

## Risk Assessment

<b>Location / Site</b>	Insert location and site where activity taking place
WALSALL ACADEMY, LICHFIELD ROAD, BLOXWICH, WALSALL, WS3 3LX	
<b>Activity / Procedure</b>	Insert name/type of activity or procedure being assessed
SCHOOL FULL OPENING	
<b>Assessment date</b>	Insert date when assessment is being carried out
21/7/2021 – to be updated regularly	

<b>Identify people at risk</b>	YES or NO
<b>Employees</b>	<b>YES</b>
<b>Children</b>	<b>YES</b>
<b>Visitors</b>	<b>YES</b>
<b>Contractors</b>	<b>YES</b>

**This document was prepared using the: Guidance for full opening of schools: Published 2 July 2020 and Schools Coronavirus operational guidance July 2021**

**Government guidance states for school states:**

You should:

1. Ensure Good hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Social distancing in the Academy with a full school increasing the possibility of direct transmission of the virus</b>			
<ul style="list-style-type: none"> <li>• formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable</li> </ul>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Meet agencies online or on the telephone wherever possible.</li> <li>2. Remove excess furniture to increase space if practicable.</li> <li>3. Social distancing procedures established to allow the best use of space</li> <li>4. Notices prominently displayed regarding; 'How to wash hands'.</li> <li>5. Hand sanitising will enhance the existing facilities, students will be supervised sanitising hands at the start and end of lessons.</li> </ol>			

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<ol style="list-style-type: none"> <li>6. Students to use desk identified on a seating plan logged on Bromcom .</li> <li>7. Desks to be cleaned after every session along with keyboards and the telephone and touch screen panel.</li> <li>8. Students to go directly to their session.</li> <li>9. Doors and windows (considering temperature) should be left open to allow for ventilation, on hearing the fire alarm all door stops are to be removed.</li> <li>10. Staggered breaks for students and staggered exit.</li> <li>11. Staff to be vigilant of children with SEND as they may have an impaired ability to communicate if they're feeling unwell.</li> <li>12. Students to manage any drinks or packed lunches as normal. Staff may not keep food in the fridges and if they do bring food on site it is to be managed personally and removed from site at the end of the day.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<p><b>Poor hygiene/Poor respiratory hygiene</b> resulting in direct and indirect transmission of the virus and robust hand and respiratory hygiene</p>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Teachers to be vigilant regarding who they are allowing to visit the toilet. Students should be reminded to wash hands and then hand sanitise on their return.</li> <li>2. Importance of washing hands after visiting the toilets revisited with teachers.</li> <li>3. Extra signs in toilet and on corridors/plasma re washing hands.</li> <li>4. Toilets to be included in the high touch points cleaning regime – 4x daily.</li> <li>5. Continue to monitor the quality of cleaning.</li> <li>6. Extra soap and hand sanitiser in stock to ensure we do not run out – all rooms to be stocked with hand sanitiser, wipes, tissues, cleaning fluid in spray bottle and cloths and all teachers to be given a personal bottle of hand sanitiser which can be re-filled at resources.</li> <li>7. “Catch it, Kill it, Bin it” signs displayed around the buildings.</li> <li>8. Foot operated closed bins in all areas.</li> <li>9. Windows and doors to be open as much as possible to allow for greater ventilation.</li> <li>10. Air handling system set to allow for greatest level of air flow.</li> <li>11. Staff and students are to sanitise hands before and after getting any drinks from the vending machines which will be in a taped box to allow for social distancing.</li> <li>12. Hand sanitiser and anti-bac wipes in every teaching venue with supervised hand sanitising at the start and end of lessons.</li> <li>13. Extra hand washing stations at entrances and moveable depending on demand.</li> <li>14. Hand sanitising dispensers in main corridors, large learning environments and restaurant, smaller bottles in all other areas.</li> <li>15. All staff to sanitise hands on entry to school, before break, after break, before lunch, after lunch, before leaving school, before and after using the toilet, after any sporting activity and any time they cough or sneeze.</li> <li>16. Plasma screen posters on how to cough or sneeze into the bend in your arm or a tissue then catch it, bin it, kill it. Tissues are in all teaching venues and bins with foot operated closing lids are in place in all teaching venues.</li> <li>17. Bins to be emptied regularly when high touch points are being cleaned.</li> </ol>			

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<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the children and staff</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children have support through Place2Be</li> <li>2. Children have support through 'zumos'.</li> <li>3. Personal tutors contacting all students to support their emotional needs</li> <li>4. Children will have support from Learning Mentors.</li> <li>5. Safeguarding team to have a higher level of contact with vulnerable children-</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the staff – including anxiety</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Staff inclusion in risk assessment process – input into hazard identification and control measures, feedback elicited.</li> <li>2. Sharing of support helplines by MLS and WAD.</li> <li>3. Risk assessments reviewed after day one, week one and half termly after that.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to close contact with children; 1:1 due to sickness in all forms, and restraint</b>			
<ul style="list-style-type: none"> <li>• where necessary, wear appropriate personal protective equipment (PPE)</li> </ul>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. MLS to seek expert guidance regarding individual risk assessment of students who would require this level of support.</li> </ol>			

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2. Students who become unwell will be managed by specific personnel only until removed from site. The dedicated holding area is outside of the medical room (weather permitting) or in hospitality and there is adequate PPE.			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<ul style="list-style-type: none"> <li>enhanced cleaning arrangements</li> </ul>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>All surfaces, handles, toilets and shared equipment will be cleaned frequently each day.</li> <li>Gloves and aprons will be worn by all cleaning staff.</li> <li>High touch points to be cleaned regularly.</li> <li>IT and specialised equipment to be appropriately cleaned after use.</li> <li>Cleaners on normal work patterns with extra staff on during the working day to enhance the regular cleaning of toilets and touch points.</li> <li>A cleaning pack is ready for immediate deep clean of any area where a person presents with Covid symptoms.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures-further guidance will be published to schools in August 2021	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Student or member of staff becomes ill with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)</b>			
<ul style="list-style-type: none"> <li>active engagement with NHS Test and Trace</li> <li>a requirement that people who are ill stay at home</li> <li>where necessary, wear appropriate personal protective equipment (PPE)</li> </ul>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>Students who become unwell will be managed by specific personnel only until removed from site. The dedicated holding area is outside of the medical room (weather permitting) or in the Hospitality Suite by the external exit. There is adequate PPE following recommendations from the DfE.</li> <li>All staff and students should be conducting LFD tests twice weekly, recording the results with the Academy and NHS.</li> <li>If anyone in the school becomes unwell with Covid symptoms, they must be sent home and advised to have a PCR test.</li> </ol>			


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4. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
5. When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to have a PCR test and only return to school once the test result is known. Contacts may be asked to undertake a PCR test but may remain in school.
6. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home or undertake PCR test as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.
7. All students and staff to engage with the lateral flow testing firstly as an ATS site then home testing.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>OVERALL level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Assessor's comments</b>		Insert comments relevant to findings as appropriate	
This is an ongoing and dynamic risk assessment and should be used in conjunction with the social distancing and Covid-19 policy. The measures taken will significantly reduce the risk of Covid 19 infection but the measures taken are not able to eliminate the risk entirely.			

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Simon Topper		16.07.20

<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate

<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>
Simon Rogers		11/5/2021

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
<b>Day 1</b>  	28/8/2020  The Government advice is for face coverings not to be worn in schools as face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided. The Academy has put in place a system of controls for minimising risk, including through keeping in consistent groups, and greater scope for physical distancing by staff within classrooms. Students and staff may choose to wear a face covering as it may support their mental health

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	<p>and wellbeing. If they choose to do so they must adopt safe practices for putting them on and taking them off. A supply of face shields and face coverings are available for teachers. If the Academy become subject to national Government Intervention then all members of staff and students will be required to wear face coverings in communal areas. At this point a small emergency supply will be available for students if they forget theirs or it becomes soiled.</p>
<p><b>Week 1</b> <i>Bloggs</i></p>	<p>9/9/2020 The procedure for moving the working group bubble out of a teaching venue whilst cleaning takes place has been developed and put in place.</p>
<p><b>Fortnightly</b> <i>Bloggs</i></p>	<p>23/9/2020 Face coverings are now compulsory in communal areas (unless exemptions declared). Staff are advised to wear face visors in confined study rooms where 2m distancing cannot be maintained.</p> <p>11/1/21 Lateral Flow Testing introduced for all staff twice weekly and offered to vulnerable students and those of key workers. All students are to be tested when returning to the Academy.</p> <p>26/02/21 Lateral Flow testing for all students and staff before re-opening of the Academy. Home testing for all staff from 8 March 2021 and students from 15 March 2021. Face coverings are now to be worn by students in all teaching venues. Face shields are only to be worn in conjunction with a face mask.</p> <p>19/04/21 Reviewed in readiness for start of Summer Term 2021.</p> <p>17/05/21 Reviewed following new operational guidance. Students are no longer required to wear face masks. Face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible.</p> <p>14/06/21 Reviewed following guidance from PHE. Face coverings are now to be worn by students in all teaching venues and communal areas.</p> <p>21/7/21 Reviewed following stage 4 and the July 19 Schools Covid Operational Guidelines.</p> <p>1/9/21 <b>Reviewed following latest guidance and removal of need for students and staff to wear face coverings.</b></p>