

WMG ACADEMY COVENTRY

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

1) Building management prior to wider opening

Risk controls to be put in place	How will this be achieved	Assigned to:	Date completed:
<p>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.</p>	<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 15th March 2021 following a comprehensive risk assessment and associated procedures for the use of PPE. (Available in Appendices I and J). 	<p>GJa</p>	<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>
<p>Science departments - chemical store, radioactive sources, and equipment e.g. fume cupboards etc. to check prior to widening opening.</p>	<ul style="list-style-type: none"> • <i>Science Department will follow ‘CLEAPSS guidance for science departments (GL345) & DT (GL347) returning to school after an extended period of closure’ (latest version).</i> • Experiments and demonstrations will resume this term resume as appropriate 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. 	<p>MBr</p>	<p>02/06/20</p>

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 is no longer in place. CEV staff have been advised by the Department for Health and Social Care to return to work if their duties cannot be fully discharged from home. ● Staff classified as CEV have been risk assessed and these were reviewed in the week beginning 22nd March 2021. ● All staff are expected to return to onsite working under the Academy's operational risk assessment. ● 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 Monday 8th March with attendance seen as compulsory. ● 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>Risk assessments reviewed in October 2020 and February 2021</p> <p>All staff identified as CEV will be risk assessed before returning on 01/04/21</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> <p>Additional building walks carried out, signage refreshed and</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 have taken place on Monday 1st March 2021. ● 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. ● Where social distancing cannot be maintained, face masks are compulsory for staff only. This no longer includes classrooms and teaching spaces and only applies to staff. Students are no longer required to wear a face mask. ● Face coverings must be masks. DfE guidance now states that face visors are not an appropriate covering and face masks should be used for COVID protection and safety. Face visor are still permissible but only used in addition to a face mask and not in place of one. 	<p>one-way systems reinstated during the week beginning 1st March 2021.</p>
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	<ul style="list-style-type: none"> Small school sessions will be run in separate key stage bubbles in different rooms. Small school will continue to run until all students are taught back onsite (Wednesday 10th March). 		
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 to create sufficient capacity to test all staff and students. Onsite testing centre mothballed with the focus shifting to home-based testing. Onsite capacity remains in place should it be required at a later date. Please see Appendix L. 	STa/Chi	29/01/21 Testing has been in operation since Monday 8 th February and team leaders experienced in test centre management.

3) Minimise contact with individuals who are unwell

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
<p>Staff, pupils and parents/child carers to be informed about the following:-</p> <ul style="list-style-type: none"> Covid19 symptoms and what to look for e.g. high temperature, new persistent cough. 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 	<ul style="list-style-type: none"> Guidance sent out with the reopening letter regarding students with symptoms and self isolation. First Aid room has been identified which is close to exit [Boardroom]. PPE; masks (FP3),, 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>Chi</p> <p>KTa</p>	<p>Guidance sent to parents on 02/03/2021 setting out the steps for reopening in March 2021.</p>

childcare or education setting will be sent home and advised to self-isolate for 10 days.			
Children, young people, parents, carers, visitors, suppliers to be informed not to enter the school if displaying any symptoms of Coronavirus.	<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. Induction events for students joining the Academy in September 2021 will take place during the summer term. As separate risk assessment will be completed prior to these events. 	CHI	Ongoing review - at least weekly
Develop a process to send staff, pupils and others home if they develop Coronavirus symptoms including what action they need to take.	<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. 	CHI	Completed 02/06/2020 Reviewed 25/08/2020
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.	<ul style="list-style-type: none"> PPE to be used by staff if a 2 metre distance cannot be maintained Boardroom will be used. 	CHI (although see above re: boardroom)	Appendix B in shared area 03/06/2020
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.	<ul style="list-style-type: none"> No child has current intimate care needs. 	CHI	Restock First aid room and isolation room GJa - additional PPE order to include tissues and bins (stored in first aid room) 22/05/20
Review first aid needs assessment and update to ensure sufficient equipment and PPE supplies are available for first	<ul style="list-style-type: none"> First aiders have been briefed PPE has been purchased 	CHI	Completed 03/06/2020

<p>aiders and staff caring for a child with symptoms of Coronavirus.</p>	<ul style="list-style-type: none"> • Specific sanitisation measures are in place to ensure first aid rooms and equipment are clean after use. • Face coverings must be masks of surgical/medical grade (FP3). 		<p>Additional PPE, including face visors, has been sourced from JLR 25/08/2020</p> <p>6000 additional medical grade face masks provided by the DfE and delivered on 02/03/2021</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. • Additional risk assessments have been carried out for students seen as vulnerable following the most recent lockdown and previous risk assessments have been reviewed by the SEN/Pastoral teams. 	<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)</p> <p>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. See also Appendix D Protocol for Outbreak</p>
<p>Confirm procedures are in place to ensure a competent person is always available to complete building and</p>	<ul style="list-style-type: none"> • Testing in all areas has been completed. 	<p>GJa</p>	<p>5/6/2020 - complete</p>

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"> List available to other staff if GJA is taken unwell. 		
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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
Communicate to staff and parents the importance of washing clothes following a day in an educational or childcare setting.	<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. 	STa/KTa	New face mask requirements communicated

<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 are no longer required for students by DfE guidance in all areas of the building; however, staff must wear a face mask, unless they are medically exempt, in all communal areas of the building or where social distancing cannot be maintained. • Exemption cards for those medically exempt from wearing a face mask will be provided by the Director of Inclusion. A review of the exemptions recognised by the NHS has been carried out and parents asked to 'reapply' for exemption status by emailing the Pastoral teams. 		<p>to parents 02/03/2021</p>
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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 to 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. • September 2020 visitor protocol continues to apply. • Additional parental communication to parents on Friday 14th May 2021 to confirm the arrangements for face masks and reiterate the systems of controls. 	<p>CHi/MBr</p>	<p>Behaviour policy addendum completed 03/06/20</p> <p>Posters and signage and parental updates completed week beginning 01/03/2021</p>
<p>Put in place a procedure for bins for tissues so they are emptied throughout the day.</p>	<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. 	<p>MBr with GJa</p>	<p>02/06/20</p>
<p>Where possible rooms to be kept well ventilated using natural ventilation (opening windows) or ventilation units.</p>	<ul style="list-style-type: none"> • Staff to be briefed regarding bin usage in rooms, and where possible, taking litter home by students. • Ventilation in building is of high current standard and new air conditioning in rooms without opening external windows has been installed. 	<p>MBr/GJa</p>	<p>Ongoing</p>

<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 in all communal areas. Face masks are not required in teaching spaces and students are no longer required to wear face masks. ● 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 take place during the summer term. ● Use of sports equipment will be kept to a minimum with a greater emphasis placed on physical activity which does not require additional equipment. ● Any equipment used will be bubble specific and quarantined between uses. 	N/A	Ongoing

	<ul style="list-style-type: none"> All physical activity will be supervised by a member of staff to ensure distancing between bubbles and correct use of equipment. 		
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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. Seating plans are in place and must be adhered to, to ensure accurate contact tracing can take place to minimise periods of self-isolation. 	GJa	24/08/2020 Staff reminded of the need for accurate seating places 01/03/2021
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. 	KTa	Timetable remains 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

	<ul style="list-style-type: none"> • Fire evacuation drills will not take place in line with advice from external Health and Safety advisor. 		
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. • Pastoral support hubs and soft-landing sessions planned for student returns to allow for safe and well checks to be conducted as students return on 8th March. 	CHi	Behaviour policy (addendum) in place. CPL on safeguarding/pastoral issues w/c 08/06/2020

8) Communication of plans and training

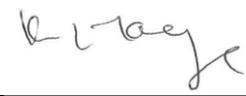
Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Consider any additional support or training needs for staff and pupils including re-induction to the childcare setting.	<ul style="list-style-type: none"> Additional pastoral support has been put in place. There 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 Peripatetic staff have been given the same training as permanent staff and will receive regular updates. Risk assessment published on Academy's website. 	GJa	05.06.20

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

Updated, reviewed and approved:

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

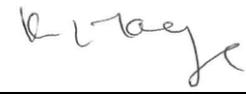
Updated, reviewed and approved:

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

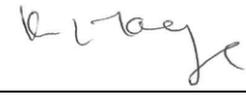
Updated, reviewed and approved:

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

Updated, reviewed and approved:

Signed		1 st March 2021
Name	Kate Tague	
Review Date	1 st April 2021	

Updated, reviewed and approved:

Signed		12 th May 2021
Name	Kate Tague	
Review Date	21 st June 2021 (in line with Government relaxation of COVID-19 restrictions in the wider community)	