

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
--------	----------------------	--------------------	--	----------------	-------------------

Review Date	As and when new guidance is available or additional pupils attend school	Area	North and West block buildings
-------------	--	------	--------------------------------

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 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>Gel sanitiser available in all classrooms in use. 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 Bleach will not be used due to health implications</p> <p>Covid -19 new protocols: Cleaning in non-healthcare setting protocols First Aid protocols</p> <p>Classroom doors propped open to reduce contact of handles and improve ventilation.</p> <p>New covered yellow bin in each classroom. Current day cleaner will ensure bins for tissues are emptied throughout the day. Deep clean conducted.</p>	5	1	M 5	<p>5 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>Senior team and student managers on call rota duty will regularly monitor hand washing and toilet areas</p> <p>Teaching specialised subjects. Year groups in in separate zones around the Academy will receive the majority of all their subjects in their zones to reduce the requirement for cleaning. PE - All students will receive outside PE lessons following strict rules sharing equipment. Additional changing areas are in place to allow for each year group to have a separate area. Students should use the toilet in their zones before going to the PE area. IT - Different year groups allocated different computer rooms and/or different weeks. Year 11 – will access the specialised areas (Food technology room not initially available due to an internal flood.) As it is only this year bubble again the requirement for cleaning is reduced. Initially Year 11 will only receive teacher demonstrations science whilst everyone adjusts to the new systems. All vocational / practical lessons will follow subject specific guidance.</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>September</p> <p>September</p>

						<p>Each year group zone will have a support area allocated. Inclusion room to be used by different year groups each day.</p> <p>All actions reduce contact between students and the need to clean rooms after each use. A second day cleaner is being sought to assist with daytime cleaning and this should be in place for October.</p> <p>*During term 1 we will embed the new zones. We will complete a teaching review, look at movement of students and mask usage. If there is no outbreak of COVID19 at the Academy during term 1 we will look to increase the controlled use of specialised areas with the associated increased movement of students.</p> <p>Enrichment, extra-curricular activities, and educational trips. Initially all extra activities have been cancelled to focus on embedding the new year bubbles and normal lessons after students missing several months of their education. This will be reassessed during term 1.</p> <p>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>September</p> <p>October</p> <p>Term 2</p> <p>September</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>Parents Will be informed weekly of any changes. All risk assessments and protocols and policy changes will be uploaded to the website. Parents will be advised their children in different year groups should maintain social distancing outside the Academy and wear masks if they travel on public transport.</p> <p>Students Bubble system changed – see new actions</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. Teachers informed of guidance through inset, weekly live video meetings and documents on the shared area.</p>	<p>Pastoral teams Subject leaders</p> <p>SLT duty team</p> <p>Pastoral year teams Subject staff</p>	<p>September</p> <p>September</p> <p>September</p>
						<p>Students Staggered start for different year groups at different entrances /exits. Y7 -Y9 8.30am – 2.30pm Y10 -Y11 9.30am - 3.30pm 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. Parents can ask for siblings to arrive and leave at the same time, but they still must go to allocated zone. 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. Majority of lessons in the same classroom with the teacher to move between zones not students. All classrooms forward facing desks. Different times and zones at break and lunch. Canteen not in use except to serve food. No breakfast services. New food serving system, with contactless card instead of fingerprint system, and second till position changed to allow quick</p>		

					<p>service. Students allowed to eat in their allocated zone. Larger bins in place in the classroom Different year groups allocated different changing areas each day. Initially only Y11 using specialised rooms. Different year groups allocated different computer rooms. Different year groups allocated different LSU space SEND students ARC students in different year groups allocated different safe areas 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 a base for staff to work- larger space. - Classroom allocated to training staff.</p> <p>Staff protocols have been updated with new social distancing rules. This includes when closer working with SEND students. Staff not adhering to social distancing will be warned and then disciplinary policy will be followed. Staff and students advised to wear additional layers for warmth if required rather than closing windows or doors.</p>	SLT/ Safeguarding	September
				<p>Ventilation 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*</p> <p>PPE Guidance advises that PPE is not a requirement in school except for:</p> <ul style="list-style-type: none"> • Children whose care already involves the use of PPE • If a pupil or member of staff becomes unwell with symptoms (protocol in place – see below) <p>Stock held in school which includes masks, plastic aprons, gloves, face shields</p>	<p>Parent and student guidance provided. All students will be expected to wear a face mask outside the classroom when in corridors and other communal areas. This includes the canteen, shared corridors, and toilet areas. We will support any student wanting to wear a face mask in the classroom We will support any member of staff wanting to wear a mask or face shield/ screen, especially if in regular close contact with students (SEND), or they or their family at higher risk of a serious COVID infection. Duty times will place the member of staff in the vicinity of many students. Protocol is to remain 2m apart. If the member of staff wants to, they can wear a face covering or a face shield. New isolation room will be the Chapel. There will be no other use for this space. It will be cleaned after use.</p>	Parents Guardians SLT on duty Staff	September

				<p>Symptoms of Covid-19 Protocol in place if anyone becomes unwell with symptoms for both Staff and Students. SLT notified immediately. Child /staff member to go home as soon as possible and advised to get a COVID test, inform the Academy and follow the stay at home guidance whilst they are ill or awaiting test results.</p> <p>If advised that a member of staff or pupil has developed Covid-19 and were recently on our premises then SLT will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Trust will be informed on all actions. Emergency COVID 19 test kits available if a family cannot arrange for their child to attend a test centre.</p> <p>Wellbeing and Welfare Staff: SLT will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. HR Officer monitoring and recording all absences. All appropriate training up to date. E.g. First Aid Work life balance is continually promoted. Free education support counselling line is available. Our safeguarding team now gain supervision support from Jane Bridgeman.</p> <p>Parents and students: Regular communication All information published on the website</p> <p>Health & Safety Checks and procedures continue as normal including fire procedures. Maintaining social distancing for routine maintenance.</p>	<p>Individual risk assessments based on possible risk and job role. *Supply staff and anyone working with large groups of students or staff should be asked the COVID 19 questionnaire and the external worker protocol should be followed.</p> <p>Library – students will not receive library lessons but provided with time slots to get/return a library book. Librarian desk fitted with Perspex screens. Protocol for use to be written.</p> <p>Each year group has a different allocated learning support area to work with a teacher assistant, tutor, or student manager. Pastoral support has changed from a Chapter based to a Year based system. This will provide more focused and intensive support within the year group bubbles, helping to reduce student anxieties’, monitor attendance, behaviour and academic performance.</p> <p>SLT additional planning time from 17th August Year 11 tuition from 17th August Computer licence scheme to start to help increase IT usage at home. Online learning to continue for students who have to isolate. Live lessons will be provided if whole class groups are asked to isolate by Public Health.</p> <p>Year group teams and teachers will focus on re-engagement of students. The curriculum and lessons will assist student to re-build knowledge. Online interleaving homework through our different packages including Hegerty, bedrock, Showbie and the socrative quiz system will be fully utilized.</p> <p>Additional tutoring will be organised to help students improve their basic skills and prepare for their GCSE exams.</p> <p>Fire drill new procedure. Walk through year group fire drills with no alarm. If fire alarm sounds all students and staff to leave as per normal. Students allocated year zones and line up in their tutor year group.</p> <p>Sports centre not used for hire at the present time</p>	<p>Principal/SLT Line managers</p> <p>SLT/Head of English/librarian</p> <p>Head of Year Student manager Tutor</p> <p>Teaching staff SLT</p> <p>Business manager</p>	<p>September</p> <p>September</p> <p>September</p> <p>September</p> <p>September</p>
--	--	--	--	---	---	---	--

								<p>Academy events. Open events are the only planned external visitor event. Two full days Friday (inset day) and Saturday. Full days with appointment slots provided. Risk assessment to be written including mask usage. No main hall talk, although presentation shown on both days. Reduced students used.</p> <p>Tours will take place after the open events. These will occur after students have left. They will be on Tuesday, Thursday, and Friday. Each tour will only have a maximum of 4 adults and two different families Initial parents' evenings will not take place with parents being offered appointment times through live video chat or phone. Please read in conjunction with the risk assessment the following protocols and guidance documents.</p> <p>Covid-19 Protocols for Parents/Guardians updated September 2020 Face guidance for Parents/Guardians Protocols for staff updated September 2020 External worker protocol</p>	SLT	September
--	--	--	--	--	--	--	--	--	-----	-----------

L = Likelihood

C = Consequence

R = Risk rating

RR = Residual risk rating