

### BMA Significant findings of Risk Assessment

<b>Location: Bluecoat Meres Secondary Academy Site</b>		<b>Assessment Serial No: 1</b>	
<b>Activity: COVID 19- Re-Opening of Academy September 2020</b>	<b>Carried out by: M.Fowle</b>	<b>Date: 26.08 2020</b>	<b>Review Date: 10<sup>th</sup> September 2020</b>

Hazards	Who might be harmed	Existing Controls (Refer to procedures documented elsewhere where appropriate)	Controls Adequate Yes (Y) or No (N)	Additional controls required	Action to be taken by	When will action be taken
Arrival and departure of students	ALL students and staff	Clear routines in place with staggered start & departure times for each bubble -Students placed in three bubbles (Yr7+8, Yr 9+10 & Yr11) which will work in isolation of each other whilst in the academy.	NO	<b>ELIMINATE RISK:</b> Students to wait at identified entrances around the site Staggered start and end times for each day.	SLT member on duty Members of group staff Admin staff	Daily
Students/ staff becoming unwell at home	ALL students and staff	Absence reporting system in place Attendance flow chart in place to ensure contact with vulnerable families	NO	<b>ELIMINATE RISK:</b> Document in place to track absence due to self-isolation to ensure compliance	Admin staff	Updated and checked daily
Health check at arrival	All children and staff	Greeting and welcome with opportunity to receive messages	NO	<b>ELIMINATE RISK:</b> Students to be reminded of health expectations and safety routines on arrival. If there are concerns students to be questioned by designated first aider and parents informed to monitor for symptoms with student sent home. Students to be isolated and parents consulted if child or staff are unsure.	Member of staff on gate	Daily

				The finding will be logged on the daily register in order to keep a check. A leaflet will be given with advice regarding symptoms of Covid 19 and who to contact.		
Academy reception area	ALL students and staff	Clear view reception window to remain closed with small gap to allow documents to be handed in.	NO	<b>ELIMINATE RISK:</b> Whenever possible all dialogue with parents to happen over the phone or by email. All visitors to wear face mask in reception area.	JS to oversee management of reception area	Daily
Break times	ALL students and staff	Timetabled break-times for each bubble	NO	<b>ELIMINATE RISK:</b> Students to be given hand sanitiser by designated staff on entrance into the dining room. Indoor spaces for use - hall & dining room only. Outdoor space accessed through dining hall with no return until 5 mins before end of break. Supervised via staff duty rota	SLT to organise timetables and all staff to adhere to times	Daily
Lunch times	ALL students and staff	Timetabled lunch-times for each bubble	NO	<b>ELIMINATE RISK:</b> Students to be given hand sanitiser by designated staff on entrance into the dining room. Indoor spaces for use - hall and only. Outdoor space accessed through dining hall with no return until 5 mins before end of lunch. Supervised by SLT, Support staff & MDS while staff have lunch break.	Rota and timetables shared with staff	Daily

Class sizes	ALL students and staff	Year groups in bubbles identified in line with Government guidance. Class sizes not to exceed 30. Support for SEND students to be in place based on the needs of an individual student. Where students are supported in the same area from different bubbles 2M distancing to be observed at all times between students.	NO	<b>ELIMINATE RISK:</b> Student 'bubbles' based in designated classroom with a fixed seating plan for all lessons. Where specialist subject teaching spaces are required eg PE, DT, Science, Music, IT, Drama staff to ensure that students use wet wipes to wipe down the area in which they have worked at the end of each lesson. Where required additional cleaning of classrooms to take place during the school day.	Each bubble to have timetabled rooms with use of specialist rooms by request and managed by JSW.	Weekly review
Cleaning	ALL students and staff	Premise manager outlined clear cleaning strategy with classroom bases not used by other bubbles and cleaned daily. Rota of cleaning for specialist classrooms to be managed by Premises manager. School caretaker actively involved in decision process of cleaning and maintenance plans.	NO	<b>ELIMINATE RISK:</b> Cleaning frequently touched surfaces often using standard products, such as wet wipes, detergents and bleach products. Separation of rooms used by individual bubbles with separate cleaning regime for specialist room use. Additional cleaner employed throughout the school day.	JS and cleaners to organise  School staff undertake basic cleaning of surfaces at the end of each lesson.	Daily
Spread of infection	ALL students and staff	Clear strategy and systems put into place following outbreak of COVID 19 in school, before enforced school closure. Suspected cases reported to local health authority. All staff and students to be leave the site should they develop Covid symptoms and	NO	<b>ELIMINATE RISK:</b> Students to use sanitiser on their hands on arrival and at clear points in the day – supervised by school staff. Cleaning hands more often than usual - use alcohol hand rub or sanitiser ensuring that	Cleaners – daily checks and replenish  Staff to supervise handwashing	Daily

		asked to have an immediate test informing the academy of the outcome asap.		<p>all parts of the hands are covered. Constant positive reinforcement, adults modelling To reinforce sneezing into a tissue and to place directly into a bin, to encourage coughing into an elbow-ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach Hand washing posters and visual prompts Check of materials available in each room and stock available to replenish Bins emptied after each group. Integrity of each bubble to be maintained at all times. Amendments made to Academy behaviour policy which supports the maintenance of high standards of hygiene, respect for others and social distancing.</p>	on each occasion	
Movement around school - to ensure social distancing is in place	ALL students and staff	Students walk on the left hand side of corridors - toilet access at nearest classroom base. No more than 1 student at 1 time to leave the classroom to use the toilet. Access to stairwells carefully planned with bubbles to use different stairs on arrival and departure.	NO	<p><b>ELIMINATE RISK:</b> Timetable to restrict movement around school, staggered start, break, lunch and end of day times. Use of face coverings by students and staff on corridors and indoor social areas dependant on severity of local infection rates and risk levels. Use of dining room at break and lunch</p>	Timetabled by SLT adhered to by all students and staff	Prior to students entering school and kept under daily review

				times to be managed by duty staff.		
Vulnerable students not accessing school	Vulnerable students identified by safeguarding team	Safeguarding system in place SLT and safeguarding team contact vulnerable families weekly, if vulnerable students are not in school safeguarding team are notified and contact is made with families and social worker where necessary Safeguarding member of staff on site at all times.	No	<b>ELIMINATE RISK:</b> To continue to make contact with identified families To continue to work in partnership with social care. Staff reminded to maintain safeguarding monitoring for students attending the academy.+ :	Safeguarding leads and Admin staff	Daily
Vulnerable staff	Staff with existing medical conditions	To maintain social distancing of 2M	No	<b>ELIMINATE RISK:</b> To wear a face visor if required. To continue to follow latest government guidance in order to protect staff	SLT	Ongoing
External visitors on site	ALL students and staff	External visitors allowed on site only where the visit is essential to ensure the educational provision for students within the Academy	No	<b>ELIMINATE RISK:</b> Any visitors spending less than a day on site to wear face masks on school corridors or in social areas.	SLT/JSW	Reviewed weekly
Social distancing throughout the school day	ALL students and staff	Timetable in place which supports distancing between bubbles.  Arrangement of furniture to reduce contact with forward facing desks where possible.  Limited numbers of staff using staff room at any one time with designated social and PPA areas for staff around the academy.	NO	<b>ELIMINATE RISK:</b> Daily timetable enabling social distancing is adhered to. Careful planning of use of teaching spaces and toilet areas to reduce movement around the building. Rearrange furniture in classrooms and staff room to reduce contact. Queueing for use of dining room carefully managed. Rooms to be kept well ventilated with open	SLT  Site staff supervised by SLT	Ongoing

				windows, doors where this is practicable.		
Injury requiring first aid  See First Aid risk assessment	ALL students and staff	List of qualified First Aid trained staff available Stocked First Aid room Clear recording system in place	No	<b>ELIMINATE RISK:</b> To ensure an identified, qualified first aider is on site at all times and name posted for staff information. PPE to be used on each occasion when First Aid required – minor grazes can be cleaned and plasters applied by the student themselves.	SLT Staff on rota	Ongoing
Case of suspected coronavirus within setting	ALL students and staff	Parents to be reminded that a student should not attend the academy if they are unwell. When a student develops symptoms compatible with coronavirus they should be isolated within the academy in a designated well ventilated room and observed by member of staff using PPE until parents arrive. Room should not be re-used until cleaned. Staff members who develop symptoms should inform SLT, then leave the site immediately and seek at test as soon as possible informing the JSW of the test result immediately. Suspected cases reported to local health authority.	NO	<b>ELIMINATE RISK:</b> Designated toilet to be used by these students separate from other toilets. Student instructed to seek a test asap. They will be required to self-isolate at home for 7 days or until the test result is known. Fellow household members should self-isolate for 14 days and apply for a test if they develop symptoms. Remaining students within the bubble would be asked to self –isolate and seek a test should there be a positive test result. Staff should maintain 2M social distancing as far as is practical within the classroom and avoid prolonged periods where they are less than 2M from a student.	SLT	<b>On each occasion</b>

**Signed: M Fowle**

**Date: With effect from 1<sup>st</sup> September 2020**