WMG ACADEMY COVENTRY

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

Risk controls to be put in place	How will this be achieved	Assigned to:	Date completed:
1. Building Management and Mitigations			
General health and safety policies and procedures will be adhered to, including the regular review of risk assessments and procedures alongside the nominated health and safety advisor, completion of statutory compliance and provision of adequately trained first aiders and first aid equipment.	• Health and safety audit conducted by nominated staff and Governor • Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms • Risk assessments have been updated and undertaken before the school reopens and mitigation strategies are put into place • All statutory compliance is up to date. • First aiders appointed and trained under the supervision of the Director of Inclusion	IT and Facilities Manager	Building walks completed w/b 31st August 2021 and under monthly review
Ensuring good ventilation remains in place across all areas of the building without detriment to staff or student comfort and wellbeing.	• To balance the need for increased ventilation whilst maintaining a comfortable temperature, the following measures have been used as appropriate (as advised by the Health and Safety Executive (HSE) see guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice): ○ opening high level windows in preference to low level to reduce draughts. Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks (for examples, between classes, during break and lunch, when a room is unused) to purge the air in the space). ○ Opening internal doors to assist with creating a throughput of air ○ Opening external doors may be considered (as long as they are not fire doors and only where safe to do so)	IT and Facilities Manager	Ventilation (incl. installation of air conditioning) confirmed during building walks completed w/b 31st August 2021

	○ Flexibility on business dress will be allowed to enable students to wear additional, suitable indoor clothing, if required. ○ Where possible furniture has been arranged to avoid direct drafts ○ mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) ○ Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces ○ Any poorly ventilated spaces have been identified, and effective steps taken to improve fresh air flow in these areas, this is particularly important for events bringing together groups of visitors for an event, e.g. parents evening. If this cannot be achieved the area will not be considered as fit for purpose and will not be used. ○ Ventilation in building is of high current standard and new air conditioning in rooms without opening external windows has been installed. ○ Air handling units are set at optimum levels by building management system.		
The teaching of practical subjects (e.g. Engineering and Science) will resume with relaxed protocols for shared equipment.	• *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 resume as appropriate with sharing of equipment between bubbles permitted; however, this will be kept to a minimum wherever possible.	Lead Teacher for Science/Senior Science Technician	September 2020 and under termly review

Cleaning high traffic and frequently touched areas will take place more frequently (minimum of 3 times daily) with an enhanced regime of onsite cleaning using standard products	• Cleaners are now in all day and learning bases have been cleaned during breaktimes and lunchtimes. • Staff given information and instruction on best methods for cleaning high traffic areas and, where possible, reducing congestion and traffic in any one area. • Review cleaning activities risk assessment. • 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.	IT and Facilities Manager	Ongoing – in place since September 2020 and under monthly review
2. People Management and Mitigations			
Response to confirmed positive cases of COVID-19	• Please see Appendix C – Procedure for Confirmed Cases	Chief Executive	January 2022
Response to suspected positive cases of COVID-19 onsite	• Please see Appendix B – Procedure for Showing Symptoms Onsite	Chief Executive	September 2021
Ensuring that WMG Academy is compliant with legal provision regarding the obligation to self-isolate.	• Please See Appendix A – Procedure for Self-Isolation	Chief Executive	January 2022
Ensuring that Government advice for students and staff identified as vulnerable and clinically extremely vulnerable or those living with someone who is vulnerable or clinically extremely vulnerable is followed.	• Shielding is no longer in place. CEV staff in education have been advised by the Department for Health and Social Care to return to work. • Staff classified as CEV have been risk assessed and these were reviewed in September 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 remains in force with attendance seen as compulsory.	Chief Executive	September 2021 CEV risk assessments completed w/b 6th September 2021 and reviewed w/b

	• Absence to be recorded in line with Appendix D – Recording Attendance Procedure. • 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.		10th January 2022
Ensuring that education can continue in the event of high staff absence due to illness or self-isolation requirements.	• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Staff members who are clinically extremely vulnerable have resumed normal work, but will be supported if they choose to take extra precautions to protect themselves by following the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus, in line with their individual risk assessment. • Staff are aware of the current symptom checker for Covid-19, including high temperature, persistent cough and loss of taste and smell and understand that they are not permitted to attend school if they are symptomatic • All staff are aware of the testing procedure and know that they are required to report their illness and follow required testing procedures • Full use is made of those staff who are self-isolating or shielding but who are well enough to contribute to school activities or tasks e.g. to teach lessons online. • Flexible and responsive use of teaching assistants and pastoral staff is in place to supervise classes under the direction of a teacher if required • An appropriate hierarchy of deputisation is in place should a senior leader be unavailable.	Principal/ Associate Principal	Contingency and Outbreak Management Plan agreed in September 2021 and reviewed in January 2022
Good hand and respiratory hygiene will be encouraged across the Academy.	• 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.	IT and Facilities Manager	Ongoing – in place since September 2020 and under monthly review

	• Learning bases cleaned during break and lunchtimes. • Deep clean of buildings, including workshops, taken place over summer 2021. • 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. • Hand sanitising gel has been purchased, soap and paper towels. Plentiful stocks • Poster reminding staff and students of good respiratory hygiene, including 'catch it, bin it, kill it' displayed around the building and on splash screens. • New bins have been purchased. • Cleaners are on site all day and will tie up and dispose of waste. • 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.		
The use of face coverings will continue to be permitted in the Academy with all students encouraged to carry one on their person to allow for rapid escalation of mitigations.	• **Face masks have been temporarily reintroduced by central government to all communal areas and teaching spaces, effective from 29th November 2021. Face masks remain mandatory in public spaces, such as shops and public transport. This is under review by the DHSC.** • Exemption cards for those medically exempt from wearing a face mask have been 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. • Public transport is defined as transport used by the general public. If staff or students use a public bus to come to school they have been	Chief Executive	Parents and staff advised of changes to protocols during briefing and letters – 16th November 2021

	encouraged to wear a face covering because they are over the age of 11. • All users of public transport must ensure that they safely remove their face covering on arrival at school and store it safely and hygienically in a sealed plastic bag or container.		
3. Engaging with Test and Trace			
Encourage all students and staff to engage with regular asymptomatic testing and targeted testing for those who have travelled overseas. Onsite asymptomatic testing will also be offered at the beginning of term.	• The positive benefits of wide take-up of regular LFT to the health and safety of everyone within both the school and wider community is understood and promoted • All staff understand their entitlement to access regular lateral flow community or school-based testing; are informed of the advantages and positive impact it has on identifying asymptomatic cases and are encouraged and enabled to participate in regular LFT screening • The school have secure processes in place to receive delivery of LFT tests and secure safe storage and distribution for staff usage • Staff, students and parents understand that they must report a positive LFT result to the Academy and immediately self-isolate. • Students have been encouraged and supported to continue to test twice weekly at home. • Staff have been encouraged to undertake twice weekly home tests. • A small asymptomatic testing site (ATS) will be retained to enable testing to students who are unable to test themselves at home. • LFTs will be issued to staff and students to enable twice weekly testing when required • All students travelling to England must adhere to travel legislation and guidance as published by the Foreign and Commonwealth Office.	Executive Assistant	Ongoing – in place since March 2021 and under weekly review
Test and Trace will proactively identify close contacts of any confirmed cases within the Academy and advise them to get PCR tested. Adults over 18 years and 6 months in age will	• Information on a child or staff member's close contact details will be provided on request, subject to the school validating the authenticity of the contact and ensuring that there is no inadvertent risk of a data breach, or safeguarding risk by providing sensitive and personal	Executive Assistant	September 2021

need to self-isolate unless they have been fully vaccinated. Children and young people do not need to self-isolate.	information to a third party - Schools must not provide any personal information if asked to by parents and/or contacts that would be a breach of GDPR or data protection legislation. In exceptional circumstances, education and childcare schools may be contacted by NHS Track and Trace in response to a local outbreak, in this scenario schools may share proportionate and relevant information as requested by NHS Track and Trace without consent. Schools may also be contacted by PHE/Local Authority teams to confirm information about a positive case. • Please see Appendix A – Procedure for Self-Isolation.		
The number of and frequency of visits from external agencies, partners and other visitors will be kept to a minimum and managed effectively.	• No visitors are allowed on the premises without a pre-arranged appointment. If a visit can be arranged out of school hours, it should. • Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. • General visitors, not providing a specialist teaching, intervention or health service to students are recommended to wear face coverings in all public areas unless they have a medical exception and arrangements can be put into place to mitigate any additional risk • Visitors may be encouraged to carry out a lateral flow test prior to their visit to the Academy if infection rates rise and may be asked to provide evidence of the test result when attending large, public events.	IT and Facilities Manager	Ongoing – in place since September 2020 and under monthly review
4. Staffing, Training and Communication			
Staff, students and parents are aware of the Academy's procedures surrounding testing, self-isolation, displaying symptoms and testing positive for COVID-19.	• Staff, students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.	Chief Executive	Parents and staff advised of changes to protocols

	• This guidance has been explained to staff and students as part of the induction process and systems are in place to validate understanding • Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners • Staff, students and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and students as part of the induction process. • Consistent and repetitive reinforcement of the need for students and staff to stay home if they are unwell, reminding them that early onset symptoms can be complex • Consistent and repetitive reinforcement supported by high vigilance of the requirement to self-isolate at home if test positive.		during briefing and letters – w/b 31st August 2021 Additional communication sent to parents 16th November 2021
Consider any additional support or training needs for staff and students including re-induction to the childcare setting.	• Additional pastoral support has been put in place. There will be a Designated Safeguarding Lead in school each day for students to refer them to. • All students will receive a card with helplines and remind them of who the DSL are. • CPL on behaviour policy and SPL	Chief Executive	September 2021
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.	• Contractors where appropriate have been briefed by the IT and Facilities Manager. • Peripatetic staff have been given the same training as permanent staff and will receive regular updates. • Risk assessment published on Academy's website.	IT and Facilities Manager	Ongoing as and when contractors are required
Ensuring that staff wellbeing remains good and that the additional needs of all staff are met, including bereavement support, mental health and personal wellbeing.	• Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources.	Chief Executive	Ongoing and under weekly review by the Senior

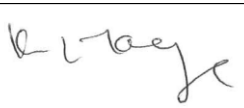
			Leadership Team
5. Curriculum and Extra-Curricular Planning			
Ensuring all students are ready for learning.	• Safe and well checks have been conducted by tutors at the first tutor session of the term and regularly thereafter. • Extensive suite of induction activities planned and led by pastoral staff to reintroduce students to routines and allow for testing.	Principal/ Associate Principal	September 2021 Safe and well checks conducted weekly by tutors
Ensuring the additional needs of all students are met, including bereavement support, mental health and personal wellbeing.	• There are sufficient numbers of trained staff available to support students with mental health issues. • There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/ /pupil briefings (stories/toy characters are used for younger students to help talk about feelings). • Resources/websites to support the mental health of students are provided.	Director of Inclusion	September 2021

Remote learning remains at a high standard and accessible to all students at potentially short notice.	• Parents and students have been signposted to the website to access online learning and to other resources through Google Classroom.
	• The WMG Academy remote learning provision complies with the statutory obligation to provide education for state-funded school age children whose attendance at school would be contrary to national guidelines. The protocol includes:
	  ○ Set out arrangements to overcome digital poverty
	  ○ Set out arrangements to support parents
		Principal/ Associate Principal	In place since September 2020 and under weekly review by the Senior Leadership Team

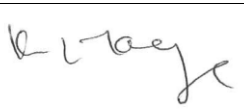
	○ Set out arrangements to consider support that can be offered to parents to enable them to construct a learning environment within their home ○ Set out the arrangements for disengagement		

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 - COVID-19 Behaviour Addendum
- Appendix F - Isolation Pay Statement
- Appendix G – Outbreak Management and Contingency Plan
- Appendix H – Temporary Homeworking Guidelines
- Appendix I – 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**	

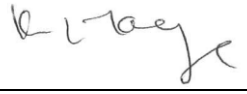
Updated, reviewed and approved:

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

Updated, reviewed and approved:

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

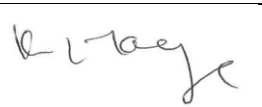
Updated, reviewed and approved:

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

Updated, reviewed and approved:

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

Updated, reviewed and approved:

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

Updated, reviewed and approved:

Signed		**1st September 2021**
Name	**Kate Tague**	
Review Date	**30th September 2021**	

Updated, reviewed and approved:

Signed		**14th January 2022**
Name	**Kate Tague**	
Review Date	**28th February 2022**	