

## Covid 19 Risk Assessment Form Consett Academy.

Risk assessment carried out by – John Winn/Kevin Broadfoot/Andy Collishaw	Job title – Estates & Contracts Manager	Date of assessment – 05/10/2020
Review interval - Ongoing	Date reviews carried out – Ongoing	

Staff covered by this assessment – Students	Activities involved – All activities on site
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<b>RISK RATING</b>		<b>Likelihood</b>		
		<b>Probable</b> Occurs repeatedly, to be expected or could affect large number of people	<b>Possible</b> Could occur sometime or effect a few people	<b>Remote</b> Unlikely to occur or not many people to be affected
<b>Impact</b>	<b>Major</b> Major injury, permanent disability or ill-health	High	High	Medium
	<b>Severe</b> Injury requiring medical treatment	High	Medium	Low
	<b>Minor</b> First aid treatment	Medium	Low	Low

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<b>Building Capacity</b>	<b>H</b>	The maximum building capacity is identified as the number of individuals within the Fire Risk Assessment to ensure safe evacuation of the building.	<b>M</b>	<b>KEB</b>																																																						
<b>School Day</b>	<b>H</b>	<p>Each year group are expected to remain in their year group 'bubble'.  Year groups will enter at different point of the site.  The start of the school day will have a slightly staggered arrival with each year group having a holding area.  Each year group will be taught in blocks of classrooms in a zone.  In each zone, as far as is practically possible, will represent a bubble and will remain in the bubble throughout the day including break and lunch. Zones will be allocated toilet facilities and computer access whether this be computer rooms or laptops.  There will be three lunch breaks and three breaks to enable students to remain in their year group bubbles.</p> <p>Timings of the day:</p> <table border="1" style="display: inline-table; margin-right: 20px;"> <thead> <tr><th colspan="2">Y8/10</th></tr> </thead> <tbody> <tr><td>8.30 – 8.45</td><td>Arrive</td></tr> <tr><td>8.45-9.50</td><td>P1</td></tr> <tr><td>9.50-10.55</td><td>P2</td></tr> <tr style="background-color: yellow;"><td>10.55-11.10</td><td>Break</td></tr> <tr><td>11.10-12.15</td><td>P3</td></tr> <tr><td>12.15-13.20</td><td>P4</td></tr> <tr style="background-color: lightgreen;"><td>13.20-13.50</td><td>Lunch</td></tr> <tr><td>13.50-15.00</td><td>P5</td></tr> </tbody> </table> <table border="1" style="display: inline-table; margin-right: 20px;"> <thead> <tr><th colspan="2">Y7/11/6th form</th></tr> </thead> <tbody> <tr><td>8.15 – 8.30</td><td>Arrive</td></tr> <tr><td>8.45-9.50</td><td>P1</td></tr> <tr style="background-color: yellow;"><td>9.50-10.05</td><td>Break</td></tr> <tr><td>10.05-11.10</td><td>P2</td></tr> <tr><td>11.10-12.15</td><td>P3</td></tr> <tr style="background-color: lightgreen;"><td>12.15-12.45</td><td>Lunch</td></tr> <tr><td>12.45-13.50</td><td>P4</td></tr> <tr><td>13.50-15.00</td><td>P5</td></tr> </tbody> </table> <table border="1"> <thead> <tr><th colspan="2">Y9</th></tr> </thead> <tbody> <tr><td>8.30 – 8.45</td><td>Arrive</td></tr> <tr><td>8.45-9.50</td><td>P1</td></tr> <tr style="background-color: yellow;"><td>9.50-10.05</td><td>Break</td></tr> <tr><td>10.05-11.10</td><td>P2</td></tr> <tr><td>11.10-12.15</td><td>P3</td></tr> <tr><td>12.15-12.45</td><td>P4</td></tr> <tr style="background-color: lightgreen;"><td>12.45-13.15</td><td>Lunch</td></tr> <tr><td>13.15-13.50</td><td>P4</td></tr> </tbody> </table>	Y8/10		8.30 – 8.45	Arrive	8.45-9.50	P1	9.50-10.55	P2	10.55-11.10	Break	11.10-12.15	P3	12.15-13.20	P4	13.20-13.50	Lunch	13.50-15.00	P5	Y7/11/6th form		8.15 – 8.30	Arrive	8.45-9.50	P1	9.50-10.05	Break	10.05-11.10	P2	11.10-12.15	P3	12.15-12.45	Lunch	12.45-13.50	P4	13.50-15.00	P5	Y9		8.30 – 8.45	Arrive	8.45-9.50	P1	9.50-10.05	Break	10.05-11.10	P2	11.10-12.15	P3	12.15-12.45	P4	12.45-13.15	Lunch	13.15-13.50	P4	<b>M</b>	<b>KEB</b>
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<b>Student Arrival on site</b>	<b>M</b>	<p>Controlled entry to site using the student indicated entrance(s).  Start of the day will have a staggered arrival with each year group having a holding area:</p> <ul style="list-style-type: none"> <li>8:15-8:30 arrival – Year 7, 11, 12&amp;13</li> <li>8:30-8:45 arrival – Year 8, 9, 10</li> </ul> <p><b>Holding areas:</b>  Year 7 – Sports Hall  Year 8 – Sports Hall</p>	<b>L</b>	<b>JRW</b>																																																						

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Risk Rating H/M/L (after)	Monitored
		<p>Year 9 – Theatre  Year 10 – Atrium (coffee area)  Year 11 – Atrium (main area)  Sixth Form – Sixth Form Area</p> <p>In relation to face coverings Government guidance published on 26 August states, 'Nationwide, the government is not recommending face coverings are necessary in education settings generally because a system of control, applicable to all education environments, provides additional mitigating measures. Schools and colleges will have the discretion to require face coverings in communal areas where social distancing cannot be safety manage'. Students and Staff will not be asked to wear a face covering in communal areas. If parents/carers would like their child to wear a face covering whilst in the academy we will support their decision. Should Public Health England, instruct the academies to make the wearing of face masks mandatory we will follow their guidance in full. Where local restrictions apply face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.</p>		
<b>Classrooms</b>	<b>H</b>	<p>All desks will face the front of the class wherever possible</p> <p>Where classrooms, such as DT rooms have grouped tables children and staff will be expected to wear a visor  Students will be allocated a desk and remain in there throughout the lesson.</p> <p>Classrooms should be filled up from the back and exited from the front to avoid any cross</p> <p>Each classroom will have hand sanitiser and sanitising wipes available and it should be used at the start of each lesson. Inappropriate use of the sanitiser will not be tolerated</p> <p>A 2m teaching space will be identified in classrooms, to allow social distancing between teachers and pupils. Should teachers need to breach the 2m rule (e.g. Technology for safety reasons), there is an expectation that teachers adhere to the 1m + social distancing guidance.</p> <p>Doors must be left open and windows should be open where possible.</p> <p>Classrooms will be cleaned regularly during break times, lunch times and when a room is not in use.</p> <p>Pupils will be encourage not to share equipment. There will be times when the sharing of equipment may be necessary. Where sharing is unavoidable, equipment will be cleaned.</p>	<b>M</b>	<b>JRW</b>
<b>Computer Rooms or other shared facilities</b>	<b>H</b>	<p>Maximum number of students will be indicated on the door of each classroom.</p> <p>Cleaning after every use will be in operation</p>	<b>M</b>	<b>JRW</b>

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<b>One Way System</b>	<b>M</b>	Students will be instructed which stair to use, during the School day and at end of the day to avoid crossover. Corridors will operate a walk on the left-hand side and social distancing rules should be adhered to if two individuals are on the corridor at the same time. Where it is safe to do so corridor doors will be held open	<b>L</b>	<b>JRW</b>																					
<b>Dining Strategy</b>	<b>H</b>	<p>Pupils will be kept within their Year Group bubbles, with three Dining periods as a minimum introduced. Two Year Group Bubbles, to be served at the same time, but at different locations and no pupil interaction between each Year Group bubble. (Year Group bubbles to be kept separately). Queuing for lunches are clearly marked out. A one-way system is introduced and food disposal stations are clearly identified at the exit of the dining area. The dining area will be a fill up from the back to avoid any cross over.</p> <p>Break and Lunch Areas: Students will go directly to their break/lunch venue from their class. Toilets will be available and supervised by staff in or near students' venue. Year groups will remain separate. Venues will be cleaned after each year group has used it ready for another year group.</p> <table border="1"> <thead> <tr> <th>Year Group</th> <th>Break Venue</th> <th>Lunch Venue</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Main Atrium</td> <td>Main Atrium</td> </tr> <tr> <td>8</td> <td>Main Atrium</td> <td>Main Atrium</td> </tr> <tr> <td>9</td> <td>Theatre</td> <td>Theatre</td> </tr> <tr> <td>10</td> <td>Café Area</td> <td>Café Area</td> </tr> <tr> <td>11</td> <td>Café Area</td> <td>Café Area</td> </tr> <tr> <td>12/13</td> <td>Sixth Form Area</td> <td>Sixth Form Area</td> </tr> </tbody> </table>	Year Group	Break Venue	Lunch Venue	7	Main Atrium	Main Atrium	8	Main Atrium	Main Atrium	9	Theatre	Theatre	10	Café Area	Café Area	11	Café Area	Café Area	12/13	Sixth Form Area	Sixth Form Area	<b>M</b>	<b>JRW</b>
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<b>Leaving Site</b>	<b>M</b>	<p>To help ensure students remain in their Year bubble they will be dismissed by year group from 2.40pm. Students should leave the Academy via their given exit and ensure that they leave the school site and not mix with other year group bubbles. Students not to wait outside the school gate to ensure that year group bubbles are maintained. Transport provided by DCC for students will operate in the usual way with drop off in the morning and pick up in the afternoon being the same time.</p> <p>Student Exits:</p> <table border="1"> <thead> <tr> <th>Year Group</th> <th>Location to vacate the building</th> <th>Time (approximately)</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Bottom of the Y7 staircase</td> <td>2:40</td> </tr> <tr> <td>8</td> <td>Bottom of the 6th form staircase</td> <td>2:45</td> </tr> </tbody> </table>	Year Group	Location to vacate the building	Time (approximately)	7	Bottom of the Y7 staircase	2:40	8	Bottom of the 6th form staircase	2:45	<b>L</b>	<b>JRW</b>												
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		9	Bottom of the PE stairs.	2:50			
		10	Bottom of Art stairs	2:55			
		11	Student Reception	3:00			
		12/13	Main Reception	3:05			
<b>Behaviour expectations</b>	<b>M</b>	<p>Our usual expectations around behaviour remain in place and staff should log incidents (positive or negative in the usual way on Classcharts).</p> <p>There will be additional 'basic' expectations to our usual high standards of behaviour. These will encompass the need for good 'health and safety behaviours to prevent the spread of COVID-19'</p> <p>We expect students have full school uniform. The current situation may have provide added complications for buying new uniform for a September start. All students will be expected to have the correct trousers or skirt, shirt and shoes.</p>				<b>L</b>	<b>KER</b>
<b>Contingency Planning to Provided Continuity of Education in the case of a Local Breakout</b>	<b>M</b>	<p>If a student falls ill at school with a new continuous cough or a high temperature, or has a loss of or change in their normal sense of taste or smell, they will be required to wear a mask and be isolated until a parent is able to collect</p> <p>Parents/carers will be contacted and advised to contact NHS 119.</p> <p>We expect all parents/carers to order and carry out a test as soon as possible.</p> <p>Where we have become aware of anyone who has tested positive for COVID-19. We will follows the infectious disease control policy and contact the local health protection team immediately who will carry out a rapid risk assessment.</p> <p>Should the local public health team apply a year group or whole school closure we will inform parents as soon as possible via letter, social media and the website.</p> <p>Whether students are absent due to a localised lockdown, self-isolation or other absence, there will be an expectation that all students will be expected to continue learning through the Virtual Learning Environment or if online learning is not possible, then paper resources will be made available.</p>				<b>L</b>	<b>KER</b>
<b>On site protocols</b>	<b>L</b>	<p>Hand washing and sanitizing of hands should be carried out regularly.</p> <p>Hand sanitiser provided at each classroom and pupils to sanitize before and after each lesson Maintain a 2m distance at all times, where this is not possible ensure that sufficient protective equipment is used.</p>				<b>L</b>	<b>JRW</b>