

BOA RISK ASSESSMENT

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| Date | 01/09/2020 | Assessed by: | J Bates |
| Pathway/Dept | Head of Estates and Facilities | | |
| Overview | General risk assessment to cover communal and circulation areas including the canteen during the Covid-19 pandemic | | |
| Persons at Risk | | | |
| Students | x | Visitors | x |
| Staff | x | Contractors | x |
| | | Other (please write below) | X |
| | | <i>Other members of staff and student's households.</i> | |
| Hazards Noted | | | |
| Staff or students coming into indirect contact with Covid-19 through cross contamination. | | | |
| Staff or students coming into direct (person to person) contact with Covid-20 | | | |
| Anxiety or concern about the risks posed by Covid-19 | | | |

Risk rating

| | | Consequence | | | | | | |
|------------|---|-------------|----|----|----|----|------------------|--------------------|
| | | 1 | 2 | 3 | 4 | 5 | Consequence | Likelihood |
| Likelihood | 1 | 1 | 2 | 3 | 4 | 5 | 5 - Fatal | 5 - Almost certain |
| | 2 | 2 | 4 | 6 | 8 | 10 | 4 - Major injury | 4 - Likely |
| | 3 | 3 | 6 | 9 | 12 | 15 | 3 - Serious | 3 - Possible |
| | 4 | 4 | 8 | 12 | 16 | 20 | 2 - Minor injury | 2 - Unlikely |
| | 5 | 5 | 10 | 15 | 20 | 25 | 1 - Incidental | 1 - Rare |

Rating BEFORE Control Measures

| Hazard description | | Consequence | x | Likelihood | = | Risk rating |
|--------------------|--|-------------|---|------------|---|-------------|
| 1 | Staff and students may come into direct contact with covid-19 through contact with other students, staff, contractors and visitors to site when circulating in corridors and stairwells. | 4 | x | 4 | = | 16 |
| 2 | Staff and students may come into direct contact with covid-19 through contact with other students, staff, contractors and visitors to site when using communal areas such as the canteen and coffee shop. | 4 | x | 4 | = | 16 |
| 3 | Staff and students may come into direct contact with covid-19 through contact with other students, staff, contractors and visitors to site when using shared facilities such as lifts, toilets and so on. | 4 | x | 4 | = | 16 |
| 4 | Staff and students may come into indirect contact with covid-19 through cross contamination such as touching shared surfaces, including but not limited to, door handles, lift buttons, vending machine buttons, toilet flush handles and so on. | 4 | x | 4 | = | 16 |
| 5 | Staff and students may be suffering with anxiety about covid-19 and the implications of returning to the academy. | 3 | x | 4 | = | 12 |
| 6 | Higher risk staff and students, with underlying health conditions, may come into contact with Covid via direct or indirect means. | 5 | x | 4 | = | 20 |

Control Measures

| | |
|---|--|
| 1 | Consistent messaging via all BOA communication channels that nobody with Covid-19 symptoms should be on site. This includes signage, briefings and communications home. |
| | All staff and students to receive a briefing to include hand and respiratory hygiene to prevent the spread of Covid-19. |
| | Social distancing to be followed as far as is possible at all times. Screens have been erected in areas such as Reception and start, finish times and break times have been staggered to avoid overcrowding. |
| | Bar block staircases have been designated as up or down to minimise passing and House block stairs have been separated into up and down via tape markings. |
| | Staff and students must wear face coverings in communal areas. Students have been encouraged to do so since September. In the event of a local lockdown, all building users will be required to wear face coverings in communal areas other than those with a valid exemption. |
| | Students will remain within the same classroom and as the same desk as far as possible each day in order to minimise movement around the buildings. |
| | Visitors to site will be restricted. Meetings will be held via Teams where possible to avoid visitors coming to site. Visitors and contractors will be closely managed whilst on site. |
| 2 | Consistent messaging via all BOA communication channels that nobody with Covid-19 symptoms should be on site. This includes signage, briefings and communications home. |
| | All staff and students to receive a briefing to include hand and respiratory hygiene to prevent the spread of Covid-19. |
| | Social distancing to be followed (as far as is practicable) at all times. Canteen furniture has been rearranged to create space between students where possible. Where this cannot be achieved screens have been erected between students facing each other. |
| | Lunch and breaks times have been arranged over a longer period of time, with fewer students timetabled for each session. This is to avoid overcrowding. In addition these are arranged in year groups to ensure that cross contamination does not occur. All canteen seating and tables will be cleaned between sessions. |
| | Screens have been erected to the canteen servery areas, and tape markings have been put in place to designate socially distanced queuing. |
| | Card payments only will be taken in the canteen and all meals will be boxed for grab and go to minimise contact with catering staff. |
| 3 | Consistent messaging via all BOA communication channels that nobody with Covid-19 symptoms should be on site. This includes signage, briefings and communications home. |
| | All staff and students to receive a briefing to include hand and respiratory hygiene to prevent the spread of Covid-19. |
| | Numbers of students and staff in areas such as toilets and lifts are restricted, and social distancing measures have been put in place such as closing off cubicles and sinks and marking floors for queue management. Teaching staff are encouraged to allow students to use toilet facilities during lessons to avoid overcrowding during break periods. |
| 4 | Consistent messaging via all BOA communication channels that nobody with Covid-19 symptoms should be on site. This includes signage, briefings and communications home. |
| | All staff and students to receive a briefing to include hand and respiratory hygiene to prevent the spread of Covid-19. |
| | Hand sanitiser is available throughout site on each floor and near identified high use contact points. |
| | Some shared facilities are out of use such as water coolers due to the high risk of cross contamination. Students are encouraged to bring water to school or bottled water will be provided. |
| | Enhanced cleaning is taking place throughout site with cleaning staff giving high priority to toilet areas, door handles and other high use contact points. Cleaning staff will be signing off check sheets. Soft furnishings in areas such as Reception are being treated with a biocide on a regular basis. |
| 5 | Robust pastoral systems are in place to identify students suffering with anxiety. All members of staff have received training and advice (through an information booklet) on support measures for colleagues and students. |

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| | Parents and carers have been informed (via communication from the Principal) on who to contact should there be any concerns. |
| 6 | A process is in place to identify higher risk people, and carry out individual risk assessments |

PPE required?

Staff and students must wear face coverings in communal areas. Students have been encouraged to do so since September. In the event of a local lockdown, all building users will be required to wear face coverings in communal areas other than those with a valid exemption.

Rating AFTER Control Measures

| Hazard description | Consequence | x | Likelihood | = | Risk rating |
|--|-------------|---|------------|---|-------------|
| 1 Staff and students may come into direct contact with covid-19 through contact with other students, staff, contractors and visitors to site when circulating in corridors and stairwells. | 3 | x | 3 | = | 9 |
| 2 Staff and students may come into direct contact with covid-19 through contact with other students, staff, contractors and visitors to site when sitting in communal areas such as the canteen for longer periods. | 3 | x | 3 | = | 9 |
| 3 Staff and students may come into direct contact with covid-19 through contact with other students, staff, contractors and visitors to site when using shared facilities such as lifts, toilets and so on. | 3 | x | 3 | = | 9 |
| 4 Staff and students may come into indirect contact with covid-19 through cross contamination such as touching shared surfaces, including but not limited to, door handles, lift buttons, vending machine buttons, toilet flush handles and so on. | 3 | x | 3 | = | 9 |
| 5 Staff and students may be suffering with anxiety about covid-19 and the implications of returning to the academy. | 3 | x | 3 | = | 9 |
| 6 Higher risk staff and students may come into contact with Covid via direct or indirect means. | 4 | x | 3 | = | 12 |

Sign Off

I, the undersigned, confirm that I have carried out this Risk assessment and that the risk rating is no higher than 6 (proceed) or no higher than 12 (proceed with caution)

Name Signed Date

I, the undersigned, confirm that the risk rating is higher than 12 and it is NOT safe to proceed.

Name Signed Date

Counter Signatory

I, the undersigned, confirm that I have reviewed this Risk assessment and can confirm that it is SAFE TO PROCEED

Name Signed Date