

Risk assessment form: To identify and manage hazards in opening the Academy to additional students during the COVID-19 pandemic.

School	St Augustine Academy	Name of assessor/s	Woodard Trust, H and S committee, Senior Team, Site Team	Date Completed	Final: 27/08/2020 – Original addition
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Review Date	As and when new guidance is available or additional pupils attend school Updated 01 st March 2021	Area	North and West block buildings
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What is the hazard?	Who might be harmed?	How might people be harmed?	Risk Rating with no controls			Existing risk control measures	New risk rating (Residual)			Additional controls (if required)	Action/monitored by whom?	Action/monitored by when?
			C	L	R		C	L	RR			
Spread of Covid-19 Coronavirus	Staff Pupils Parents Visitors to your premises Contractors /suppliers	Covid-19 and the variants of is a new illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.	5	4	H 20	<p>Hand Washing Hand washing facilities with soap and water in place. Stringent hand washing taking place. All employees/pupils informed to wash their hands as they enter the Academy, during breaks and when visiting the toilet</p> <p>Employees/pupils reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying. Reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Individual bottles available for all staff.</p> <p>Antibacterial wipes available for all staff.</p> <p>Cleaning GOV-UK Covid-19 cleaning in non-health care settings circulated and adhered to</p> <p>A day cleaner is in place for daytime cleaning</p> <p>COVID -19 new protocols: Cleaning in non-healthcare setting protocols First Aid protocols</p> <p>New covered yellow bin in each classroom. Current day cleaner will ensure bins for tissues are emptied throughout the day.</p> <p>Fogging device available to respond where a positive case is identified in the Academy. Bleach will be used to help clean surfaces if required.</p>	5	1	M 5	<p>5 additional Gel sanitiser stations for each building.</p> <p>3 Porta wash facilities to increase hand washing facilities and help with all staff and students washing hands at the start of the day.</p> <p>Wall mounted gel sanitisers near each room.</p> <p>Senior team and student managers on call rota duty will regularly monitor hand washing and toilet areas</p> <p>Teaching All students should be provided with basic equipment from their parents / Academy to provide individual exercise books and text/revision books – to reduce sharing equipment between students.</p> <p>Guidance to be followed around the cleaning and time frames to leave shared equipment untouched</p>	<p>Site Manager to ensure sanitiser and wash facilities are checked and replenished.</p> <p>On call duty team</p> <p>Year teams Subject leaders SLT duty teams</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>

				<p>Social Distancing Aim: To ensure students receive a balanced curriculum and at the same time reduce contacts and maximise distancing between those in school.</p> <p>Staff All staff to adhere to social distancing protocols. (2m) Teacher in the classroom to remain socially distance in taped zone. Teacher assistants advised to use PPE face coverings and /or screens if working closely with students. Staff reminded the 2m distance rule applies between adults as well as between adults and children.</p> <p>Ventilation</p> <ul style="list-style-type: none"> • Doors to be propped open but to be closed by teachers/cleaners/site team on an evening. Windows open for ventilation. Roof vents opened for continuous circulation. • No exit to be blocked to ensure the door opening does not cause a fire hazard* • Opening windows as reasonable to limit thermal impact but also open windows in between use when unoccupied. (Communicate with staff to ventilate reasonably where possible). • Additional checks on settings of any AHUs and mechanical air systems to maximise use of fresh air and on-off times including during periods when not occupied. • Opening internal doors (Without compromising fire door safety) • Allowing relaxation of dress code to allow additional clothing to offset reduction in temperature. • Windows to be opened more fully during breaks to allow some purging of the air inside any rooms in use. 		<p>Students Staggered start for different year groups</p> <p>The staggered starts will help with social distancing between year groups and help spread of the number of students using public transport at the same time.</p> <p>Parents can ask for siblings to arrive and leave at the same time, but they still must go to allocated zone.</p> <p>Students to wear full uniform as normal with the understanding with the windows open if it gets cold they may need to wear additional layers including the Academy jumper.</p> <p>Year groups allocated zones in the Academy and to form year group 'bubbles'</p> <p>All classrooms forward facing desks.</p> <p>Different times and zones at break and lunch.</p> <p>Canteen not in use – students encourage to spend breaks outside.</p> <p>Students allowed to eat in their allocated zone but encouraged to spend their breaks outside.</p> <p>Larger bins in place in the classroom</p> <p>Different year group's bubbles allocated different computer rooms.</p> <p>SEND students: ARC students in different year groups allocated different safe areas</p> <p>COVID 19 risk assessments will be provided by all educational centres who have St Augustine Academy dual rolled: MMAP and Kent Health Needs.</p> <p>Staff Tutor bases and most offices too small to meet students. - Staff rooms allocated for student LSU space / small group tuition. - Main hall provided as testing area for mass testing arrangements – see separate risk assessment. New staff room allocated to the build it area in the West block to allow for appropriate social distancing and ventilation.</p>		<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>Pastoral teams Subject leaders</p> <p>On-going</p> <p>SLT duty team</p> <p>On-going</p> <p>On-going</p>
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L = Likelihood

C = Consequence

R = Risk rating

RR = Residual risk rating