



A. Outline of activity or task to be assessed:

Area: Reopening risk assessment – Covid 19

Site: Severndale Specialist Academy

Date of Assessment: August 2020

Date for Re-assessment: September 2020

Assessors: Sarah Downes

Signatures:

Managers: Tracey Mullinder

Signatures:

Hazard is something with the **potential** to cause **harm**.

Risk (R) is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

* **Damage means ‘Damage to plant, property or environment’.**
If computed figure is close to each boundary i.e. 40 or 60 re-appraise after implementation of improvements/new practice or safe systems. Always err on the side of caution!

B. Risk matrix - This section is used for guidance to complete section C.

	No Injury	Damage*	Minor Injury/ill Health	Over 3 Day Injury/ill Health	Major Injury/ill Health	Fatality	
	1	2	4	6	8	10	
Likely/Frequent	10	10	20	40	60	80	100
Probable	8	8	16	32	48	64	80
Possible	6	6	12	24	36	48	60
Remote	4	4	8	16	24	32	40
Improbable	2	2	4	8	12	16	20

Low Risk = Up to 40

Medium Risk = 40 - 60

High Risk = 60 - 80

Very High Risk = 80+

Priority of Action

Very High 80+ Will require urgent & immediate action - possibility of stopping work until additional control measures are in place.

High 60 - 80 Action required either immediate or short-term to alleviate risk.

Medium 40 - 60 Action required medium to long-term depending on whether high or low in range.

Low Up to 40 Action may be required long-term or for other service reasons but not essential.

Likelihood (Probability) (P)	X	Severity (S)	
Likely/Frequent - Occurs repeatedly / event only to be expected.	10	Fatality	10
Probable - Not surprised. Will occur several times.	8	Major Injury/ill Health	8
Possible - Could occur sometimes.	6	Over 3 day Injury/ill Health	6
Remote - Unlikely though conceivable.	4	Minor Injury/ill Health	4
Improbable - So unlikely that probability is close to zero.	2	Damage *	2
		No Injury	1

C. Use information from section B to identify level of risk for each hazard

What are the Hazards?	Who might be harmed	What are you already doing (Existing Controls)	Risk Level Low/Med / High	What further actions are necessary	Residual Risk Level Low/Med / High	Action	
						Who	When
1 Lack of social distancing in the classroom	Staff Students Wider community	<p>Remove excess furniture and resources to increase the classroom space.</p> <p>Resources and activities will be planned to reduce shared contact and individual learning.</p> <p>Students to use the same desk on a daily basis.</p> <p>Students to use the same peg on a daily basis.</p> <p>Interactions to be carried out a distance where possible.</p> <p>Teachers, TA's and PSA have to work with the same students throughout the day.</p> <p>Staff can remain at adult height and not at child level for interactions, unless there is a need, PPE is available.</p> <p>Maintain a good standard of handwashing throughout the day. Overcrowding at hand wash stations to be managed by staff and social distancing to be encourage at all times.</p> <p>Maintain culture of 'catch it, bin it, kill it' tissues and bins available in all classrooms.</p>	High	<p>Site to assist with the removal and storage of excess furniture. Resources not to be shared, they must remain within the zone.</p> <p>Class staff to label desks.</p> <p>Class staff to label pegs.</p> <p>PPE to be available for staff where social distancing cannot be maintained (see PPE guidance)</p> <p>Department Leads/Coordinators (DL's/DC's) to ensure consistency across their departments.</p> <p>Teachers to inform site services, via parago system, if stocks of soap and paper towels need replenishing.</p> <p>Posters to be disseminated to classes.</p>	Medium	<p>Site Services</p> <p>Teachers/TA's</p> <p>Teachers/TA's</p> <p>CH</p>	<p>PD days</p> <p>w/c 31.08</p> <p>w/c 31.08</p> <p>w/c 31.08</p>

			<p>Enhanced cleaning must continue throughout the day, products are available in all classrooms. Cleaning products to be locked away when not in use. COSHH risk assessments completed for the products and shared with staff.</p> <p>Ensure good ventilation by opening windows and doors where appropriate and safe to do so.</p> <p>Quiet rooms are for a maximum of two people at a time (1 student and 1 member of staff).</p>		<p>Staff to support students to understand the importance of handwashing, Makaton posters available to be displayed in class. Hand wipes to be purchased for complex and PMLD groups.</p> <p>DL's/DC's and class staff should identify adequate break out space for students within the zone.</p> <p>Face masks to be worn, where appropriate, for secondary age students.</p>		<p>SD</p> <p>SD</p>	<p>w/c 31.08</p> <p>w/c 31.08</p>
2	Lack of social distancing using toilets/hygiene rooms and poor hygiene resulting in direct and indirect transmission of the virus	<p>Staff</p> <p>Students</p> <p>Wider community</p>	<p>PSA/MDC to support toileting socially distanced. PPE available.</p> <p>Staff carrying out personal care must follow the PPE guidance.</p> <p>Hand washing to be encouraged. Overcrowding at hand wash stations to be managed by staff and social distancing to be encourage at all times.</p> <p>Hand sanitiser to be used. Overcrowding at hand wash stations to be managed by staff and social distancing to be encourage at all times.</p> <p>Two contract cleaners will be onsite between 09:00-15:00 to clean across the academy, cleaning hot spots and toilets/hygiene rooms throughout the day,</p>	High	<p>Classes to use the same toilets within their zones.</p> <p>Staff to ensure they have watched the video, on the academy website, and understand how to correctly don and doff PPE.</p> <p>If more stations are required staff are to inform Sarah Downes, via email, as soon as possible.</p> <p>Contract cleaners to be issued with radios. Disseminate the deep clean checklist to all cleaning team in the event of a suspected case of Covid</p>	Medium	<p>SD</p>	<p>w/c 31.08</p>

			<p>as part of the enhanced cleaning procedure.</p> <p>Site cleaning team onsite 15:00-18:00 to clean site.</p> <p>Toilet seats to be closed prior to flushing.</p>		<p>19.</p> <p>Signage to be used in all toilets as a reminder.</p>		CH	w/c 31.08
3	Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	<p>Staff</p> <p>Students</p> <p>Wider community</p>	<p>Staggered playtimes and/or allocated play areas.</p> <p>Reduced playtime equipment.</p> <p>Games to be discussed which encourage social distancing.</p> <p>Staff supervision throughout, actively encouraging and insisting on social distancing.</p> <p>Hand wash facilities installed on the playgrounds staff and students to wash hands prior to re-entering the building.</p> <p>Staff rooms have had material chairs removed. Seating is arranged to encourage social distancing.</p> <p>Staff to use disinfectant to wipe down tables, chairs and equipment after use.</p> <p>Staff to use outdoor spaces on lunch breaks.</p>	High	<p>DL's/DC's to work with staff teams to allocate spaces.</p> <p>Site to remove and safely store equipment not in use if required.</p> <p>DL's/DC's to rota staff across the week and explain expectations.</p> <p>Site to maintain the hand wash facilities on a daily basis.</p> <p>Site to source additional outdoor seating/ picnic benches.</p>	Medium	<p>DL's/DC's</p> <p>DL's/DC's</p> <p>Site services</p>	<p>w/c 31.08</p> <p>w/c 31.08</p> <p>w/c 07.09</p>
4	Lack of social distancing in the dining room	<p>Staff</p> <p>Students</p> <p>Wider community</p>	<p>PMLD students to have lunch in their classrooms, staff to wear PPE whilst assisting with feeding (if social distancing cannot be maintained).</p> <p>Lunchtime period extended to allow for more 'sittings'.</p>	High	<p>PSA/MDC to sanitise tables and chairs in-between use. DL's/DC's to</p>	Medium	DL's/DC's	w/c 31.08

			<p>Hands must be washed before and after eating. Overcrowding at hand wash stations to be managed by staff and social distancing to be encourage at all times.</p> <p>Let's Dine comply with the guidance for food businesses on Coronavirus. Let's Dine staff to wear PPE including gloves and a mask/visor.</p> <p>Students to be seated 2 meters apart.</p> <p>PSA/MDC to ensure students remain seated and serve the food to the students at the table. No students to move around the dining hall. Plates and cutlery to be disposed of on behalf of the students.</p>		<p>ensure all staff are aware.</p> <p>PSA/MDC and TA's to promote good hand washing.</p> <p>Risk assessments received and agreed from Let's Dine.</p> <p>DL's/DC's to ensure everyone is aware of the procedure.</p>		DL's/DC's	w/c 31.08
5	Lack of social distancing in the corridors resulting in direct transmission of the virus	Staff Students Wider community	<p>One way system in place, keeping to the left.</p> <p>Social distancing signage in place throughout the corridors.</p> <p>Students and staff to have limited movement around the academy.</p> <p>Two contract cleaners will be onsite between 09:00-15:00 to clean hot spots throughout the day, as part of the enhanced cleaning procedure.</p> <p>Doors to be open along the corridor, with the exception of the Paxton lock doors. This will reduce hot spots on the handles and increase ventilation. Doors will automatically close in the event of a fire.</p>	High	<p>Staff and students to practise walking in the corridor, socially distanced, when retuning in September.</p> <p>Contract cleaners to be contacted for assistance on the radio.</p>	Medium	DL's/DC's	w/c 31.08
6	Risk of spreading the virus due to	Staff Students	Follow the pupils individual behaviour management plan (IBMP).	High	Link with the Behaviour Lead on strategies for pupils and to ensure	Medium	Teachers/ TA's	w/c 31.08

	close contact with students and interventions	Wider community	<p>Follow students Manual Handling Plan.</p> <p>Staff to follow academy PPE guidance for close contact work with pupils, including personal care.</p> <p>Handwashing and sanitising protocols to be followed.</p>		<p>staff are not at risk.</p> <p>Link with MH trainer's onsite to discuss use of PPE when moving/handling loads and students.</p>		Teachers/TA's	w/c 31.08
7	Risk of spreading virus due to poor hygiene resulting in direct transmission of the virus	Staff Students Wider community	<p>Hand sanitiser stations across the academy. Overcrowding at hand wash stations to be managed by staff and social distancing to be encourage at all times</p> <p>Stock levels are closely monitored and ordered in large quantities.</p> <p>Time for hand washing built into the 2020-21 timetables, throughout the school day.</p> <p>Hand wash facilities in all classrooms.</p> <p>Hand wash facilities available on the playgrounds and corridors.</p> <p>Handwashing/ sanitising on entry to the academy, before and after break, before and after lunch, leaving the academy, using the toilets and after coughing/sneezing.</p> <p>PPE available for staff and students.</p> <p>Waste disposed of correctly.</p> <p>Protocol in place for dealing with suspected and confirmed cases (detailed in this risk assessment).</p>	High	<p>Videos and posters used as a reminder of correct hand washing procedures.</p> <p>Hygiene to be built in to the PSHE curriculum.</p>	Medium	Teachers/TA's MH/DL's/D C's	Ongoing September 2020

8	<p>Suspected case of Covid 19</p> <p><i>Falling ill whilst at the academy:</i></p>	<p>Staff Students Wider community</p>	<p>Anyone who develops symptoms of Covid 19 or whose household member develops symptoms, should immediately self-isolate. They should not attend school.</p> <p>Parents/carers/staff should notify the academy of an absence by telephone.</p> <p>Direct parent/carer/staff member to stay at home guidance.</p> <p>Advise the person reporting the absence to arrange for a test as soon as possible.</p> <p>Whilst waiting to be collected pupil of staff member to be moved to the quiet room. For admin, finance, IT or site staff the member of staff should be moved to the meeting room in reception. Windows should be open in isolation rooms where possible. If it is not possible to isolate 2 meters distance must be maintained at all times.</p> <p>If visiting the bathroom whilst awaiting collection a separate bathroom should be used where possible, this must then be disinfected.</p> <p>PPE must be worn by staff supporting a person with suspected Covid 19 if a 2 meter distance cannot be maintained.</p> <p>Everyone must wash their hands or use hand sanitiser after any contact with someone who is unwell.</p> <p>The area must be cleaned down with normal house hold bleach to prevent the possible spread of infection.</p> <p>Incident to be recorded by Sarah Downes</p>	High	<p>Record should be kept using Shropshire Councils suggested template.</p> <p>If student/staff member is unable to access a test the academy has a small number of tests and can arrange for this to be delivered.</p> <p>Staff falling ill whilst at the academy, if well enough to drive themselves should follow the flow chart procedure. HR to disseminate the flow chart to staff and ensure they understand the process.</p> <p>Class staff to inform contract cleaners that assistance is required.</p> <p>Contract cleaners to be contacted for assistance and deep clean checklist to be followed.</p>	Medium	<p>SEN admin</p> <p>Site services</p> <p>HR</p>	<p>From 04.09</p> <p>When required</p> <p>w/c 31.08</p>
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			<p>using Shropshire Council's template.</p> <p>Personal waste from individuals with symptoms and waste from cleaning should be put into a rubbish bag, this must be placed in a second bag and tied. This should be stored securely and not placed in the communal waste until negative tests are known, or where the waste can be stored for 72 hours.</p>		<p>Site services to mark out secure area in the bin store.</p>		<p>Site</p>	<p>w/c 31.08</p>
9	<p>Confirmed case of Covid 19</p>	<p>Staff Students Wider community</p>	<p>Sarah Downes will work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child falling ill.</p> <p>All direct close contacts will be excluded from school and advised to self-isolate for 14 days.</p> <p>Advice letter from the contact tracer will be sent to contacts and their families.</p> <p>The academy will work with Shropshire Public Health on communication to staff and students.</p>	<p>High</p>	<p>DL's/DC's to provide lists of staff and students to Sarah Downes for the following:</p> <ul style="list-style-type: none"> - lunchtime dinner sittings - playground rotas and staffing - any information that would be required as part of tracing <p>Tracey Mullinder, link to professionals, to request visiting professionals inform Sarah Downes, via email, dates they are visiting pupils, to be used as part of tracing.</p> <p>Transport to provide list of transport 'bubbles' to Sarah Downes.</p>	<p>High</p>	<p>DL/DC</p> <p>TM</p> <p>Transport</p>	<p>w/c 31.08</p> <p>w/c 31.08</p> <p>w/c 31.08</p>
10	<p>Possible outbreak – defined as two or more cases from the same site within 14 days</p>	<p>Staff Students Wider community</p>	<p>The academy will notify the Health protection team in Public Health England and Shropshire Council public health team.</p> <p>A further risk assessment will be</p>	<p>High</p>	<p>The Outbreak Action Plan needs to be updated by the Senior Leadership Team and published on the website.</p>	<p>High</p>	<p>SLT</p>	<p>w/c 31.08</p>

			undertaken and an action plan including control measures, test and trace and communicating the outbreak with the Severndale community.					
11	Geographical community outbreak	Staff Students Wider community	The academy will work with Shropshire Councils Incident Management Team (IMT) and would follow their outbreak management steps.	High	The Outbreak Action Plan needs to be updated by the Senior Leadership Team and published on the website.	High	SLT	w/c 31.08
12	High risk groups Clinically vulnerable Clinically extremely vulnerable Pregnant staff BAME groups	Staff Students Wider community	All staff and students are able to return to work, shielding ceased on 01.08.20 The academy follows the prevention measures to ensure the academy is Covid Secure: 1. minimise contact with individuals who are unwell by ensuring those with symptoms do not attend school. 2. clean hands thoroughly more often than usual. 3. ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach 4. introducing enhanced cleaning 5. minimise contact between individuals and maintain social distancing 6. where necessary wear appropriate PPE	High	Staff health, safety and wellbeing questionnaire disseminated 27.08.20 results will inform individual staff risk assessments. Covid measures added to Maternity risk assessments. Where a pupil is unable to attend their setting, due to clinical or public health advice the academy will arrange access to remote education (via zoom) and monitor attendance. DL/DC to identify any students in their departments and inform SLT.	Medium	SD and HR DL/DC's SLT	w/c 31.08 w/c 31.08
13	Staff – awareness of policies and procedures	Staff Students	The academy has three PD training days before the full reopening to refresh skills and knowledge. The academy policies are all available on the shared network, staff are encourage to read the policies and seek further clarity if unsure. The process for reporting safeguarding concerns is visible in all rooms, staff should familiarise themselves with the process and	Medium	A H&S help sheet will be disseminated to all staff by 04.09.20	Low	SD	w/c 31.08

			the academy's Designated Safeguarding Leads (DSL's)					
14	Maintaining high levels of communication	Staff Students Parents/carers	<p>The academy will continue to use the home-school books for daily communication. Hands will be washed before/after handling the books.</p> <p>The Principal will continue to regularly update parents/carers via a letter. This will continued to be emailed out to parents with email addresses. Hard copies will be posted to those without.</p> <p>The academy website is regularly updated with the latest news stories and useful information.</p> <p>The academy Facebook page and Instagram accounts will continue to post good news stories from across the academy.</p>	Medium	The academy will send data collection sheets home within the first week of term to confirm the contact information for pupils on file is up to date and correct.	Low	SEN administrators	w/c 31.08

If more hazards are identified please add more boxes

- shared sports equipment will need to be disinfected, where this is not possible equipment will need to left for 72 hours in-between use
- transport risk assessment will cover the hazards related to arriving and leaving the academy site
- Activity and classroom risk assessments will cover updated Covid measures