



Southmoor Multi Academy Trust

Re-opening Risk Assessment



This Risk Assessment has been written with specific reference to the Covid 19 pandemic. However, it may be used and adapted for future use.

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.
<p>Spread of COVID-19</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Minimise Contact – (avoid contact with anyone with symptoms or signs of infection)</p> <p>People who are ill must stay home, any persons displaying symptoms to leave premises - follow current government guidance on self-isolation. A test must be completed at the earliest opportunity and the result of this test MUST be communicated to the school.</p> <p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, no touching of your face, nose, mouth, bins. New posters throughout the school, including in every classroom. Tissues are available on every pupil desk and new bins with lids have be purchased and wall mounted hand santiser stations are next to each bin for immediate use after disposal of tissues.</p> <p>Washing hands before and after eating.</p> <p>Encourage young children to practice good and regular hygiene habits.</p> <p>Provide bins and empty contents at regular intervals</p> <p>An Enhanced Cleaning Programme is in place with site cleaning teams and cleaning contractors. Regular and increased cleaning –cleaning of frequently touched surfaces with soapy water/ appropriate detergent. These include a new on-site cleaner throughout the day continuously going around the school site cleaning touch areas. Cleaning of each desk and room will take place at the end of each day ready for the following day. Anti-bacterial wipes are also available in each classroom so that desks can be cleaned when needed during the day.</p>

		<p>Sufficient handwashing facilities available. Where there are no facilities nearby, hand sanitisers to be provided. All rooms and offices have a wall hand sanitiser that is checked daily.</p> <p>Active engagement with NHS Test & Trace. Employees must sign-in and sign-out. Visitors and contractors are to be kept to a minimum – any that MUST come onsite will have contact details taken as well as entry and exit times as well as information on areas visited.</p> <p>Encourage natural ventilation by opening windows and doors. NB. Fire Doors must not be wedged or propped open manually.</p> <p>Where a child displays symptoms of the virus ensure they are isolated away from other children and staff. Staff giving care to sick a child must wear suitable PPE and follow guidance for doffing, donning and disposal. Please follow the emergency procedure attached to this risk assessment.</p> <p>The Isolation room/area used must be cleaned before re-use. A trained person/contractor wearing suitable PPE can clean immediately or where possible the room/area can be locked up/allow no access for 72 hours before cleaning. Room to be used will be the BSU using its own entrance for pick-ups. Room will be then cleaned after use.</p>
<p>Contact between any persons on the premises</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Minimise and reduce contacts as much as possible. Year group bubbles and areas created within the school with split breaks and lunches and staggered starts and end times.</p> <p>Pupils are allocated into agreed and fixed groups/bubbles. Please see attached information of arrangements by year group.</p> <p>Staff are able to work between pupil groups in order to provide a broad curriculum which benefits pupils’ future however, must be prioritised based on educational needs. These include option subjects and specialist subjects on offer.</p> <p>Staff, where possible, are to maintain social distancing of 2m or 1m plus with additional suitable controls from pupils, other members of staff, visitors. All rooms that will be used will have furniture rearranged so all pupils face one direction. Unused equipment will be removed from rooms to allow the maximum possible space for teaching. Staff will have a 2m area to teach in at the front of the class Staggered start and finish times, staggered break/lunch times for staff and pupils, one-way systems to include keeping left in corridors/on stairs. Year groups to have different entrances. Please See attached information for more detail.</p>

		<p>Windows & Doors to be kept open as much as possible to aid ventilation</p> <p>Supply and temporary staff are able to move between schools – minimising contact with pupils and other staff.</p> <p>Current government guidance suggests that Schools & educational/childcare settings should not require staff, pupils, children or learners to wear face coverings or face masks. They are not required in schools as pupils and staff are mixing in consistent groups, social distancing is applied where possible and because misuse may inadvertently increase the risk of transmission.</p> <p>PPE is to be worn where intimate care (first aid) is provided, or the child is displaying symptoms of covid-19 until collected. PPE is:- Gloves, Mask and Apron</p>
Contact within and between groups	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Reduce contact between people as much as possible – only mix within allocated and consistent groups/bubbles.</p> <p>Social Distancing will be applied within Groups/bubbles where possible – Pupils will use social distancing in rooms where it is possible, however due to the restricted sizes of the rooms this is not always possible.</p> <p>Each Group is to avoid contact with other people and other groups.</p> <p>Where possible (Years 7 to 9) ensure the same children are allocated to the same group each day – do not mix groups unless it allows access to the full curriculum.</p> <p>Staff are able to work across groups/bubbles in order to deliver the timetable/curriculum – maintaining 2m (1m plus) distance as above. Staff must wipe their workspace and equipment using disinfectant wipes before leaving the classroom to ensure cleanliness of the area for the incoming teacher.</p>
Contact due to layout or available space	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>In addition to hygiene and enhanced cleaning measures as above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas.</p> <p>Groups will have limited sharing spaces (rooms) as much as possible. Please see attached for detailed information by year group.</p>

		<p>All rooms are adapted or layout so to ensure Staff and pupils can maintain social distancing where possible e.g. pupils facing forwards, side by side, rather than facing each other. Furniture to be removed where necessary.</p> <p>Use of staff areas to be minimised – only one staffroom available with several around the school will be locked and taken out of action. Offices will have a limited capacity and any welfare/dining areas to be arranged to ensure 2m social distancing or 1m plus with additional controls.</p>
<p>Activities encouraging Spread</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>School Assembly to be held with only 1 bubble group present</p> <p>Activities encouraging respiratory aerosol to be risk assessed and prohibited or strictly controlled as necessary e.g. singing, playing musical instruments, PE/close contact sports/swimming.</p> <p>Extracurricular provision e.g. breakfast & after school clubs can resume provided a separate risk assessment is completed – this must consider/justify maintenance of bubbles/groups, type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc. Further details of these will be provided once it is established what activities will be ran. Currently NO activities are planned to resume immediately in September.</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities can resume – provide a separate risk assessment and safe working procedures are developed and agreed in line with government guidance and local precautions. Further details of these will be provided once it is established what activities will be ran. Current NO activities are planned to resume immediately in September.</p>
<p>Educational Visits</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Domestic (UK) overnight visits and overseas visits are not currently permitted.</p> <p>Non-overnight domestic educational visits can resume in Autumn Term 2020. However, none are currently planned for September and a further discussion with Trust leadership will take place before these start.</p> <p>Specific risk assessments must be developed and contain precautions relating to the visit and risk of coronavirus e.g. pupils to be kept in groups/bubbles,</p> <p>Consider risk of location i.e. indoor or outdoor venues</p>

		All educational visit risk assessments are to be approved by Head Teacher and EVOLVE systems via Derwent Hill in line with the schools Education Visits Policy.
Contact due to personal / intimate care	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Staff must wear the normal personal protective equipment they need for giving intimate/personal care (First Aid) If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves. Following doffing and donning and disposal guidance
Transit in and around school premises	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Refresh school timetable to minimise contact – groups are kept apart, movement around site kept to a minimum. Groups passing briefly in corridors or outdoor playgrounds is low risk – arrangement in place to avoid creating busy corridors, entrances and exits as detailed attached. Large gatherings or collective worship will not (when they do restart) involve more than 1 group. Staggered break times/lunch times for all year groups – see attached timing information. CPD sessions will take place via online methods. Use of staff room minimised although staff are to have a break of a reasonable length within the day. Main hall to be used as a marking area and extension to staffroom during school day. Enhanced cleaning is planned and specific tasks/roles are agreed with site staff and cleaning contractors i.e. frequently cleaning touched surfaces often, using appropriate standard products Staff to clean personal equipment and items such as keyboards, mouse and teachers desk at the end of each session as well as at the beginning of the next. This means they have been clean twice within 10 mins. No need for Groups/Bubbles to use different toilet blocks/facilities - enhanced cleaning programme to be in place. However, due to social distancing and not allowing bubbles to mix the different toilets for different bubbles will be assigned and times for use given.

		<p>No parent to be allowed in the school/premises unless absolutely necessary and agreed by Head Teacher with special arrangements communicated</p> <p>All person/groups to keep to the left in corridors and when using staircases. All corridors and staircases to be split incase this should arise, however most areas will be used by one group at a time and will all be going the same direction.</p> <p>Staff to make use of radios to communicate when groups are on the move around the premises, follow planned timetables to work together to minimise contact where possible. HOY & SLT to be on duty at key points throughout the day.</p>
<p>Cross-contamination of resources, toys and equipment</p> <p>Subject Specialist Lessons (P.E./Art/ICT/Photography/Music/Drama)</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Soft toys and furnishing or items difficult to clean from classroom have been removed from classrooms</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between groups/bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between group/bubbles, or rotated to allow them to be left unused and out of reach for a period of 72 hours between use by different bubbles.</p> <p>Each child/learner to have their own resources and equipment e.g. pencil, pen, ruler, workbook given to them in September</p> <p>Pupils who have P.E. to bring trainers as changing rooms will not be used with lessons taking place outdoors while weather permits.</p> <p>Lessons for Art, Music & Drama may need to be designed to work within a normal classroom environment.</p> <p>Take home resources to be limited as much as possible – any items returned to schools such as learning packs should be lefts in a secure area for 72 hours before being handled by school staff. This include homework to be marked.</p> <p>Pupils and teachers should not take books and other shared resources home. Avoid unnecessary sharing, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation are applied to these resources.</p>

		<p>Pupils to limit the amount of equipment they bring into school each day, essentials only such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>No unnecessary items to be brought into schools from home.</p> <p>Water bottles must not be shared – each child to have their own personal bottle.</p> <p>Teacher to maintain good personal hygiene practices when marking. Work must be left 72 hours before staff members touch it. Clean and wash hands before starting marking and do so at the end following the government guidance of not touching your face, eyes or mouth.</p>
Transport to educational or childcare settings	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Reduce where possible unnecessary travel on buses, coaches and public transport. Pupils encouraged to walk to school while remaining socially distanced from others. School provides pick-ups for 6th form ONLY. Pupils who use pupil transport must follow the rules on wearing face masks, be only one bubble and use hand sanitiser before getting on the bus. The front seats must remain empty to allow a socially distanced space for the driver.</p> <p>Wider Public Transport;</p> <p>Where possible parents/carers may drive pupils to & from schools</p> <p>Unfortunately it is impossible to make individual arrangements for all 2000 pupils across the trust. Parents/Carers/Pupils common sense must be used.</p>
Lack of communication	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Talk to staff about plans (transport, drop off and collection times, lunch, safety measures, training needs.)</p> <p>Communicate all plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc),</p> <p>Communicate with visitors and contractors ahead of opening – signage to be displayed.</p> <p>Discuss enhanced cleaning regimes with cleaning team and contractors in preparation for opening – clear procedures are in place.</p>
Poor mental wellbeing of staff and Pupils	<p>Staff, Pupils, Parent & family members</p> <p>Stress, anxiety, panic, depression</p>	<p>Promote attendance at school for both staff and pupils</p> <p>Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting</p>

		<p>governance roles. HOY/PSC/Learning Mentors to identify pupils at risk and discuss issues as they arise.</p> <p>Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc. Letters to parents will go out as well as information on the school website leading up to re-opening in September.</p> <p>Review workloads and timetables to ensure a good work life balance in possible</p> <p>Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant</p>
<p>Outbreaks and lack of Emergency Planning</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>School has an Emergency / Contingency Plan in place to allow swift action to be taken in event of a confirmed Covid19 case or an outbreak – key contacts, reporting, record keeping, etc.</p> <p>Gather and record key information relating to the case immediately.</p> <p>Public Health England, Health Protection Team at be called swiftly in the event of a case of Covid-19, they will do a rapid risk assessment and advise of action to take. Contact tel: 0300 303 8596 (ext.1) or for out of hours 0191 269 7714)</p> <p>Local Emergency Plan in place to allow swift action to be taken – key contacts, action to take in event of a confirmed Covid19 case or an outbreak</p> <p>Understanding of NHS Test & Trace Process and local arrangements in place for record keeping of premises visitors for the last 21 days.</p> <p>Train all staff in emergency procedures. Staff will have several zoom meetings leading up to the restart of term to cover the whole risk assessment and to communicate all procedures.</p> <p>UPDATE – 28th August 2020 – Local Lockdown Tiers.</p> <p>If a local lockdown is introduced the school will follow the tier system introduced by the UK government as follows.</p> <p>Tier 1</p> <ul style="list-style-type: none"> • School will remain open

- Face coverings must be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Tier 2

- **Move to a rota model**, combining on-site provision with remote education.
- Allow full-time attendance on site to vulnerable children and young people and the children of critical workers.
- All other pupils should not attend on site except for their rota time.
- Face coverings must be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Tier 3

- Allow full-time on-site provision only to **vulnerable children**, the **children of critical workers** and **selected year groups** (to be identified by Department for Education).
- All other pupils should not attend on site.
- Remote education to be provided for all other pupils.
- Face coverings must be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Tier 4

- Allow full-time attendance on site only to our priority groups: **vulnerable children** and the **children of critical workers**.
- All other pupils should not attend on site.
- Remote education to be provided for all other pupils.
- Face coverings must be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

<p>First Aid</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>UPDATED PROCEDURES:-</p> <p>First Aiders will be provided with PPE which must be worn when dealing with any medical issues. They must wear gloves, face masks and an apron when dealing with a casualty. PPE must be safely removed and disposed of immediately after treatment has been completed. When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing.</p> <ul style="list-style-type: none"> • make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them. • Don't lose sight of other cross contamination that could occur that isn't related to COVID-19. • Wear gloves or cover hands when dealing with open wounds • Cover cuts and grazes on your hands with waterproof dressing • Dispose of all waste safely • Do not touch a wound with your bare hand • Do not touch any part of a dressing that will come in contact with a wound. <p>The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. If a casualty can apply pressure to their own wounds or clean grazed hands then this should be the procedure adopted.</p> <p>- If a casualty cannot help themselves then full PPE must be worn:-</p> <ul style="list-style-type: none"> • Fluid resistant surgical face masks • Disposable gloves • Disposable apron • Eye protection <p>If a casualty is not responding you MUST NOT listen to or feel for breathing by putting your ear to their face, you must assume it is absent and call 999 IMMEDIATELY. If CPR is required PPE should be worn as above but only chest compressions should be administered.</p> <p>FIRST AIDERS MUST REPLACE ITEMS THAT ARE USED FROM THE FIRST AID KIT IMMEDIATELY.</p>
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<p style="text-align: center;">Catering</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>School Kitchen in operation – catering provider or kitchen staff have specific risk assessment for working in kitchen in line with government guidance;</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>Bubbles to have a time slot for using the restaurant with the cleaning of tables taking place between each sitting. Packed lunches are to be encouraged.</p> <p>Parents and pupils are to use parent pay system to top up balances on accounts to minimise the use of fingerprint technology. Hand sanitiser will be available at each fingerprint station prior to use as well as antiseptic wipes.</p> <p>The possibility of changing to card system to avoid contact is to be investigated and discussed regarding availability/practicality/cost.</p> <p>Timings for each bubble can be found attached.</p> <p>Food options discussed with catering company – with initially hot food from the front with sandwiches and pasta from various outlet within the restaurant.</p>
<p style="text-align: center;">Fire Evacuation</p>	<p>Staff & Pupils</p>	<p>Drills will be resume during Autumn term but will be completed and practiced as bubbles. Further details will follow in September.</p> <p>If a full evacuation is needed then the same procedures will apply that have previously been practised by staff and pupils.</p> <p>However, rather than go to previously designated waiting areas (house groups) pupils will remain with their class teachers and then social distance in the waiting areas within in wider holding area.</p> <p>6th Form classes can continue to use the same area. All staff not supervising pupils will remain to use the MUGA and to follow social distancing guidance.</p>

Amendment to face mask policy - Friday 4th September 2020

The following additions was made to the risk assessment in regards to face shields.

- Southmoor Academe - staff must wear a face covering / face shield if you are on duty in the **restaurant** or the **gym / D1 - common room** at lunchtime and break when we are supervising large gatherings of pupils.
- Sandhill View Academy - All staff and pupils must wear masks in corridors and communal areas.