

Risk Assessment – Covid-19		01/06/2020	Stone Soup Academy
Responsible Person	Kerrie Henton - Principal		
Other Persons Involved	Kevin Wildrianne - Vice Principal, Younes Henini - Assistant Principal, Susan Murphy - Head of Operations		
Guidance Material Considered	<ul style="list-style-type: none"> • DFE - Actions for Education and Childcare Settings for Wider Opening from 1 June 2020 (11 May) • DfE - Covid-19: Implementing Protective Measures in Education and Childcare Settings (12 May) • DfE – Managing School Premises During the Coronavirus Outbreak (18 May) • DfE – Guidance for Secondary Provision from 15 June 2020 (25 May) • BEIS - Working safely during coronavirus (COVID-19) (11 May) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance. • NHS Test and Trace – How it works (27 May) 		

Details				Are Control Measures (Y, N, N/A)?	
Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the wider opening of secondary schools from 15 June and for those staff who will continue to work from home.				In place	Residual risk acceptable?
Hazard	Who is at risk	How Can the Hazards Cause Harm	Control measure currently in place		
Infection Control (people)	Staff, Pupils, Visitors		<p>The following hierarchy of control is considered throughout this assessment.</p> <ul style="list-style-type: none"> • minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend Stone Soup Academy • cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered • ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach • cleaning frequently touched surfaces often using standard products, such as detergents and bleach • minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) 	<p>Yes</p> <p>Yes - relevant signs on handwashing on display.</p> <p>Yes Bins are provided in each classroom and staff room.</p> <p>Yes- dettol wipes and spray in each of the classrooms along with hand gel, extra cleaning is provided through our cleaning contractors</p> <p>Yes- one way system in place, arrow signage and 2m distancing, along with all relevant signage as advised by the government.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>

				individual timetable for all students, staggered breaks.	
		<ul style="list-style-type: none">Staff who are clinically extremely vulnerable will not be required to work and will be asked to continue shielding at home in line with the Government’s ‘Stay at Home’ Guidance.Staff who live with someone who is clinically extremely vulnerable to only attend if stringent social distancing can be observed. Anyone in such group to be reviewed on a case-by-case basis by the Head.Taking account of staff who are unavailable (including support staff), staffing will be reviewed to ensure it is appropriate for the operating model. Any staff who are not required in school and can work from home will continue to do so.Health screening of employees to be carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file.Any member of staff with symptoms of Covid-19 should not attend and should self-isolate for 7 days. Staff are eligible to be tested and the Government expects them to be tested under the NHS Test and Trace programme. If the test is returned negative they can return to school.A member of staff who tests positive must share details of their recent contacts via the NHS Test and Trace Service.Any member of staff instructed to self-isolate by the NHS Test and Trace service must do so for 14 days. Should they develop Covid-19 symptoms in this period, they too must follow the NHS Test and Trace programme.Where a member of staff indicates an individual in their household is unwell with symptoms compatible with Covid-19, they should follow government guidance on self-isolation and not attend school for 14 days. Under the Test and Trace programme there is an expectation that this individual is tested. If the test is returned negative the member of staff can return to school.Loss of staff for the above reasons will prompt a decision on which ‘small class groups’ can continue to attend.Loss of site/facilities staff for the above reason or due to infection will prompt a decision on whether the school can remain open – guidance documents must be maintained and will be reviewed to inform this decision. KH can draw on staff from across the cluster if this situation arises. <p>Building opening times to be kept to a minimal and staff will be asked to leave once pupils have left site, meetings can take place on Zoom or hangouts and via phone. Cleaners will start work before or after staff and students are on site to ease congestion.</p> <ul style="list-style-type: none">Pupils who are clinically extremely vulnerable will not be required to attend and will be asked to continue shielding at home in line with the Government’s ‘Stay at Home’ Guidance.Pupils who live with someone who is clinically extremely vulnerable to only attend if stringent social distancing can be observed and the pupil is capable of understanding and following	Yes	N/A	
		<ul style="list-style-type: none">Staff contracting Covid-19	Yes	N/A	
			Yes	N/A	
			Yes	N/A	
			Yes- Thermometers used in the Academy	N/A	
			Yes	N/A	
			Yes	N/A	
			Yes	N/A	
			Yes	N/A	
			Yes	N/A	

		<ul style="list-style-type: none"> Pupils contracting Covid-19 Visitors contracting Covid-19 	<p>these instructions. Anyone in such group to be reviewed on a case-by-case basis by the Principal.</p> <ul style="list-style-type: none"> Any pupil with symptoms of Covid-19 should not attend school for 7 days and is expected to undertake a test under the NHS Test and Trace programme. A negative result means the pupil can return to school. Pupils in the same group are eligible to be tested and parents are strongly encouraged to seek a test. If the test is returned negative they can return to school. Any pupil living in the same household as an individual with symptoms of Covid-19 should not attend school for 14 days, in line with government guidance on self-isolation. Under the NHS Test and Trace programme it is expected that this individual will undertake a test, and contacts will be notified if they need to self-isolate also. Any pupils or staff who show any signs or symptoms to be sent home immediately. All visits to the Academy should be by appointment only Parents advised to drop children off alone, i.e. not to come with partners or family Contractors attending while school is operational to be notified that the school is operational, and their access requirements reviewed on a case by case basis. Only emergency work will take place, this will be managed by the Head of Operations 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
Confirmed / suspected case in school	Staff	<ul style="list-style-type: none"> Potential contamination of surfaces and for person to person spread. 	<ul style="list-style-type: none"> Pupil/staff members sent home and instructed to order a test under the NHS Test and Trace programme. Pupil isolated in secure area if awaiting collection in line with <u>government guidelines</u>. Staff and pupils who were with the affected party should wash their hands but do not need to go home unless symptomatic. A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases. Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings The medical room will be operating as normal, but staff are advised to only send students down in an emergency. Any students who show symptoms and need to go home can be positioned in the Medical room, Teacher will need to make a call down to reception for a first Aider. PPE will be available 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>

			<p>for staff to check on the pupil until the parent arrives. Area must be cleaned after by cleaning staff in full PPE.</p> <ul style="list-style-type: none"> Any waste PEE needs to be disposed of in a controlled way. Medical room to be managed by the receptionist. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
Infection Control (practices)	Staff, Pupils, Visitors	<ul style="list-style-type: none"> Operational practices in place to minimise the risk of the spread of infection 	<ul style="list-style-type: none"> Social distancing in line with government guidance to be practised at all times by pupils and staff (maintenance and breaks). It is accepted that transitory direct contact e.g. passing in corridors is low risk. <p>Only year 10 group to be on-site on any one day, Classes generally 'small' with the ability to maintain social distancing. Attempt to maintain the same teacher for each group but acknowledge that this might not be possible for specialist subjects. Recommend developing a social distancing policy that covers the areas detailed below and in the section on 'Infection Control (physical practices).</p> <p>Regular robust handwashing to be carried out. Signage advocating more frequent handwashing to be installed in all toilets been used by pupils & staff.</p> <ul style="list-style-type: none"> Catch-it, kill-it, bin-it will be promoted via poster across the school. Use of shared resources reviewed to limit this as far as possible and to prevent materials being taken home. Meetings to take place on Zoom or Hangouts for staff to share resources via computers. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>

			<ul style="list-style-type: none"> • Arrival of staff through the staff entrance from the covered courtyard 	Yes	N/A
			<ul style="list-style-type: none"> • Arrival of pupils....Students will arrive at the main door to be greeted by a member of the engagement team, 2m distancing will be in place at all times along with signage every 2 metres that indicates stop and wait. Students will enter the Academy from the reception door. 	Yes	N/A
			<ul style="list-style-type: none"> • Class/group size not limited but driven by ability for the space in use to support 2m social distancing 	Yes	N/A
			<ul style="list-style-type: none"> • Timetabling... What lessons will be delivered- Each student will have an individual timetable 	Yes	N/A
			<ul style="list-style-type: none"> • Movement of pupils and staff throughout the day.... This will be staggered in conjunction with the student timetables 	Yes	N/A
			<ul style="list-style-type: none"> • Handling of post, cash, or other delivered materials....Receptionist to pick up post from the post boxes wearing surgical gloves, deliveries will be asked to be placed inside the main door and cash transactions will be limited. 	Yes	N/A
			<ul style="list-style-type: none"> • Meetings will take place via Zoom or hangouts. 	Yes	N/A
			<ul style="list-style-type: none"> • Assemblies...No assemblies will take place 	Yes	N/A
			<ul style="list-style-type: none"> • Break (groups will be supervised carefully, to try and keep groups from mixing) by staggering break times 	Yes	N/A
			<ul style="list-style-type: none"> • Lunch - students and staff will order lunch when they arrive, these will then be put into polystyrene containers, collected by staff and handed to students in their own tutor groups all social distancing of 2 meters will still be maintained. The other option will be to stagger lunches 	Yes	N/A
			<ul style="list-style-type: none"> • Toilet breaks -The Academy has single persons toilets and there will be 2m signage on the floors 	Yes	N/A
			<ul style="list-style-type: none"> • First aid - Routine and for those displaying symptoms – Teacher will need to call reception and ask for a first aider if not already one themselves. Students will be escorted to the Medical Room, students will then wait to be sent home or collected. Area will need to be cleaned after using PPE. 	Yes	N/A
			<ul style="list-style-type: none"> • Departure of pupils - Pupils will follow the signs and information provided 	Yes	N/A
			<ul style="list-style-type: none"> • Departure of staff - Staff will leave from the staff entrance and follow all signage 	Yes	
			<ul style="list-style-type: none"> • Pupils to be dismissed from school grounds when their scheduled face-to-face contact has finished. 	Yes	

Infection Control (premises)	Staff, Pupils, Visitors	<ul style="list-style-type: none"> Changes to or introduction of physical control measure to minimise the risk of the spread of infection 	<ul style="list-style-type: none"> Reducing classroom capacity and removing furniture as necessary – Students will be positioned in computer rooms with chairs not required removed. Implementing a one way system in corridors and on stairwells where possible. Floors to be marked up with 2meter distances, external areas to be sprayed marked to show 2 meter measurement. Demarcating safe standing distances in areas where staff/pupils congregate e.g. lunch queue, arriving at school, toilet queue. Relevant signage will be in place to keep the 2 meter distance and “wait here” signage will be in place. Floors will be taped with relevant “one way” and 2m signage. Demarcating staff rooms or other areas where adults may congregate. Staff will either collect or have lunch and drinks delivered to classrooms. Reduce occupancy for lifts, only one person at one time to use the lift, staff need to be aware of students or staff who require the lift. Lift will be added to the daily cleaning schedule. Windows opened where possible, where temperature allows it, and without creating undue risks. Non-fire doors propped open to remove the need for hand contact. 	Yes	N/A
				Yes	N/A
				Yes	N/A
				Yes	N/A
				Yes	N/A
				Yes	N/A
				Yes	N/A
Anxiety, stress and worry	Staff, pupils (parents indirectly)	<ul style="list-style-type: none"> Those coming back to work or school may be anxious, worried our stressed. 	<ul style="list-style-type: none"> Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). Communicate this risk assessment and its findings to staff and potentially pupils/parents. Feed the determined approach into the communication strategy. <i>Risk assessment to be shared by Academy principal .</i> 	Yes	N/A
				Yes	N/A
				Yes	N/A
				Yes	N/A
Cleaning	Staff, Pupils, Visitors	<ul style="list-style-type: none"> General hygiene to interrupt transmission from contact surfaces. 	<ul style="list-style-type: none"> Frequency to be increased with focus on all hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. High level of cleaning has been implemented, cleaning staff are aware of their focus on areas where staff can come into contact i.e door handles, printers, signing in machines, push buttons etc.... Hand sanitiser to be provided where there is no ready access to a sink with hot water, soap, and towels. Hand sanitizer is positioned inside each classroom. 	Yes	N/A
				Yes	N/A

Failure to follow local rules	Staff, Pupil, Visitors	<ul style="list-style-type: none"> Persons fail to follow local rules due to lack of awareness. 	<ul style="list-style-type: none"> Any member of staff who does not follow the correct procedures to be dealt with via line manager. 	Yes	N/A
		<ul style="list-style-type: none"> Persons violate local rules 	<ul style="list-style-type: none"> Briefing to be held with the Academy principal, risk assessment shared with all staff. Details of how transgressions of this nature will be handled. Letters to parents have been posted home to advise that any student not adhering to the rules we have put in place will be sent home from the Academy and parents will be notified. 	Yes	N/A
				Yes	N/A
Maintaining a compliant premises	Pupils, Staff	<ul style="list-style-type: none"> Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing. 	<ul style="list-style-type: none"> Head of Operations to review premises prior to reopening and formally update Principal. Contractor access to site for compliance inspections to be continued wherever possible. Principal to meet weekly with the Head of Operations to review any premises compliance items that are becoming a concern. Any major concerns reported immediately to the Principal. 	Yes	N/A
				Yes	N/A
				Yes	N/A
Mothballing / shutdown of buildings	Staff	<ul style="list-style-type: none"> Failure to shutdown correctly leading to issues with recommissioning. 	<ul style="list-style-type: none"> Site staff to carry out weekly walkaround/inspection. Building has been used during lockdown period and the operations team are on top of compliance and maintenance. School building is in good condition. 	Yes	N/A
				Yes	N/A
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	<ul style="list-style-type: none"> Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community 	<ul style="list-style-type: none"> Principal to ensure that all relevant guidance is followed and communicated Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly Information on the school website is updated. Parents/Pupils updated via email/parent text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents 	Yes	N/A
				Yes	N/A
				Yes	N/A
				Yes	N/A
				Yes	N/A
Other Risk Assessments	Staff, Pupils	<ul style="list-style-type: none"> Other risk assessment that aren't updated and therefore become invalid 	<ul style="list-style-type: none"> Fire risk assessment reviewed Fire safety procedures amended to support Covid-19 arrangements "Due to Covid 19, during any fire evacuation it is expected that we try to maintain 2m distancing whilst leaving the premises, when we arrive at the fire evacuation point we must observe the 2m distancing whilst registrations are taken. Staff training records up to date. Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, etc., All site risk assessments still valid. 	Yes	N/A
				Yes	N/A
				Yes	N/A
				Yes	N/A

First Aid (temporary home workers)	Staff	<ul style="list-style-type: none"> Staff suffering injury at home 	<ul style="list-style-type: none"> Low-risk, office-style work. No specific controls required. Any accidents to be logged with Head of Operations All accidents report to Health & Safety person/Head of Operations 	Yes Yes Yes	N/A N/A N/A
Wellbeing/ Stress (temporary home workers)	Staff	<ul style="list-style-type: none"> Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress 	<ul style="list-style-type: none"> Guidance provided to managers on supporting their teams and reasonable expectations during this period. Managers to maintain regular contact with their employees, preferably by video link. 	Yes Yes	N/A N/A

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
	01/06/2020	01/06/20	Susan Murphy

Assessment completed by:	Susan Murphy	Date:	01/06/2020	Date of next review:	31/08/2020
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Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and students consider visitors, members of the public, volunteers and others who could be affected.

What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.

