

Skinner's Academy Hackney

Woodberry grove, London, N4 1SY

Location: The Skinner's Academy Main Site

Title : Skinner's Academy Risk Assessment - Sept Reopening	Date of Assessment : 17/07/2020	Risk Assessor : Olu Alalade
Risk Assessment Reference : Skinner's Academy Risk Assessment - Sept Reopening	People involved in making this assessment : Shereka James, Jay Kerby, Olu Alalade, Mark Burcham	
Task/ Process : Health and Safety / Premises / General Welfare	People at Risk : Volunteers, New and Expectant Mothers, Pupils, Staff, Contractors	

Hazard : Risks to Academy Staff This risk assessment document sets out plans, decisions and measures put in place to minimise the risk of transmission of coronavirus (Covid-19) as the Academy reopens in Autumn to all pupils. Existing policies and guidance continue to apply alongside actions listed here.

Control Measures:

1. COVID- 19 Symptoms - Any pupils / staff displaying symptoms or illness on site will be sent home and required to self-isolate for 10 days. Arrange to be tested. If negative, return to normal routine. If confirmed positive log onto NHS Test and trace and follow instructions.
2. Black, Asian & minority ethnic BAME disproportionately impacted by COVID-19. Personalised risk mitigation plans for staff particularly those with underlying medical conditions. Priority access to testing for BAME staff and families to support physical and mental wellbeing (Leadership).
3. Drop offs and pick ups further away from school gates, times staggered to reduce crowding at school entrance and exit points - ensures everyone keeps to a safe distance. Every year group has a designated entrance point signposted outside the Academy.
4. Pregnant women are classified as vulnerable.Cautious approach adopted for New Mothers. Individual risk assessments conducted for both categories of staff. Dedicated space arranged for new mothers who wish to express breast milk in a safe and clean environment - (HR / Premises).
5. Appropriate briefing and guidance provided to receptionists. Unauthorised visitors not allowed into the building - Authorised visitors on arrival at the Academy must maintain social distancing, and follow Academy hygiene and safety requirements (Reception).
6. Academy communal areas such as changing rooms and locker areas to be managed with social distancing requirements. Notices serving as reminders of these requirements such as queues, distance apart and cleaning of hands put up - (Tutors).
7. Meeting rooms ventilated adequately, sanitisers provided & floor signage to help maintain social distancing requirements. Limited or no use of air-conditioning especially where added risk cannot be ruled out. Where appropriate, doors (not fire doors) kept open for ventilation - (Premises).
8. Control of Movement - Start times and finish times staggered to minimise contact between pupils and overcrowding.One way systems, floor markings and barriers restricting access deployed to ensure integrity of bubble grouping not compromised - (HOY's / Premises)
9. Every maintenance aspect of premises checked for compliance.Water systems, legionella,fire / smoke panic alarm systems/ fire door mechanisms / Gas supply / Ventilation systems / Emergency lighting / Lifts etc. all in working order - (Premises).
10. SD maintained during delivery.Premises team to utilise protective equipment where risks are perceived significant.Staff handling deliveries practice frequent hand-washing or use hand sanitiser where washing is not practicable. Delivery of personal items to Academy banned - (Premises).
11. Students reminded and encouraged to exercise safe hygiene practices (Catch it, Bin it, Kill it), by ensuring adequate supplies of consumables such as soap, water and tissue. Tissue rolls provided in every classroom alongside disinfectant spray for wiping down surfaces as required (Premises).
12. Students to be isolated in their bubble groups from other year groups. Lunch and break always provided in designated areas for each year group - Appropriate supervision maintained (Duty staff).

13. Staff should not share devices such as mobile phones (on-call), telephones, keyboards etc and where shift patterns require such practices, devices must be thoroughly cleaned before and after every shift. Individual headsets provided for reception staff to minimise risk of infection (Reception).
14. Movement of furniture conducted with due caution to ensure fire exits remain clear, unobstructed and duly signposted - (Premises).
15. Adaptations of all classrooms to ensure desks are front-facing and teachers desk is at least 2 metres socially distant from pupils. In addition, staff generally to maintain 2-metre distance from pupils and colleagues at all times. Appropriate signage to serve as reminders put up - (Premises).
16. Enhanced cleaning of premises arranged and agreed with cleaning contractors. Appropriate emphasis on hot pots - such as toilets and staff resource bases and rooms. Regular cleaning of frequently touched surfaces and areas such as railings, door handles, switches and table tops (Premises).
17. Classroom Equipment - Use of equipment to remain within the bubble group. Anti-bacterial wipes and disinfectant sprays and sanitisers provided in each room to ensure hand, surfaces and equipment kept clean by users - wipe down after use (Tutors).
18. Cleaning of Hands - Wall mounted dispensers with hand rub installed in strategic hot spots to encourage thorough cleaning of hands more frequently - hand sanitisers provided to all staff to promote safe practices amongst staff (All). Additional hand washing stations are also available for pupils.
19. To deal with indirect transmission, every staff will be issued with at one bottle of hand sanitizer. This complements government guidance about cleaning of hands more often – washing hands thoroughly for 20 seconds with soap and water (All).
20. Personal Protective Equipment (PPE). Adequate stock of face shields & masks available. Use of PPE is entirely at staff discretion to mitigate increased risk that may arise from specific activity e.g. SEN where social distancing may be difficult - (SEN). Pupils can also use at their discretion.
21. High risk areas such as Learning Resource Center (LRC) / Student services and Reception fitted with perspex barrier to protect staff - LRC will remain closed to pupils. Recommencing school library services will require a phased approach (LRC / Premises).
22. Academy occupancy levels consistently monitored and managed to ensure appropriate social distancing measures and reduce the risk of contact and spreading - In the course of work, IT staff encouraged to maintain Social Distance with pupils - (IT / Premises).
23. Pupils are expected to sanitise their hands upon arrival, return from break, before and after lunch using provided dispensers - (Duty staff). Supervision of young pupils especially those with complex needs to ensure hand sanitiser is not ingested or misused in any way - (SEN).
24. Staff who at own discretion may choose to wear face covering to mitigate significant risk or as a result of clinical vulnerability will be appropriately supported - (All).
25. Control measures - Pupils advised to limit belongings brought to the Academy to reduce the risk of spreading and cross contamination. Any equipment brought in must remain with individual pupils and not shared amongst other pupils (Tutors).
26. COVID-19 - Where case is confirmed positive, Academy will liaise with local public health team and follow their advice - (SLT).
27. Individual risk assessments (IRA) available for varying categories of staff - Disabled, BAME, Clinically vulnerable, clinically extremely vulnerable, - all channeled through HR. Vulnerable / high risk pupils will have an IRA carried out. Impact on staff availability mitigated by cover supervisors.
28. Pupils with Special Needs continue to receive consistent support from assigned key workers - (SEN).
29. To keep pupils reading safely whilst unable to access library, boxes of age appropriate books taken to bubble year groups so to maintain integrity of bubble groupings. Upon return, books cleaned and quarantined for 14 days before going into re-circulation - (LRC).
30. Lift usage - pre-authorised for pupils and social distancing maintained in all cases. Periodic cleaning to prevent cross - infection - (Tutors /Premises).
31. Educational Visits - All visits preceded by checks and risk assessments by Educational Visits Coordinator to ensure venues are covid-secure - (Educational Visit Coordinator).
32. Breakfast provision structured around bubble groupings - Timetabled provision to ensure bubble groupings are not compromised.
33. Curriculum - Timetable structured to offer good balance between core and option subjects - a mixture of face to face and remote teaching allows for recovery and closing of gaps during lockdown (VP Curriculum).

34. Pastoral - arrangements structured to allow for support and healthy transitions towards engaging with learning post lock down. Proportionate outdoor activity and time structured into daily plans (Pastoral).
35. Contingency - Systems in place to facilitate effective remote learning and remote working following lessons learnt from Covid-19 Pandemic crisis. Microsoft Teams, SMHW, Zoom and other platforms deployed - (SLT / IT).
36. First Aid - First aiders provided with appropriate PPE (Face shields) including gloves where a young person or pupil becomes unwell while in their setting and require personal care until academy nurse can attend (First Aiders).
37. Serving of Food - Enhanced cleaning regime maintained in kitchen and canteen, frequently touched surfaces are regularly cleaned, staff encouraged to engage in regular hand washing with soap and warm water and safe systems of waste disposal - recycling (Head Chef / CFO).
38. Fire Evacuation - In the unlikely event of a fire, everyone must follow evacuation procedures irrespective of their bubble grouping restrictions and make their way safely through the nearest fire exit route to muster area and line up in designated bubble group area for register (All).
39. Well being - Staff and pupils experiencing poor mental health will be fully supported through the DfE Extra Mental Health support. Individual risk assessments will be conducted and targeted pastoral support provided to ensure improvement in physical and mental wellbeing - (Pastoral).
40. Lockdown - In the event of a regional or local lockdown which result in school closure, Academy remote learning infrastructure are deployed to ensure virtual learning and remote delivery of lessons carry on. Priority attention is being focussed on ensuring all have digital device access - (SLT).
41. Transport - Pupils using public transportation to use hand sanitiser on boarding & disembarking alongside the wearing of face coverings. Staff & pupils alike encouraged to wash or sanitise their hands after travelling. Parents consider park & stride to minimise activity around school gate SLT.
42. First-Aid - When first aid is being administered, staff are expected to wear appropriate PPE including fluid resistant surgical face masks. Appropriate training to be provided (First Aiders).

Documents Associated with this Risk Assessment:	COVID 19 RAG RATED PLAN.pdf(RAG Rated PLAN) Risk Assessment for New and Expectant Mothers and Guidance Notes.docx(RA - New and Expectant Mothers) Covid Health Flow chart.docx(Covid-19 Health Flow Chart) Risk Assessment Form - BAME-staff.docx(BAME Risk Assessment)
Review Date : 11/09/2021	Reviewer : Shereka James