

COVID-19 SPA Risk Assessment - V5 - 6th January 2021

The health, safety and well-being of all colleagues is of utmost importance to NCC, and of course to us all at the Sewell Park Academy. We are keeping up to date with the latest information from Public Health England on COVID-19 and will continue to put strategies in place to ensure that the risk is effectively managed on their advice. This guidance is one of a series that supports setting leaders and managers in the management of the health and safety risks at this time.

All latest additions and changes from 1st January are highlighted

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This guidance and risk assessment should be read in conjunction with:

- [COVID 19 – Educational Settings Risk Assessment – implementing the recovery plan.](#)

Legionella Control and Water Hygiene

Item	Control measures
Checks of hot water and cold water systems	<p>Schools increasing operational capacity or re-opening should follow their usual water system building management procedures as they would at the end of the summer holidays.</p> <p>Chlorinating and flushing water systems may not be necessary if the system has remained operational through routine flushing. Contact your legionella contractor who will advise on the action required. If a full system flush is required but not immediately available seek advice on alternative options.</p> <p>Do not drain down hot or cold water systems.</p> <p>Water system stagnation can occur due to lack of use, increasing legionella risk. Carry out weekly flushing and temperature monitoring of any outlets that have become seldom used due to reduced occupancy.</p>

Drinking water	<p>Keep water temperatures within limits recommended by the legionella risk assessment. Check hot water generation for functionality and if required, temperature.</p> <p>If it has not been possible to maintain system throughput of water from routine flushing to all outlets or a competent person has not tested the water and provided satisfactory bacterial test results, the water may not be safe to drink. In these circumstances, you should supply bottled drinking water until a thorough flushing and chlorination can be undertaken by a water treatment specialist.</p> <p>Learners will be asked to bring drinks from home and not to obtain water from school taps or water fountains. Staff should avoid using communal drink-making equipment, and should instead bring in drinks from home.</p>
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Gas Safety

Isolation of gas supplies	<p>Do not isolate gas supplies to boilers and hot water generation.</p> <p>To avoid the risk of leaks and build-up of gases, isolate gas supplies where not in use, e.g. in kitchens, science labs and prep rooms, design and food technology classrooms. Otherwise, gas services should remain in normal operation.</p> <p>Continue normal planned gas safety checks including gas detection and/or interlocking.</p>
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Fire Safety

Fire evacuation procedure	<p>All procedures to be carefully discussed with staff and learners. Fire drills should continue to be held as normal with social distancing measures in place.</p> <p>Fire procedures to be reviewed and outlined to all staff in CPD in September. Fire procedures outlined for partial reopening (students of critical workers & vulnerable students)</p>
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Fire alarms, emergency exits, storage	Overall Fire procedure to be as present procedure. Site to be checked to ensure that newly erected fencing does not hinder the evacuation routes
Unoccupied areas	<p>Hand Sanitizer is flammable and must be kept away from direct sunlight or all other sources of ignition</p> <p>Continue to keep obvious ignition sources separate from stored readily combustible/flammable materials.</p> <p>Consideration has been given to safe storage of new combustible items relating to COVID-19, e.g. stocks of hand sanitiser.</p> <p>Some parts of the school that would normally be occupied may now be unoccupied or temporarily closed. As the usual means of detecting the fire and raising the alarm (by staff) may not be in place periodic checks of these areas will be necessary by the site team</p>
Roles and responsibilities during evacuations	Review fire evacuation arrangements to ensure that designated roles and responsibilities during an evacuation can still be fulfilled if staff are absent, e.g. premises manager, fire wardens/marshals, evacuation assistants (for pupils with PEEPs). See section 19 of the Fire Safety Compliance Code .
Assembly points	Fire assembly points have been reviewed to ensure that pupils do not gather in groups. Where required separate assembly points have been introduced to prevent large gatherings in one place'. - COVID 19 – Educational Settings Risk Assessment – implementing the recovery plan . Fire assembly points will remain in 'bubbles', staff and visitors will social distance

Cleaning, General Premises Management and Housekeeping

Cleaning and disinfection	<p>Continue with all regular cleaning and enhanced disinfection appropriate for COVID-19. COVID 19 – Educational Settings Risk Assessment – implementing the recovery plan.</p> <p>Revised and enhanced learning regimes adopted in shared areas, for example the PE changing rooms, specialist teaching rooms such as labs, DT and kitchens.</p> <p>Contingency planning in place for cleaning staff isolating or requiring shielding following National Lockdown letters - single occupancy offices to be delayed cleaning if required</p>
Scheduling premises	Premises activities are scheduled to take place during times when pupils and staff are not moving around the setting, as outlined in COVID 19 – Educational Settings Risk Assessment – implementing the recovery plan .

management tasks	Where PPE and cleaning equipment for classrooms is low (eg. Hand sanitizer) the member of staff must email the site team. The site team will continue to checks at the end of each day
Kitchen and staff room equipment	Anything that holds hot water, e.g. dishwashers, combination ovens, should be run through at least a full cleaning cycle each week to remove scale and standing water build-up and prevent possible bacteria growth.
Deliveries	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location) as outlined in <u>COVID 19 – Educational Settings Risk Assessment – implementing the recovery plan.</u>
Lettings	Lettings are extremely restricted until further notice.This is being constantly reviewed as per Boudica Schools Trust Direction.
Checks on building fabric and grounds	<p>Undertake premises inspections of occupied and unoccupied areas so that maintenance and safety issues are monitored and identified for action – refer to <u>Premises Management Guide G637</u> and the <u>Workplace Inspection Form F651</u>.</p> <p>Check condition of trees, grounds and external areas.</p> <p>For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers. Ensure drainage ventilation systems are operational.</p>

Site Security

Site Security and access to closed off areas	<p>All areas of the school are regularly checked to ensure security has not been compromised, and that the site remains secure.</p> <p>Access to certain closed areas, e.g. science labs, chemical stores, IT rooms, DT areas etc should only be possible by relevant staff. Check that access control and lockdown systems are operational.</p>
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	All staff are responsible for and should ensure doors (including fire doors in Technology and Science) are opened when teaching in the classroom for ventilation and securely closed on leaving the classroom
Keyholder Companies	Update keyholder information. Intruder alarm/lift/fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers in light of your changed operational circumstances.

Electrical Safety Systems

Building electrical systems	<p>Core building-related electrical systems should remain in use/normal operating mode, including:</p> <ul style="list-style-type: none"> • internal and external lighting • CCTV • access control and alarm systems (fire, intruder, panic and accessible toilets)
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Maintenance and Servicing of Equipment

Statutory compliance	<p>Continue with all regular maintenance, testing and statutory compliance activities. The overarching legal obligation remains, to ensure that equipment is safe to use.</p> <p>Ensure such activities are undertaken complying with distancing and hygiene rules as outlined in COVID 19 – Educational Settings Risk Assessment – implementing the recovery plan</p>
Lifting and pressure equipment	<p>Continue carrying out thorough examinations and testing of lifting and pressure equipment following HSE guidance.</p> <p>Schools that are currently closed should still give access to inspectors to undertake necessary examination and testing.</p>
Scheduling maintenance and servicing contractors	<p>If contractors cannot be obtained, adopt a risk-based approach to determine whether you can safely continue to use equipment that has not had its scheduled inspection or test or decide to stop using it.</p> <p>Contracted works are undertaken out of hours where possible and/or specific suitable times for scheduled works are agreed.</p>

	Review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements.
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Ventilation

Operation of ventilation systems	<p>Good ventilation is essential at all times in classrooms, particularly now. Ensure all systems are working in their normal operating mode.</p> <p>Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If this is not possible systems should be operated as normal. Where ventilation units have filters, ensure enhanced precautions are taken when changing filters.</p> <p>Air conditioning units which recycle air are to be turned off at all times</p> <p>Natural ventilation via windows or vents should be used as far as possible and where available occupied room windows should be open. All staff are responsible for and should ensure doors (including fire doors in Technology and Science) are opened when teaching in the classroom for ventilation and securely closed on leaving the classroom</p> <p>Ventilation to chemical stores should remain operational.</p>
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Maintaining the health of stakeholders

Staff	<p>The NHS have defined two levels of elevated risk from the effects of COVID-19 https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p> <p>Staff who have received a letter from the NHS defining them as being 'extremely clinically vulnerable' and of high risk are to work from home during any lockdown or tier 4 period. This will include teaching remotely to the classroom containing supply staff.</p> <p>Staff who live with someone who is classed as 'clinically extremely vulnerable' and are being shielded should continue to minimize contact with others. Where possible they will be allocated tasks that involve minimal contact with others, although for teaching and support staff the maintenance of a 2m space between other staff and learners will minimize infection risks.</p> <p>Individual risk assessments will be undertaken in response to the following six factors: Age; sex; clinical vulnerability, BAME, pregnancy and disabilities subject to reasonable adjustment.</p>
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Students	<p>Staff working in school will be fully briefed on the school's adopted protocols concerning social distancing within the re-opened school, the use of provided PPE and the management of learners who show symptoms of COVID-19. During lessons, staff will remain 2m from students. Classrooms tables/desks will be in rows to accommodate this.</p> <p>Staff must ensure, on entrance to a classroom, that the front row of desks is situated behind the tape to ensure 2m separation from the teaching area. If this is not in place, these must be moved. If tape is not present, this must be reported immediately to the site team</p> <p>PPE will be available in all classrooms and will be topped up at the end of each day by site staff in the school</p> <p>Students will be taught in classrooms in fixed geographic 'zones' of the school, with each zone linked to an individual year group. Students will remain in their respective Year group 'bubble' and will not mix in areas with other year groups. The exception will be during a lockdown period. In such cases, students will be grouped into bubbles of children of critical workers or vulnerable students. Lockdown classroom groupings will not exceed 15 students in total</p> <p>Staff work spaces must have a maximum of 2 members of staff working at minimum distance of 2m for a prolonged period of time. This is a change in work space areas. A maximum of 3 people may be present (at a minimum distance of 2m) for a time which must not exceed 15 minutes (eg. Two members of pastoral staff speaking to a student)</p> <p>Staff will move around the school on lesson changeovers, moving to the room 'base' for a given class. For practical lessons (e.g. science, DT), staff will collect their respective class from their year group playground and walk them to the designated classroom. At the end of the lesson the teacher will walk the class back to their year group playground. The specialist room and any equipment used by the class will be cleaned after use, and before a class from a different year group uses them.</p> <p>Staff should wear a mask while working within a classroom environment. This may be removed briefly for clarity if students cannot hear instructions clearly</p> <p>Students will attend SPA in PE kit on days where they have a practical PE lesson. Changing facilities will be available where necessary for instances of cold, wet or poor weather for students to change into/out of school uniform for warmth. PE changing facilities will be cleaned between bubbles (PE specific Risk Assessment). Additional changing areas will be created for year groups within the sports centre.</p> <p>Specific risk assessments are in place for PE, Music and Performing Arts, as per national guidelines. Science and Technology are included in departmental assessments. These are to be reviewed following updated guidance</p>
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	<p>Students will enter from their labelled and allocated entrance to the school and remain in their zone for the remainder of the day.</p> <p>Learners will be fully briefed on the social distancing and personal hygiene procedures adopted for the reopening. The display of mature, academic behaviours is even more important than ever. Deliberate violation of social distancing, or behaviours which pose a risk to staff or students will not be tolerated. The behaviour system will be adapted to log students who are struggling to follow social distancing guidelines (deliberately or unintentionally) so that additional support and further teaching of explicit behaviours can take place, to support the safety of all. A copy of this risk assessment will be made available to all parents and will be displayed on the website. Reopening plans specific to each year group are shared with all parents.</p> <p>All learners will be sat in designated seating plans. These will be present in a desk folder at all times, in the event of these being required for track and trace purposes</p> <p>Students will be expected to wear a face mask at all times inside the classroom and when social distancing does not take place. This includes when seated within a classroom environment</p>
Student toilets	<p>Learners in each year group have specific toilet facilities allocated for their use, proximal to their school zone. At lunchtimes learners will all use the toilet facilities inside the main school. Access to these will be controlled by duty staff, ensuring that they are used only when necessary, and only by individual students, NOT groups of students.</p>
Face coverings	<p>Face coverings must be worn by all users of public transport. On arrival at school the face covering should be carefully stored in a plastic bag, carefully avoiding the handling of the outward facing portion of the covering.</p> <p>As recommended by our trust we request all staff and students at Sewell Park Academy to bring each day a plain face covering and a plastic bag in which it can be stored. This is for two reasons. Firstly, if a student develops symptoms of Coronavirus, they will be expected to wear the mask until they leave the premises.</p> <p>Secondly, it will be required that all students will wear a face covering in indoor communal areas or any area where social distancing is not possible (people are within 1m of others, not within their year group bubble)</p> <p>The recent Government guidance has updated the usage of face coverings. This does not impact the processes in place at SPA</p>
Family/carers	<p>Specific meetings will take place online with parents who have specific concerns or needs to be addressed.</p>

Track & Trace	All members of staff, students and parents will be required to participate in the Government Track and Trace programme if required. Details will be communicated to all members of the community about the arrangements if and when required. Anyone who has symptoms will be required to be tested and share results with the school.
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First Aid

Protection of first aiders	<p>Any staff or learner showing symptoms will be asked to go straight home and self-isolate. First aid if required will continue to be provided by trained staff. First aiders have available for their use enhanced PPE if a higher risk situation arises, for example: Closer contact with someone is needed, for example to administer first aid</p> <ul style="list-style-type: none"> • If a staff member or learner is displaying a cough or obvious cold symptoms and cannot either be at a safe distance or immediately go home • If dealing with or likely to come into contact with any bodily fluids, for example if a learner has vomited or is suffering from diarrhea etc <p>The enhanced PPE available are disposable gloves, masks, safety glasses, visors, hazmat gowns. They are stored at the school reception.</p> <p>In the event a learner is unwell, the member of staff on duty will escort the student to the office by reception allocated for illness. Parents will be contacted and the student will go home. The room will be cleaned following this.</p> <p>The social routine for each lesson will include a health check of each student when answering the register for attendance purposes</p>
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The school day for Learners

Timing of the day	<p>Learners should arrive at their allocated gate at 8.40 am and enter their zone. They will leave by the same gate at 3.05pm (with the exception of Year 11&10 for Period 6). Enrichment on a Monday (3.05 - 4.05 pm) will currently be postponed. Learners who do not have a reflection will be expected to leave the site and cannot remain while others complete the sessions.</p>
Learner's clothing	<p>Full school uniform will be expected. Each classroom will have all doors and windows open to allow circulation of air. Learners must bring sufficiently warm clothes to manage this (eg. a coat).</p>

Learner's belongings	Learners requested to not bring in any personal belongings from home apart from food and a drink as well as their completed work for review, along with equipment. SPA will be creating a pencil case for all learners which will remain at school at the end of each day. Replacements are to be purchased by students.
Arriving at school	<p>Recommendation to parents that learners travel to school on foot or by bicycle, not via public transport. Should learners need to be 'dropped off' by a family member due to the distance travelled, then a request will be made that drop-offs occur a minimum of 100m in distance from the school gate; Parents asked to not mix with each other during drop-offs and pick-ups.</p> <p>A member of the school's SLT will be on the gate, facilitating social distancing on arrival</p>
Queueing for class	Learners to line up in their allocated 'zone' before being collected for each lesson by their member of teaching staff. Queuing time to be kept to a minimum to reduce opportunity for lapses in social distancing.
Entering the class	Learners will be invited to enter the class at a maximum of two at a time, washing their hands or using hand sanitizer before taking their allocated seat
Arrangement of the class	Learners will be reminded that they are to remain in their seats at all times unless instructed otherwise. All classrooms will be arranged in rows facing the front
Hygiene measures	Each year group will have allocated Gender Neutral toilets and areas to wash hands. Where two year groups are required to share a toilet facility, cubicles will be allocated to specific year groups. (Hand sanitizer will be available in all classrooms. Staff will have a personal bottle allocated to them.)
Learner's materials	Each learner will be allocated their own personal items, which will remain in school at all times. These include: Plastic wallet; black pen; red pen; ruler; rubber
Arrival routine	After washing their hands/ using hand sanitizer there is a short period of 'Tutor time'. Each learner collects their personal pack of learning materials from their form room base. The register involves each learner being asked a direct question concerning the display of symptoms of COVID-19 by anyone in their household. The symptoms looked for include: a new cough; breathlessness; sore throat; fever; unusual tiredness or feeling of being unwell, loss of taste or smell. If there is a suggestion of household infection then the learner should go home and self isolate with their family members.

Pedagogy	A parallel curriculum for all year groups and lesson resources are located on Google classroom and a centralised method of access is provided, and recorded lessons for absence of a bubble
Breaktimes	Breaktimes will take place in allocated zone areas of the school, so there will be no mixing of bubbles
Lunchtime	Where possible, learners will be asked to bring in food from home. Year groups will collect lunch from the canteen in individual year groups in their allocated time zone to ensure no mixing of bubbles. This will include hot meal options.
End of the school day	A member of SLT will be stationed at the school gates to ensure social distancing is maintained. PM Form Tutors will be asked to walk their class to the gates at the end of the school day, following students leaving their named, personal equipment in their form room.

Science, Design and Technology, Food and Art – Curriculum Work Areas

Science	<p>CLEAPSS GL338 advises: It is not appropriate to carry out standard secondary school science activities during a period of reduced occupancy as the pupils being supervised are likely to be of mixed age groups, from different schools and with widely differing capabilities reflecting their different age/experience.</p> <p>GL343 – guide to doing practical work in a partially reopened (reduced occupancy) school – science</p> <p>‘Higher risk activities should be avoided where it is possible, e.g. use of D&T machinery’, as indicated in the Educational Settings Risk Assessment – implementing the recovery plan.</p>
Design and Technology, Food and Art	<p>GL344 – guidance on doing practical work in a partially re-opened (reduced occupancy) school in DT, food and art</p> <p>GL346 advises: Routine maintenance and servicing should still be carried out on equipment where workshops and food rooms are being used by small numbers of pupils, e.g. where pupils are making face shields</p>

	<p>Fixed machines should be locked off (where possible).</p> <p>Ensure all power supplies to the room(s) are off. Don't turn off power to fridges or freezers in food rooms. All food materials should be disposed of and surfaces and equipment wiped clean.</p> <p>Staff should not work alone in D&T areas without notifying colleagues and site staff.</p> <p>LEV testing: if LEV is beyond the 14 months' testing time frame and a contractor is not available, the equipment the LEV is extracting from must not be used.</p> <p>PAT testing: items which are beyond their PAT test 'due date' can still be used subject to a basic visual inspection to check it is not damaged. If damage is suspected, take the item out of use.</p> <p>Fixed machine annual service and checks: machines that have not been checked and tested can still be used subject to a visual inspection by the operator to check the machine is safe to use prior to use.</p>
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Construction Projects

Capital Building Works	<p>Where construction projects that were suspended resume or are scheduled to start, schools will need to manage contractor access and COVID-19 safety in a similar way to routine servicing and maintenance.</p> <p>With regard to any ongoing or new construction projects within the school, it will be necessary that all visiting construction workers have plans in place to maintain physical distancing and infection control.</p> <p>You must supply all site visitors with information about how you are running the setting in line with COVID-19 guidelines</p>
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Staffing

Responsible person for premises management	The Headteacher together with the Deputy Headteacher are responsible for managing the school premises, reviewing risk assessments and implementing any measures to ensure that safety is maintained for and during the wider opening.
Working in isolated locations on site	Staff should be made aware of potential hazards and risks, particularly where staffing levels have been reduced, or if staff are working alone or in isolated locations. A means of communication should be available to ensure staff can summon help if needed.

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Professional Visitors

	<p>In the event professionals need to visit the site for purposes of education or safeguarding, all visitors should do so by appointment only.</p> <p>They should park at the front of the school via the Constitution Hill front gate, enter and exit by the main front reception and leave a name and contact number should they need to be contacted in the event of an outbreak.</p> <p>Hand sanitiser is available at reception to sanitise on entering and exiting the building and also in meeting rooms.</p> <p>Visitors should bring their own writing equipment for signing in and use while in school to minimise contact, along with their own electronic equipment and water bottles/refreshments.</p> <p>Rooms must be pre-booked with a member of SPA staff so they can ensure to have been cleaned prior and post meeting. A distance of 2m should be kept between the visitor and person/s they are seeing, if this is not possible a mask must be worn during the visit or a visor if close contact is necessary/needed for clear communication. Visits should be kept as brief as possible within reason.</p> <p>Visitors can use staff toilets but are asked to sanitise their hands when leaving the assigned meeting room and when re entering and keep movement around the school building to a minimum.</p> <p>Visitors should ensure meeting rooms are ventilated as much as possible with windows open and doors propped open where possible.</p> <p>If any symptoms develop during the visit, no matter how mild, visitors should leave the premises immediately informing the front office staff.</p> <p>Visitors should familiarise themselves with this Risk Assessment and the latest Government Guidance on Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE).</p> <p><u>The school will ensure to keep visitors up to date should guidance or procedures change.</u></p>
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Signature:	Signature: