

## ACTIVITY RISK ASSESSMENT FORM

**TASKS UNDERTAKEN/ACTIVITY ASSESSED:** Operation of the school for teaching and learning

From September 2020 (Full opening)

RISK ASSESSMENT REF:

BAR 08

**LOCATION:** Barclay Academy - Version 8 as of 17<sup>th</sup> May 2021 - Work in Progress

HAZARDS IDENTIFIED	PERSON(S) AT RISK students/staff contractors/visitors	POTENTIAL HARM or LOSS	WORKPLACE PRACTICES RISK CONTROL PROCEDURES	Severity	Likelihood	Risk Factor	Acceptable	Additional Controls 0 to 5 no further action 6 to 11 consider action >12 Further actions MUST be implemented
				(1-5)	(1-5)	(S x L)	Y/N	
What can actually cause the harm or loss?  Most hazardous harm or loss first.	What can actually cause the harm or loss?  Most hazardous harm or loss first.	What would be the type of outcomes if the hazard was realised? Types of injuries. Types of damage.	Prioritise your controls 1. Can we eliminate the hazard? 2. Can we reduce the hazard or use something else?? 3. Can we control the hazard through an engineered solution: barriers/isolate? 4. Can we use administration controls: signage/ rules/ monitoring/training/emergency procedures? 5. What PPE is required? /Emergency processes?	From the grid below				What else can we do to reduce the risk to a lower level?
1 Direct and indirect transmission of the Covid-19 virus	Staff, students, visitors, contractors, Governors, Trust representatives	Infection with Covid-19 symptoms including but not limited to: Breathlessness Coughing Fever Fatigue Muscle cramps Major organ complications Fatality Loss of taste and smell	<ul style="list-style-type: none"> <li>The virus is now in general transmission so cannot be eliminated</li> <li>Reduction is through following Government, NHS, PHE and DfE guidance for each facet of operation, including the Government guidance for the full opening of schools issued on 2 July 2020</li> <li>Physical working practices from timetables, screens and social distancing to furniture placement will be implemented as detailed for each key area</li> <li>All stakeholders will be trained in</li> </ul>	5	2	10	Y	

			<p>the new practices and protocols, with regular reminders and signage displayed</p> <ul style="list-style-type: none"> <li>• PPE will be assessed for specific requirements and procured in accordance with risk assessment, PPE regulations and the Government guidance</li> <li>• Emergency response protocols in place for anyone suspected of developing symptoms in the day</li> <li>• Protocol for those feeling unwell before attending</li> <li>• Protocol for informing staff and students who have close contact with a potential case</li> <li>• Students and staff will receive twice weekly lateral flow tests. Barclay Academy will undertake the first three lateral flow tests in school and then home testing kits will be sent out.</li> </ul>					
2 Transmission - General controls			<p><b>The reduction in general transmission will be through:</b></p> <p><b>1. For staff and students:</b></p> <ul style="list-style-type: none"> <li>• Year groups 7 to 11 will be taught in bubbles, and allocated a zone in which the vast majority of their lessons will take place. Years 12 and 13 will form a KS5 bubble.</li> <li>• Washing of hands on arrival and departure, change of location, at breaks, and after any use of shared equipment</li> <li>• Movement around the school will</li> </ul>	5	2	10	Y	<ul style="list-style-type: none"> <li>• Staff allocated where possible to one bubble, taking into account the subject specific teaching and the consequent need to change teachers during the day</li> <li>• One-way systems to be planned</li> <li>• Agree all comms</li> </ul>

be significantly reduced, with the vast majority of lessons taught in a consistent classroom or zone. Students will only move where a specialist room is required. Each year group bubble will have separate classroom areas, as follows:

- Year 7 based in LA 1,2,3 and 4
  - Year 8 based in EN 1,2,3,4 and 6
  - Year 9 based in MA 1,2,3,4, and 5
  - Year 10 based in Sc 4,6,7, and 9
  - Year 11 based in HU 1,2,3,4, and 5
  - Years 12 and 13 will be based in the 6<sup>th</sup> form except for some specialist lessons
- There will be split break and lunchtimes in order to reduce pressure on the restaurant and outdoor areas and to keep the bubbles apart. KS3 will have an early break and lunch, and KS4 and KS5 a later break and lunch.
  - Students and staff will receive twice weekly lateral flow tests. Barclay Academy will undertake the first three lateral flow tests in school and then home testing kits will be sent out.

**2. Academy classroom arrangements will be amended to include: - see Section 17**

**3. School day arrangements and structures will be amended to include:**

- Each year group will have a

- dedicated entry and exit point to the school, with routes in and out of the school for each year group not crossing with others
- 8.30am – 3.05pm pm for all Year Groups.
  - Year 7 enter through the Front Gate, line up by the scout hut, and enter through the MFL doors
  - Year 8 enter through the Front Gate, line up in the playground, and enter through the doors between the lobby and the playground
  - Year 9 enter through the Fresson Road Gate, line up on the Playground, and enter through the Maths doors
  - Year 10 enter through the Fresson Road gate, line up on the Field, and enter through the Sci / Tech doors
  - Year 11 enter through the Fresson Road date, line up on the field, and enter through the back PE doors
  - Years 12 and 13 enter through the Front Gate, and into the 6<sup>th</sup> form
  - Lunches for Years 7, 8, and 9 will be between 11.50am and 12.40pm
  - Lunches for Years 10,11,12, and 13 will be between 12.40pm and 13.25pm
  - Cleaning of the canteen between 12.25 and 12.40pm
  - Breakfast club to be reintroduced after the first week, with appropriate social distancing
  - Changing classrooms will be minimised to avoid wherever possible large numbers of students moving around the

			<p>school at the same time</p> <ul style="list-style-type: none"> <li>- A one-way system will be introduced in corridors where appropriate</li> </ul> <p><b>4. Grouping arrangements will be for Year Groups to stay in the same classrooms wherever possible:</b></p> <p><b>5. Teaching staff</b></p> <ul style="list-style-type: none"> <li>• Teachers will be teaching across the bubbles to enable the Academy to deliver the curriculum effectively, but movement will be carefully managed, with use of one-way systems etc, and washing of hands between bubbles</li> <li>• Teachers must ensure they plan lessons that do not require practical equipment and that they can meet social distancing requirements</li> </ul> <p><b>6. Other</b></p> <ul style="list-style-type: none"> <li>- Staff training will be refreshed regularly</li> <li>- Communication to staff, students, and parents sent regularly on processes</li> </ul> <p><b>7. Ventilation</b> All classroom windows will be open throughout the day and pupils will be allowed to keep their coats on as the weather gets colder</p>					
3 Transmission of virus and exacerbation of current condition in students and staff			<ul style="list-style-type: none"> <li>• The individual staff risk assessments will be reviewed for all staff who were recorded as shielded on the previous staff questionnaire, and discussions</li> </ul>	5	2	10	Y	

identified as “Clinically extremely vulnerable” (shielded)			with those staff will review whether any accommodations need to be made for their returning to work					
4 Transmission of virus and exacerbation of current condition in students and staff identified as “Clinically vulnerable”			<ul style="list-style-type: none"> <li>The same approach as above will be taken</li> </ul>	5	2	10	Y	
5 Transmission of virus and exacerbation of current condition in BAME staff			<ul style="list-style-type: none"> <li>There is no official Government guidance on BAME staff. However, the same approach as above applies In addition we will contact all BAME staff, even if they are not on the clinically vulnerable or extremely clinically vulnerable list, to ascertain if any accommodations need to be made for their returning to work</li> </ul>	5	2	10	Y	
6 Transmission to householder who is designated as clinically extremely vulnerable			<ul style="list-style-type: none"> <li>We will assess such individuals. It is anticipated that staff will now be able to return to the school with reassurances put in place as appropriate, and advice given to follow the hygiene protocols and social distancing</li> </ul>	5	2	10	Y	
7 Transmission to householder who is designated as clinically vulnerable (including pregnant			<ul style="list-style-type: none"> <li>As above</li> </ul>	5	2	10	Y	

women)								
8 Minimising contact with individuals who are unwell at home			<ul style="list-style-type: none"> <li>Communications will be sent to parents and staff to emphasise that if their children or anyone in their household is symptomatic, then they must self - isolate, and not bring their child to school. Comms to include the testing process referred to below, and that the parent or member of staff must report the result of the test to the school asap</li> </ul>	5	2	10	Y	Comms to parents and staff
9 Minimising contact with individuals who become unwell at school - students			<ul style="list-style-type: none"> <li>Any student who becomes unwell at school will be sent home immediately and advised to follow the government Covid 19 guidance</li> <li>Whilst waiting for the parent to collect the student: <ul style="list-style-type: none"> <li>the student will be moved to the Welfare room where they can be isolated, with appropriate adult supervision as required.</li> <li>If they need to go to the bathroom whilst waiting, the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else</li> <li>Appropriate PPE will be worn by the member of staff looking after the</li> </ul> </li> </ul>	5	2	10	Y	

			<p>student if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> <li>- We will call 999 if we believe that the student is seriously ill</li> <li>- Staff will wash their hands for 20 seconds if they have been in contact with someone who has been unwell</li> </ul>					
10 Minimising contact with individuals who become unwell at school - staff/adults			<ul style="list-style-type: none"> <li>• If a staff member becomes ill, with a new, continuous cough or a high temperature, they will be sent home immediately and advised to follow the Government Covid 19 guidance</li> </ul>	5	2	10	Y	
11 Minimising transmission following an individual becoming unwell			<ul style="list-style-type: none"> <li>• Staff and students who are displaying symptoms will be sent home for a test. . The school will report to Public Health England any confirmed positive tests of students and staff in school <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a></li> <li>• <b>If more cases outside the bubble are detected, these will also be reported to Public Health England. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public</b></li> </ul>	5	2	10	Y	



*Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole bubble. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.*

- Staff and students who advise the school that they have symptoms will be given a copy of the Government self-referral guide
- Staff and students in such cases will be asked to book a test via the on-line portal
- <https://www.gov.uk/apply-coronavirus-test> Staff and students will remain in isolation at home until the test result has been received

			<ul style="list-style-type: none"> <li>• Staff must inform HR of the result of the test</li> <li>• Parents must inform the school of the results of the student's test</li> <li>• Where the student or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>• Where the student or staff member tests positive, they must self-isolate for 14 days</li> <li>• The other household members of that wider class or group do not need to self-isolate unless the student or staff member they live with in that group subsequently develops symptoms.</li> </ul>					
12 Transmission during travel to and from the site			<ul style="list-style-type: none"> <li>- The comms to staff and students will include reference to the Government travel guidance</li> <li>- The timetable has been adjusted to allow for staggered start and finish times, as per section 2 above</li> <li>- Staff are recommended to use personal cars, cycles, or walking as a means of transport where possible to the School</li> <li>- Face masks/coverings will be worn on public transport</li> <li>- Central team observe strict hygiene and social distancing</li> </ul>	5	2	10	Y	

13 Failure to socially distance during access, egress and transit around the school			<ul style="list-style-type: none"> <li>▪ Neither parents nor other external visitors will be allowed inside the school grounds. Parents and external visitors will have to phone or e-mail the school office. Parents will have to drop off and pick up their children at the school entrances.</li> <li>▪ When dropping off or picking up their children at the school entrances, parents will have to stay 2 metres from each other outside the school entrances, follow the one-way system, and wait on the yellow markings provided</li> <li>▪ Staff will wear a face mask/covering in communal areas and rooms where they cannot socially distance</li> <li>▪ One person only in the lift and buttons cleaned after each use by cleaning team</li> </ul>	5	2	10	Y	<ul style="list-style-type: none"> <li>• Mark out the areas where parents are to leave the students if they want to travel with them</li> </ul>
14 Failure to socially distance during breaks			<ul style="list-style-type: none"> <li>▪ Breaks and meal times in the canteens will be staggered during the day</li> </ul>	5	2	10	Y	<ul style="list-style-type: none"> <li>• Lay down the 2 metre yellow tape to reinforce the social distancing message</li> </ul>
15 Failure to socially distance during lunch Direct contact during lunch service			<ul style="list-style-type: none"> <li>▪ Staggered meal times and socially distanced queuing system at the canteen in the school,</li> <li>▪ Designated areas to sit</li> <li>▪ Hygiene of seating area and in-between settings cleaning</li> </ul>	5	2	10	Y	<ul style="list-style-type: none"> <li>▪ Catering supplier to apply appropriate protocols</li> </ul>

			<ul style="list-style-type: none"> <li>Schedule for handwashing and toilet use</li> </ul>					
16 Failure to socially distance during assembly/shared use spaces/staff room			<ul style="list-style-type: none"> <li>Face masks/coverings are to be worn by adults - students no longer have to wear a face mask</li> <li>Students will be allowed to wear a face mask/covering</li> <li>Lining up spaces to allow social distancing</li> <li>Limit occupancy of staff rooms</li> <li>Cleaning between sessions/periodic cleaning</li> <li>Protocol for items in fridge</li> <li>No shared direct contact items i.e. milk/protocol to make safe</li> <li>Signage to remind all</li> <li>Wipes/sanitiser next to kettle with reminders to wipe after use</li> <li>No shared food unless it is individually wrapped</li> </ul>	5	2	10	Y	
17 Failure to socially distance during classroom-based lessons			<ul style="list-style-type: none"> <li>Excess furniture will be removed from all classrooms, to allow desks to be spread out as much as possible, and to allow for easy cleaning and social distancing</li> <li>A zone, two metres away from the students desks, will be marked out for the teachers at the front of each room. As teachers will be moving between bubbles, it is essential for all staff to maintain 2 metre distance from others at all times</li> <li>Yellow tape on floor to indicate where students should sit and one - way system</li> </ul>	5	2	10	Y	

			<ul style="list-style-type: none"> <li>▪ Lining up spaces</li> <li>▪ Seating spaces facing forward</li> <li>▪ Allocated seating</li> <li>▪ Access to seating - one way</li> <li>▪ Use of individual only IT and other equipment</li> <li>▪ Spacing of desks</li> <li>▪ Floor markings</li> <li>▪ Access to handwashing facility</li> <li>▪ Appropriate ratio of staff</li> <li>▪ Signage</li> <li>▪ Windows and doors will be opened in order to ensure ventilation</li> <li>▪ Students are allowed to wear face masks/coverings</li> <li>▪ Staff to wear face masks/coverings where social distancing cannot be maintained</li> </ul>					
18 Failure to socially distance during practical based lessons			<ul style="list-style-type: none"> <li>▪ Limited practical based lessons</li> <li>Classrooms to be cleaned after use and before another new group arrives. Doors and windows will be opened in order to ensure ventilation.</li> <li>▪ Face masks/coverings are to be worn by adults in classrooms where social distancing cannot be maintained</li> <li>▪ Students will be allowed to wear a face mask/covering even though it is not compulsory</li> </ul>	5	2	10	Y	
19 Indirect contact via surfaces			<ul style="list-style-type: none"> <li>▪ The stock of Visors for staff on Reception will be replenished</li> <li>▪ Frequently touched surfaces are cleaned every lesson. Anti-bacterial wipes are available in every classroom.</li> </ul>	5	2	10	Y	<ul style="list-style-type: none"> <li>▪ Revised Cleaning schedule to be agreed</li> </ul>

20 Indirect contact via shared resources			<ul style="list-style-type: none"> <li>▪ Workstations and equipment allocated to one person or cleaned between sessions</li> <li>▪ No shared resources to be taken home</li> <li>▪ No sharing of items such as stationary</li> <li>▪ Cleaning of equipment that needs to be used for different year group bubbles e.g. Atlases / KS4 text books etc.</li> <li>▪ Pupils will be directed to clean/wipe down equipment used in PE lessons in outside or inside spaces</li> </ul>	5	2	10	Y	<ul style="list-style-type: none"> <li>▪ Revised Cleaners schedule for workstations and equipment to be agreed</li> </ul>
21 Sports/Changing rooms			<ul style="list-style-type: none"> <li>• Students will wear their PE kit on the day that they have core PE lessons, removing the need for changing rooms to be used</li> </ul>	5	2	10	Y	<ul style="list-style-type: none"> <li>• Review cleaners schedule for outside sports equipment</li> </ul>
22 Poor hygiene			<ul style="list-style-type: none"> <li>▪ Daily timetable will include provision for hand sanitising before and after each lesson</li> <li>▪ Hand sanitiser available in each classroom and in communal areas</li> </ul>	5	2	10	Y	Staff will be trained / provided with correct cleaning equipment to clean down classrooms between lesson change overs if there are not sufficient cleaners available to do so
23 Contact or transmission via delivery drivers			<ul style="list-style-type: none"> <li>▪ Delivery drivers will not be allowed onto the school premises. The School Receptionist will come to the School Entrance to collect deliveries</li> </ul>	5	2	10	Y	
24 Transmission where social distancing is not possible such as welfare emergency			<ul style="list-style-type: none"> <li>▪ PPE only to be identified, procured, issued and training given for: “children, young people and students whose care routinely</li> </ul>	5	2	10	Y	<ul style="list-style-type: none"> <li>• Stock of PPE to be replenished for those staff who have medical responsibilities in</li> </ul>

			<p>already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way”</p> <p>“a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then an apron and a face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn”</p>					looking after children
25 Poor housekeeping and inappropriate cleaning standards			<ul style="list-style-type: none"> <li>▪ Protocols and Covid-Secure commitment from cleaning contractors</li> <li>▪ Cleaning contractors to follow their own professional guidance issued by the Government and that of the most up to date version of the document Covid-19: Cleaning of non-healthcare settings guidance</li> <li>▪ Protocols for cleaning toilets, handwashing facilities, catering, workshops, labs, furniture</li> <li>▪ Bin removal and clinical waste management (tissues)</li> <li>▪ It is for the cleaners to clean the school, not the teachers. We</li> </ul>	5	2	10	Y	▪

			<p>have received feedback from teachers that they would appreciate having a pack of antibacterial wipes that they can use e.g. to wipe down their work station after they have finished their lessons in a classroom. We will replenish the stock wipes</p> <ul style="list-style-type: none"> <li>▪ Covid 19 Secure commitment obtained from the cleaners Nightingale, and on display in Reception</li> </ul>					
26 Transmission of Covid 19 while using shared areas for breaks			<ul style="list-style-type: none"> <li>▪ Staff should only use shared areas if absolutely necessary and for as little time as possible</li> <li>▪ Chairs and desks layout changed to enforce social distancing</li> <li>▪ Specific advice on display in shared areas on protocols</li> <li>▪ Doors and windows will be opened in order to ensure ventilation.</li> <li>▪ Face masks/coverings will be worn by staff/adults if social distancing cannot be maintained.</li> </ul>	5	2	10	Y	Signs to be displayed in all shared areas
27 Inappropriate facilities management			<ul style="list-style-type: none"> <li>▪ Mandatory and statutory testing to be continued</li> <li>▪ Protocols and Covid-Secure commitment from facilities contractors</li> <li>▪ All relevant mandatory and statutory testing and recording is completed</li> <li>▪ Good ventilation maintained, windows open as a standard</li> <li>▪ Water system maintained in good health</li> <li>▪ Doors propped open where possible and not contravening fire</li> </ul>	5	2	10	Y	

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			or safeguarding strategy					
28. Public exams and mock exams			<ul style="list-style-type: none"> <li>▪ Invigilators are trained with implementing the risk assessments</li> <li>▪ Social distancing in place</li> <li>▪ Special access rooms are set up to allow social distancing</li> <li>▪ Windows will be opened in order to ensure ventilation.</li> </ul>	5	2	10	Y	
29. Withdrawal from lessons for interventions or IR			<ul style="list-style-type: none"> <li>▪ IR layout needs to ensure pupils are 2m apart if they are in different bubbles</li> <li>▪ 1 to 1 meetings (counselling, careers guidance, option interviews) must either be completed on teams or ensure the pupil and staff member are 2m apart</li> </ul>	5	2	10	Y	
30. Communication with students and families			<ul style="list-style-type: none"> <li>▪ Tutor time is used to regularly revisit key messages about hygiene and social distancing</li> <li>▪ Families receive regular school updates and advice as DfE directives change and lockdown measures are in place or the Tier 2 rota system is initiated</li> </ul>	5	2	10	Y	
31. Parent evenings and option process for Year 9 and 12			<ul style="list-style-type: none"> <li>▪ Meetings to be held on line rather than face to face</li> <li>▪ Any face to face meetings will take place in a socially distanced manner</li> </ul>	5	2	10	Y	
32. Admissions			<ul style="list-style-type: none"> <li>▪ Casual admissions are inducted into the Covid risk assessment expectations</li> <li>▪ Meetings will be undertaken on line wherever possible.</li> </ul>	5	2	10	Y	

			<ul style="list-style-type: none"> <li>Face to face meetings will take place in a socially distanced manner</li> </ul>					
33. Mental Health			<ul style="list-style-type: none"> <li>Emotional well-being lead in place and mental health first aid course completed</li> </ul>	5	2	10	Y	

FOR CALCULATION OF RISK FACTOR FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES									
SEVERITY					LIKELIHOOD				
5	4	3	2	1	5	4	3	2	1
FATAL	MAJOR INJURY	MEDIUM INJURY	MINOR INJURY	TRIVIAL/NO INJURY	LIKELY	PROBABLE	POSSIBLE	REMOTE	HIGHLY UNLIKELY
<i>Fatality - RIDDOR</i>		<i>Major - Fracture/Amputation - RIDDOR</i>			<i>Medium - Significant sprain/Digit fracture/Significant burn - possible RIDDOR</i>		<i>Minor - Minor sprain/Small burn</i>		<i>Trivial/No injury - Scratch</i>

**AUTHORED BY:** Matthew Laban / Samantha Green **DATE:** 17<sup>th</sup> May 2021 **REVIEW DATE:** Ongoing