | **4** | **5** |
|  | | | 1 | 2 | 3 | 4 | 5 |
| Unlikely | Possible | Very Possible | Likely | Very Likely |
| LIKELIHOOD | | | | |