

WMG ACADEMY COVENTRY

Coronavirus (COVID-19): Health and Safety Risk Assessment

Temporary Working Practices Whilst Restricting Attendance at School – Government Principles to a Partial Opening of Educational Settings for Vulnerable Students and the Children of Critical Workers – January 2021

Risk controls to be put in place	How will this be achieved	Assigned to:	Date completed:
In line with Government direction, all schools and colleges must switch to remote learning with only the children of key workers and vulnerable students able to attend onsite provision. This is to slow the significant rate of infection.	<ul style="list-style-type: none"> All students other than those identified as vulnerable or the children of key workers have been instructed to stay at home and join their lessons virtually via Google Classroom. All staff encouraged to work from home wherever possible with the staff who will facilitate the small school and other operational requirements. Clinically Extremely Vulnerable employees must remain at home and not attend work under any circumstances. The systems of control details in this risk assessment continue to apply to all staff and students in the building during this period. 	KTa	05/01/2021
Government guidance followed to identify students eligible to attend small school provision.	<ul style="list-style-type: none"> All applications for small school (the onsite provision for vulnerable students and the children of key workers) approved by the Director of Inclusion. 	CHi	11/01/21
Appropriate staffing to allow for health and safety and safeguarding duties to be fulfilled.	<ul style="list-style-type: none"> Small school staffing rota established to include on each day a: <ul style="list-style-type: none"> Senior leader; Designated Safeguarding Lead; Teacher for each key stage (year group bubbles separated); First aider; Receptionist; and Learning Support Assistant 	MBr	11/01/21
Lateral Flow Testing capacity for staff involved in small school (optional)	<ul style="list-style-type: none"> Staff who are volunteering for small school will be given access to the onsite testing facility with up to 2 tests per week available. 	MBr/CHi	29/01/21
Lateral Flow Testing capacity for students involved in small school (subject to parental consent)	<ul style="list-style-type: none"> Students attending small school will be tested twice upon their return to school. 	MBr/CHi	29/01/21

Lateral Flow Testing capacity for full reopening to all student	<ul style="list-style-type: none"> 3 bay testing centre established in Activity Room and staff trained for specific roles. 	MBr/CHI	29/01/21
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1) Building management prior to wider opening

Risk controls to be put in place	How will this be achieved	Assigned to:	Date completed:
All building maintenance and Health and Safety compliance checks e.g. hot and cold water systems, gas safety, fire safety, kitchen equipment, security (including access control and intruder alarm systems) and ventilation to be completed prior to the wider opening to pupils and staff.	<ul style="list-style-type: none"> Fire, Intruder, Vent and Water systems have all been recently serviced and checked. Both academies opened to students in June and July and staff have been onsite over the summer break. Health and Safety site inspection has been completed by the Health and Safety Manager and external advisor (25/08/2020). Meetings held with catering contract partners, who are implementing additional measures to ensure hot food is available. Further checks will be implemented and risk assessment updated will be required. The workshops will reopen during the week of Monday 9th November 2020 following a comprehensive risk assessment and associated procedures for the use of PPE. (Available in Appendices I and J). 	GJa	<p>Walked through with Rosie and Steve & H&S Advisor (See H&S Meeting Notes) 2/6/2020</p> <p>See PPM Checks 2/6/2020</p> <p>JCH Safety (consultant) visit 24/08/2020</p>
Science departments - chemical store, radioactive sources, and equipment e.g. fume cupboards etc. to check prior to widening opening.	<ul style="list-style-type: none"> Science Department will follow ‘CLEAPSS guidance for science departments (GL345) & DT (GL347) returning to school after an extended period of closure’ (latest version). Experiments and demonstrations will resume this term with labs being blocked out to each bubble for a day at a time. Different sets of equipment will be used by each bubble, or quarantined for 72 hours if shared. All equipment checks are up to date. 	MBr	02/06/20

2) Government principles to a phased approach to open to a wider settings

To assist in completing this section and to ensure other risk controls have been met, it is advised to complete sections 3-8 first.

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
<p>Government advice to be followed for pupils and staff identified as vulnerable or living with someone who is vulnerable.</p>	<ul style="list-style-type: none"> ● Shielding has been paused by the Government since 1st August 2020. As such, all staff and students are expected to return from 1st September 2020. ● Staff who have been identified as Extremely Clinically Vulnerable have had personal risk assessments completed with the Executive Principal and reasonable adjustments made where necessary. ● Staff who have shielded for other reasons have confirmed in writing that they are able to return as expected from Tuesday 1st September. ● Students who are identified as vulnerable, or those under an EHC Plan, have been risk assessed by the pastoral/SEN team. ● The Academy's usual attendance policy comes into force again from Tuesday 1st September and the COVID addendum will be withdrawn. ● Absence due to COVID will be coded as an 'X' as agreed by the DfE. ● Individual risk assessments are in place for learners who have been shielding, either because they are themselves vulnerable or because they live with somebody who is vulnerable. 	<p>KTa, CHI</p>	<p>Risk assessments for vulnerable staff completed on 27/08/2020</p>
<p>Government's protective measures to be implemented to help meet social distancing in school.</p>	<ul style="list-style-type: none"> ● Classrooms have been laid out to be forward facing and excess furniture removed adhering to social distancing rules. ● Reception areas have been marked up for social distancing and one-way routes implemented throughout the building. ● Doors to the building will be monitored by staff on entry and exit to reduce contact with door handles. ● Students will be organised into 'bubbles' by academic year group and each 'bubble' will be allocated specific teaching rooms. The timetable will be strictly adhered to, to minimise movement around the building. 	<p>MBr/GJa</p>	<p>GJa led building modifications during week of 24/08/2020</p>

	<ul style="list-style-type: none"> • Teachers will move to different teaching rooms during the day and, wherever possible, students will remain in the same room to minimise movement. • Staff will use their own laptop, remote control and own wipes for each session. • Updated staff training sessions in the use of the building will take place on INSET day, which is 1st September 2020. • SLT and pastoral support staff to staff gate and front entrance, with teachers in learning bases prior student arrival, one way system marked with hand washing stations at three locations, agreed sick bay in boardroom (ventilated), agreed holding room (atrium) for late collection and toilet usage protocols agreed]. • Year groups will be separated by staggered pastoral/breaktimes so they do not mix. • Year 12 and 13 students will have separate dedicated areas to go to when not in lessons that allow social distancing. • Post 16 timetabled to allow students to be onsite/offsite in blocks to allow student ‘bubbles’ to be separated. • An additional serving station has been acquired to allow ‘bubbles’ to be served food and eat food in separate areas of the building. • New staff duty rota will be implemented to reinforce social distancing and allow increased supervision of high traffic areas, peak times and areas of the building where ‘bubbles’ are likely to mix in close proximity. 		
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3) Minimise contact with individuals who are unwell

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Staff, pupils and parents/child carers to be informed about the following:- <ul style="list-style-type: none"> • Covid19 symptoms and what to look for e.g. high temperature, new persistent cough. 	<ul style="list-style-type: none"> • Guidance sent out with the reopening letter regarding students with symptoms and self isolation. 	CHI	Guidance sent out with reopening letter

<ul style="list-style-type: none"> • Testing eligibility and how to access tests. • If pupils are sent home due to Coronavirus symptoms they are advised to self-isolate for 10 days. People in the same household are to self-isolate for 10 days • If a child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. • If a child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting will be sent home and advised to self-isolate for 10 days. 	<ul style="list-style-type: none"> • First Aid room has been identified which is close to exit [Boardroom]. PPE; masks, gloves and aprons have been purchased. Bin has been put in the room. After any incident, room will be deep cleaned. • Advice to staff has been given. An addendum to the absence policy has been produced re self isolation. • Academy has access to Government testing system and staff have been informed of this. 	<p>KTa</p>	<p>Complete COVID-19 advice sheet with regards to this to be sent home with student/member of staff if necessary 03/06/2020 (Appendix A)</p> <p>Additional guidance sent on 17/07/20</p> <p>Reminder letter to parents sent 27/08/2020</p>
<p>Children, young people, parents, carers, visitors, suppliers to be informed not to enter the school if displaying any symptoms of Coronavirus.</p>	<ul style="list-style-type: none"> • Parental communication included information • No visitors are allowed on site without an appointment and will be met by a member of staff. 	<p>Chi</p>	<p>Ongoing review - at least weekly</p>
<p>Develop a process to send staff, pupils and others home if they develop Coronavirus symptoms including what action they need to take.</p>	<ul style="list-style-type: none"> • Process has been developed. Students or staff will be isolated in the first aid room in the Boardroom until they leave the premises. Areas will be deep cleaned. • Positive tests will result in the 'student bubbles needing to be self isolated' and informed. 	<p>Chi</p>	<p>Completed 02/06/2020</p> <p>Reviewed 25/08/2020</p>
<p>Provide a room or space where social distance can be maintained for pupils experiencing Coronavirus symptoms where they can wait until being collected. If possible provide a separate bathroom and ensure it is cleaned and disinfected after use.</p>	<ul style="list-style-type: none"> • PPE to be used by staff if a 2 metre distance cannot be maintained • Boardroom will be used. 	<p>Chi (although see above re: boardroom)</p>	<p>Appendix B in shared area 03/06/2020</p>

<p>Adequate Personal Protective Equipment (PPE) is in place for the care of children/pupils where their care already involves the use of PPE due to intimate care needs. Also, if a child, young person or other learner becomes unwell with symptoms of Coronavirus while in school and needs direct personal care until they can return home. Also consider eye protection if risk of splashing to the eyes, for example from coughing, spitting, or vomiting.</p>	<ul style="list-style-type: none"> ● No child has current intimate care needs. 	<p>CHI</p>	<p>Restock First aid room and isolation room</p> <p>GJa - additional PPE order to include tissues and bins (stored in first aid room) 22/05/20</p>
<p>Review first aid needs assessment and update to ensure sufficient equipment and PPE supplies are available for first aiders and staff caring for a child with symptoms of Coronavirus.</p>	<ul style="list-style-type: none"> ● First aiders have been briefed ● PPE has been purchased ● Specific sanitisation measures are in place to ensure first aid rooms and equipment are clean after use. 	<p>CHI</p>	<p>Completed 03/06/2020</p> <p>Additional PPE, including face visors, has been sourced from JLR 25/08/2020</p>
<p>Work with the LA and families to ensure that decisions about the attendance of pupils with special educational needs and disability (SEND) have been informed by existing risk assessments for children and young people which will need to be kept up to date.</p>	<ul style="list-style-type: none"> ● Vulnerable children of all age groups with education health and care (EHC) plans have risk assessed throughout the closure to advise if should be attending the small school provision. These are being reviewed during the week commencing 8th June to assess if child should remain at home or attend school. ● Further risk assessments of vulnerable students not attending small school will be carried out in January 2021 in line with new lockdown measures. 	<p>CHI</p>	<p>Risk assessments completed w/c 15/05/2020 and will be reviewed w/c 08/06/2020 See also Appendix C (Attendance) 12/01/2021</p>
<p>Update plans to ensure there is a procedure in place following any outbreak of Coronavirus at the school.</p>	<ul style="list-style-type: none"> ● Refer to Public Health advice ● Review school's health and safety policy arrangements 'Supporting pupils with medical conditions' policy or medication policy. Consider additional Coronavirus section. Attached to the Risk Assessment. 	<p>CHI</p>	<p>Via planned parental communication as above.</p>

			See also Appendix D Protocol for Outbreak
Confirm procedures are in place to ensure a competent person is always available to complete building and compliance tests (e.g. fire alarm testing, emergency lightly weekly flushing) if normal site staff develop symptoms and/or have to self-isolate.	<ul style="list-style-type: none"> • Testing in all areas has been completed. • List available to other staff if GJA is taken unwell. 	GJa	5/6/2020 - complete

4) Cleaning hands more often than usual

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
<p>Ensure the following have been to communicated to pupils, staff, visitors etc. :-</p> <ul style="list-style-type: none"> - The importance of good hand hygiene. - Hands are cleaned on arrival at the setting, before and after eating, and after sneezing or coughing. 	<ul style="list-style-type: none"> • 2 sanitising stations at front door and at rear door • Hand sanitiser located outside every learning base and in every office and meeting room. All persons onsite to sanitise every time they change rooms and before and after they eat. • Cleaning staff rotas bolstered for onsite cleaning throughout working day to focus on surface cleansing and high traffic areas - signage supporting hand cleansing ordered. • Learning bases cleaned during break and lunchtimes. • Deep clean of buildings, including workshops, taken place over summer break. • Posters have been put up throughout the building to remind all to wash hands regularly. • Splash screens on PCs around the building and in classrooms to promote cleaning of equipment before and after use. • Each PC has its own pack of anti-bacterial wipes for sanitisation after use. 	GJa/MBr	<p>Parental letters sent 17/07/2020 and 27/08/2020</p> <p>Weekly staff briefings to communicate changes throughout summer and INSET session</p> <p>Students given briefing on first day back.</p>
Ensure sufficient procurement of soap, hand sanitising gel, moisturising supplies are in place before wider opening	<ul style="list-style-type: none"> • Hand sanitising gel has been purchased, soap and paper towels. Plentiful stocks 	GJa with MBr	02/06/20

Make sure help is available to children and young people who have trouble cleaning their hands independently.	<ul style="list-style-type: none"> No students have this requirement. 	MBr	02/06/20
<p>Communicate to staff and parents the importance of washing clothes following a day in an educational or childcare setting.</p> <p>TB delegated authority to executive leadership to make changes to face mask protocols as necessary.</p>	<ul style="list-style-type: none"> Normal business attire for staff and students will be worn from 2nd September 2020. Staff and students will be reminded of the need for washing clothes regularly and ensuring that 'dry-clean' only items are avoided where possible. Face masks will be required by law in all communal areas of the building. Staff and students must wear a face mask unless they are medically exempt, at which point an exemption card will be provided by the Director of Inclusion. Business dress is not required during closure in January 2021. 	MBr/KTa	<p>Communicated to parents 27/08/2020, including face masks</p> <p>Reminder to parents send 05/11/2020.</p>

5) Ensure good respiratory hygiene

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
<p>Ensure the following have been communicated to pupils, staff, visitors:-</p> <ul style="list-style-type: none"> Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it and kill it'). Promote and encourage not to touch mouth, eyes and nose. Visitors are now permitted onsite although visits should remain minimal. 	<ul style="list-style-type: none"> Behaviour policy addendum as approved by trustees in June will remain in operation for the remainder of the pandemic. Poster reminding staff and student of good respiratory hygiene, including 'catch it, bin it, kill it' displayed around the building and on splash screens. Central atrium screen presentation will carry personal hygiene reminders on a loop. Associate Principal letter to all parents week beginning 24/08/2020 will outline all updated processes, protocols and information for students returning and Academy reopening. 	Chi/MB	<p>Behaviour policy addendum completed 03/06/20</p> <p>Posters and signage completed 3/06/20</p>
Put in place a procedure for bins for tissues so they are emptied throughout the day.	<ul style="list-style-type: none"> New bins have been purchased. White with red lids. Cleaners are on site all day and will tie up and dispose. 	MBr with GJa	02/06/20
Where possible rooms to be kept well ventilated using natural ventilation (opening windows) or ventilation units.	<ul style="list-style-type: none"> Staff to be briefed regarding bin usage in rooms and taking litter home by students. Ventilation in building is of high current standard 	MBr/GJa	Ongoing

<p>TB delegated authority to executive leadership to make changes to face mask protocols as necessary.</p>	<ul style="list-style-type: none"> ● Face masks/coverings will be worn by staff and students in communal areas. ● Teaching staff will be issued with face visors for use in learning bases. 		
<p>Identify doors which can be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p>	<ul style="list-style-type: none"> ● Senior staff to carry out building walks on a regular basis to ensure learning base doors are open and windows are open to allow ventilation. 	MBr/GJa	Ongoing

6) Cleaning frequently touched surfaces often using standard product

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
<p>Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches and bannisters are cleaned more regularly.</p>	<ul style="list-style-type: none"> ● Cleaners are now in all day and learning bases will be cleaned during breaktimes and lunchtimes. ● Staff given information and instruction. ● Review cleaning activities risk assessment. 	GJa	From 24/08/2020
<p>Sufficient procurement of cleaning supplies and COSHH risk assessments have been completed for any new products.</p>	<ul style="list-style-type: none"> ● Stock take completed of cleaning supplies including the frequency of when they need to be replenished. ● Site Manager to confirm material safety data sheets in place for all products and COSHH risk assessment completed for products classed as hazardous. 	GJa	02/06/20
<p>Identify and remove any soft furnishings and soft toys that are hard to clean, e.g. those with intricate parts.</p>	<ul style="list-style-type: none"> ● Soft furnishing has been removed from reception and all additional furniture and soft furnishings from Learning Bases. 	MBr	05/06/20
<p>Pupils not to use outdoor play equipment unless appropriately cleaned between groups of children and young people.</p>	<ul style="list-style-type: none"> ● Enrichment sessions requiring sports equipment will not run. ● Specific guidance available for the use of sports equipment. 	N/A	Ongoing

7) Minimising contact and mixing by altering, as much as possible

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Maximise space around the school by removing any unnecessary items.	<ul style="list-style-type: none"> • Unnecessary furniture and soft furnishings have been removed from learning basis and open areas. • Computers within classrooms have been removed. • Corridors have been cleared to maximise space and double doors have been unlocked to ensure both doors are operational. 	GJa	24/08/2020
Timetable to be refreshed and decisions made on which lessons or activities can be delivered. Also consider which lessons or classroom activities can take place outdoors.	<ul style="list-style-type: none"> • Students have been organised into 'bubbles' by year group. • Each 'bubble' will be allocated specific rooms and toilets for specific times. • The timetable will be strictly adhered to, to minimise unnecessary movement around the building. • The workshop will reopen to students in November on a rolling rotational basis. Every student will be taken 'off timetable' for four consecutive days to undertake practical work in the workshops. Students will be organised into bubbles of 20. • Science labs have been allocated to different 'bubbles' on different days to minimise the crossover and sharing of equipment. Each 'bubble' will have its own set of equipment. 	KJa	Timetable under weekly review.
Review emergency evacuation plans and Personal Emergency Evacuation Plan (PEEP).	<ul style="list-style-type: none"> • SLT and ESLT level that fire evacuation will take place without social distancing as fire considered more immediate and greater risk • List of new fire marshalls to GJa 02.06.20 - GJa will create appendix to Fire Exav plan over-riding BA 	GJa	Completed 4/6/2020
Consider how children and young people arrive at school e.g. school crossing patrols, and reduce any unnecessary travel.	<ul style="list-style-type: none"> • Parents have been encouraged through written communications to review how their child travels to school. • Reminder has been sent about access to bike storage and car park facilities for drop off and pick up. 	MBr	27/08/2020

Create a process with travel providers to ensure they are working within the Government guidelines to work safely.	<ul style="list-style-type: none"> Academy does not provide transport 	KTa	NA
Communicate to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Also, ask that only one parent/child carer collects pupil/s.	<ul style="list-style-type: none"> Parental communication went out on 8th June, 23rd June, 17th July and 25th August. Parents do not gather at school gates 	KTa	8/6/2020
Reduce the use of shared resources between pupils and staff.	<ul style="list-style-type: none"> Students are reminded to bring stationery. Packs will be provided for those who do not have them. Staff are being encouraged to avoid print out sheets and to encourage the use of online resources to submit work for marking. 	ESLT	10/6/2020
Review procedures for pupils in state of crisis.	<ul style="list-style-type: none"> Staff briefing and training in June and reminders on INSET day in September. Behaviour policy addendum in place SLT roving during the day to monitor student welfare. 	CHi	Behaviour policy (addendum) in place. CPL on safeguarding/pastoral issues w/c 08/06/2020


8) Communication of plans and training

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Consider any additional support or training needs for staff and pupils including re-induction to the childcare setting.	<ul style="list-style-type: none"> Additional pastoral support has been put in place. There will be a Designated Safeguarding Lead in school each day for students to refer them too. All students will receive a card with helplines and remind them of who the DSL are. CPL on behaviour policy and SPL 	KTa	12.06.20 Behaviour policy in place. CPL on safeguarding/pastoral issues w/c 08/06/2020


Ensure any updates to procedures have been communicated early with contractors and suppliers who may need to prepare to support plans for opening. Examples include cleaning, catering, food supplies and hygiene suppliers.	<ul style="list-style-type: none"> Contractors where appropriate have been briefed by GJA Risk assessment published on Academy's website. 	GJa	05.06.20
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Appendices:

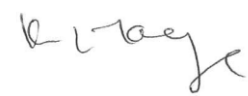
- **Appendix A - Procedure for Self-Isolation**
- **Appendix B - Procedure for Showing Symptoms Onsite**
- **Appendix C - Procedure for Confirmed Cases**
- **Appendix D - Recording Attendance**
- **Appendix E - Fire Evacuation Procedure with COVID Addendum**
- **Appendix F - COVID-19 Behaviour Addendum**
- **Appendix G - Isolation Pay Statement**
- **Appendix H – Contingency Plan**
- **Appendix I – Engineering Hall RA for COVID**
- **Appendix J – PPE in Practical Subjects Procedure**
- **Appendix K – Temporary Homeworking Guidelines**
- **Appendix L – Lateral Flow Testing Risk Assessment**

Signed		4th June 2020
Name	Kate Tague	
Review Date	19th June 2020	

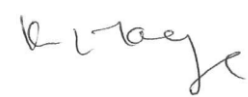
Updated, reviewed and approved:

Signed		30th June 2020
Name	Kate Tague	
Review Date	10th July 2020	

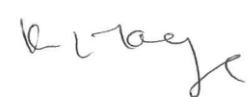
Updated, reviewed and approved:

Signed		27 th August 2020
Name	Kate Tague	
Review Date	1 st October 2020	

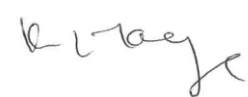
Updated, reviewed and approved:

Signed		28 th September 2020
Name	Kate Tague	
Review Date	1 st November 2020	

Updated, reviewed and approved:

Signed		4 th November 2020
Name	Kate Tague	
Review Date	1 st January 2021	

Updated, reviewed and approved:

Signed		3 rd February 2021
Name	Kate Tague	
Review Date	1 st March 2021	