

## 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 SEPTEMBER 2020	
<b>Assessment date</b>	Insert date when assessment is being carried out
10/7/2020 – to be updated regularly	

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

**This document was prepared using the: Guidance for full opening of schools: Published 2 July 2020**

**Government guidance states for schools states:**

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- 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

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

(Government guidance headings identified in green text)

<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>

## WALSALL ACADEMY HEALTH & SAFETY

<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. Visitors should be kept to an absolute minimum.</li> <li>2. Meet agencies online or on the telephone wherever possible.</li> <li>3. Remove excess furniture to increase space if practicable.</li> <li>4. Social distancing procedures established following the DFE social distancing guidelines with timetabling and rooming to utilise a system of bubbles to reduce contact.</li> <li>5. School behaviour policy to be amended to include social distancing measures.</li> <li>6. Children managed in line with amended behaviour policy if cannot adhere to social distancing</li> <li>7. Notices prominently displayed regarding; 'How to wash hands'.</li> <li>8. Mobile handwashing stations and hand sanitising will enhance the existing facilities, students will be supervised sanitising hands at the start and end of lessons.</li> <li>9. Lessons planned for individual work, -sharing of materials should be limited and sanitised before being used by any other bubble of students.</li> <li>10. Feedback will be through interactive whiteboards and not close interaction if at all possible.</li> <li>11. Mark out an area for the teacher – 2m distancing at front of room.</li> <li>12. Students to use desk identified on a seating plan all facing in the same direction seated side by side wherever possible.</li> <li>13. Desks to be cleaned after every session along with keyboards and the telephone and touch screen panel.</li> <li>14. Students to go directly to their session.</li> <li>15. There will be no access to lockers. Year 11 and sixth form should keep bags and coats with them in their classroom. Years 7-10 students will use the cloakrooms to hang coats and bags in areas identified for year group bubbles.</li> <li>16. Students to be provided with individual equipment which is not shared eg photocopied materials etc. Text books to be left for 72 hours before re use or issued to the students. Practical subjects to rotate resources and plastics to be left for at least 72 hours before being touched. Specialist equipment will sanitised between lessons and quarantined if possible.</li> <li>17. Doors and windows should be left open to allow for ventilation, on hearing the fire alarm all door stops are to be removed.</li> <li>18. Staggered start in place for students coming into the Academy and a staggered leave time. High levels of staff management.</li> <li>19. Staggered breaks for different bubbles of students.</li> <li>20. Notices and floor markings both inside and outside regarding social distancing to promote good behaviours</li> <li>21. Lockers are not to be used to allow for easier flow of students along corridors.</li> <li>22. Staff to be vigilant of children with SEND as they may have an impaired ability to communicate if they're feeling unwell and to manage the social distancing measures.</li> <li>23. Staff supervising will actively encourage and model social distancing.</li> <li>24. Students who arrive early to the Academy will be supervised socially distanced on the hard standing area before entry to the Academy.</li> <li>25. Students to line up at 2m distance using the bollards on the hard standing at the end of breaks as a guide before coming back into school, the use of the cloakrooms for storage of coats to be reduced.</li> <li>26. Students to be escorted at the end of lunch through the nearest entrance to their teaching location and to be supervised sanitising or washing hands in their teaching venue.</li> <li>27. Lunch/break time in the restaurant has been reduced to ensure year group bubbles are maintained on the hard standing area.</li> <li>28. 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> <li>29. Staff seating to be socially distanced. Staff use only the identified classroom. Staff should stay socially distanced for non-contact time or be working from home should the staffing for that day allow.</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
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**WALSALL ACADEMY HEALTH & SAFETY**

<b>Poor hygiene/Poor respiratory hygiene</b> resulting in direct and indirect transmission of the virus and robust hand and respiratory hygiene			
<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 and respiratory hygiene.</li> <li>4. Signs at entrances and on plasma on how to remove a face mask and maintain effective hygiene.</li> <li>5. Toilets to be included in the high touch points cleaning regime – 4x daily.</li> <li>6. Continue to monitor the quality of cleaning.</li> <li>7. 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>8. “Catch it, Kill it, Bin it” signs displayed around the buildings.</li> <li>9. Foot operated closed bins in all areas.</li> <li>10. Windows and doors to be open as much as possible to allow for greater ventilation.</li> <li>11. Air handling system set to allow for greatest level of air flow.</li> <li>12. When cutlery/plates are needed in the restaurant, an adult wearing gloves will hand these to the individual.</li> <li>13. 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>14. Hand sanitiser and anti-bac wipes in every teaching venue with supervised hand sanitising at the start and end of lessons.</li> <li>15. Extra hand washing stations at entrances and moveable depending on demand.</li> <li>16. Hand sanitising dispensers in main corridors, large learning environments and restaurant, smaller bottles in all other areas.</li> <li>17. 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>18. 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>19. Bins to be emptied regularly when high touch points are being cleaned.</li> <li>20. Staff to wear face visors when unable to maintain 2m distance.</li> <li>21. Students and staff to wear face coverings when in communal indoor areas.</li> <li>22. Students to be advised on the correct procedure for removing face masks and sanitising hands through posters at entrances and on plasma.</li> <li>23. Students using public transport to be reminded to wear face masks when they exit by duty teams.</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>Lack of social distancing in the corridors and to and from school</b> resulting in direct transmission of the virus</p> <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>

**WALSALL ACADEMY HEALTH & SAFETY**

<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. Students entry and-exit of the buildings to be staggered and advised to socially distance by duty teams.</li> <li>2. Students should go the toilet before coming to the Academy and use the toilet in limited numbers.</li> <li>3. Staff use only the identified classroom. They should stay socially distanced for non-contact time or be working from home should the staffing for that day allow.</li> <li>4. Students should be managed when leaving and at the front gate.</li> <li>5. The exit must be checked by the teacher before students leave the room.</li> <li>6. Students should leave the room staggered at intervals, strategies for this will be explained to teaching staff on PD days in September.</li> <li>7. Students to be advised on the correct procedure for removing face masks and sanitising hands through posters at entrances and on plasma.</li> <li>8. Students using public transport to be reminded to wear face masks by duty teams.</li> <li>9. Student information on social distancing to and from school to be on broadcast.</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>Contact of shared resources</b> resulting in indirect transmission of the virus</p> <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. Students to bring and use all of their own equipment. Any resources handed out must be cleaned appropriately before giving them to a student.</li> <li>2. Telephone, keyboard and all desks(by the student who uses the desk) to be to be cleaned at the end of every session using anti-bacterial wipes or spray.</li> <li>3. Tables, door handles and other surfaces incl. chairs to be cleaned every night by cleaners.</li> <li>4. Lessons carefully planned so that the sharing of physical resources is limited. Preferably on the whiteboard.</li> <li>5. Any equipment that is shared should be thoroughly sanitised at the end of the lesson or quarantined with equipment used on rotations to allow for decontamination and placed out of reach (72 hours for plastics) eg. PE equipment, Art, Science. Curriculum areas should plan carefully the use of equipment and produce risk assessments appropriate to the subject area.</li> <li>6. Resources should be already out before the lesson and not distributed within the lesson.</li> <li>7. Staff to ensure all equipment used by themselves is wiped down after use.</li> <li>8. Children and adults to sanitise hands and preferably wash hands regularly throughout 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	
<b>Emotional distress of the children and staff</b>			
<b>Existing level of risk</b>		Consider current level of risk	

**WALSALL ACADEMY HEALTH & SAFETY**

HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
<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>Children have support through Place2Be</li> <li>Children have support through 'zumos'.</li> <li>Personal tutors contacting all students to support their emotional needs</li> <li>Children will have support from Learning Mentors.</li> <li>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	
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE

<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	
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
<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>Staff inclusion in risk assessment process – input into hazard identification and control measures, feedback elicited.</li> <li>Staff team meetings weekly and virtual staff meeting via Teams – to discuss concerns and share control measures.</li> <li>Sharing of support helplines by RAS and WAD.</li> <li>Risk assessments reviewed after day one, week one and half termly after that.</li> <li>Teachers to be given the opportunity to work at home should the staffing allow.</li> <li>Extremely clinically vulnerable-personalised risk assessment in place to be adapted if required with identified adaptations deemed necessary so all staff at work in line with DFE guidance.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE

<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	
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
<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>RAS to seek expert guidance regarding individual risk assessment of students who would require this level of support.</li> <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 hospitality and there is adequate PPE.</li> </ol>			

**WALSALL ACADEMY HEALTH & SAFETY**


3. If a student or member of staff has to leave due to Covid symptoms the class and work space of the person will be cleaned immediately. If a class is present in the room they will be moved to another location and if possible the room will be left un used for the remainder of the day allowing for a second deep clean later in the day.			
<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>Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission eg. PE equipment, Art and Science and text books</li> <li>Glasses which students use for the water dispenser to be cleaned in the pot wash, hot drinks are in disposable cups, hands are to be sanitised before using any drinks dispenser, personal bottles are not to be filled at the water dispenser.</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 2020	
<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	

**WALSALL ACADEMY HEALTH & SAFETY**


1. 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.
2. If anyone in the school becomes unwell 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), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
3. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. The bubble group in which the person has been will be moved to a different teaching environment whilst any touch points and areas used are cleaned.
4. When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to get tested they will then need to self-isolate for 10 days. They should contact Test and Trace who will contact the Academy which will then take the appropriate action. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.
5. 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 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.
6. Those children/staff who are extremely clinically vulnerable eg. suppressed immune systems are to work at home when deemed appropriate or work in school following strict social distancing from others.




<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.			

Name of assessor	Signature of assessor	Date
Simon Topper		16.07.20

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

**WALSALL ACADEMY HEALTH & SAFETY**

Name of manager	Signature of manager	Date
Simon Rogers		16/07/2020 28/08/2020 9/9/2020 23/9/2020

Risk assessment reviews	Set future review dates & sign/comment upon completion	
<p><b>Day 1</b></p> 	<p>28/8/2020</p> <p>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 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></p> 	<p>9/9/2020</p> <p>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></p> 	<p>23/9/2020</p> <p>Face coverings are now compulsory in communal areas (unless exemptions declared).</p> <p>Staff are advised to wear face visors in confined study rooms where 2m distancing cannot be maintained.</p>	