

Date: September 2020

Review date: 02/10/20, 09/10/20, 19/10/20, 02/11/20, 26/11/20, 06/01/21, 26/01/21, 09/02/21

Site: Springwell Academy Leeds South Site

Completed by: Ann-Marie Oliver (Associate Principal), Simon Jones (Assistant Principal), Jenny Ellis (Administration Manager)

**General Health and Safety**

Risk Area	Hazards	Mitigation	Recording	Person Responsible
1. First Aid	<ul style="list-style-type: none"> <li>- Someone falls ill with symptoms of Covid-19</li> </ul>	<ul style="list-style-type: none"> <li>- Regular handwashing procedure will be followed by every individual</li> <li>- Making sure there is a First Aider in every team</li> <li>- Making sure PPE is available in each zone and first aiders take responsibility for stock levels</li> <li>- PPE to be used when dealing with someone with covid-19 symptoms</li> <li>- All First Aiders are clear on isolating to an allocated one to one room in zone and radio admin for support with telephone calls/transport.</li> <li>- Infrared thermometer to be held on site, to be used in the case of suspected fever in any member of the school community.</li> <li>- All staff maintain good hygiene</li> <li>- Any person reporting symptoms is encouraged to take a Covid-19 test. The Trust to be notified of any positive covid-19 tests (via S Jacques) and follow government guidance for 2 or more positive cases.</li> </ul>	<p><b>Review 02/10/20:</b></p> <ul style="list-style-type: none"> <li>- Thermometers purchased for each zone (4 in total)</li> <li>- Temperature checks now take place for all visitors and staff upon arrival using an infra-red thermometer – ensuring the temperature is not in excess of NHS guidance (over 37.8 degrees)</li> <li>- When sent home we advise parents to take a test and monitor outcomes</li> </ul> <p><b>Review 06/01/21, 26/01/21, 09/02/21:</b></p> <ul style="list-style-type: none"> <li>- No change</li> </ul>	Ann-Marie Oliver, Simon Jones, Jenny Ellis
2. Access to medication	<ul style="list-style-type: none"> <li>- In order to access the first aid room this would break a bubble</li> </ul>	<ul style="list-style-type: none"> <li>- Regular handwashing procedure will be followed by every individual</li> <li>- Locked tins to be purchased and paperwork/folder to be put in place and stored with the tin</li> <li>- To be stored in the staff through office</li> </ul>	<p><b>Review 02/10/20:</b></p> <ul style="list-style-type: none"> <li>- 1 x Purchased locked medical box</li> <li>- 3 further boxes will be purchased – 1 per zone</li> </ul> <p><b>Review 06/01/21, 26/01/21, 09/02/21::</b></p> <ul style="list-style-type: none"> <li>- No change</li> </ul>	
3. Fire Procedures	<ul style="list-style-type: none"> <li>- Everyone congregating in the usual fire point would break bubbles</li> </ul>	<ul style="list-style-type: none"> <li>- Regular handwashing procedure will be followed by every individual</li> <li>- Ensure that each zone has sufficient trained fire wardens</li> <li>- Signing in sheets are kept in each zone – to be used in an evacuation.</li> <li>- Update fire evacuation procedures and communicate with all staff on changes to assembly points at the first training day</li> </ul>	<p><b>Review 09/10/20:</b></p> <ul style="list-style-type: none"> <li>- Communication took place</li> <li>- Masks are now worn during a fire evacuation</li> <li>- Visitors to the building are advised on the procedures for an evacuation, including mask use.</li> <li>- SJ to co-ordinate a drill for each zone prior to Oct half term</li> </ul> <p><b>Review 06/01/21:</b></p> <ul style="list-style-type: none"> <li>- Extra fire warden is being trained in one zone</li> <li>- Fire drill with new bubbles following on from lockdown took place during half term 2</li> </ul>	Simon Jones
4. Hygiene Procedures & Cross contamination	<ul style="list-style-type: none"> <li>- People not following good hygiene protocols</li> <li>- Colleagues and staff mixing with the wider school</li> </ul>	<ul style="list-style-type: none"> <li>- Regular handwashing procedure will be followed by every individual</li> <li>- Maintaining handwashing and sanitiser on entry in each zone and ensure this is available throughout the day</li> <li>- Staff are grouped into 4 separate workforces and any shared workspaces (e.g. sports hall) are clearly rostered (each team has a separate entrance and exit)</li> <li>- Staff to maintain their own bubbles and not enter other areas.</li> </ul>	<p><b>Review 09/10/20:</b></p> <ul style="list-style-type: none"> <li>- All staff will wear masks when outside their zone which includes; meet and greet, sports corridor, external sports pitches, collecting dinner trolley</li> <li>- After Oct half term subject teachers from Orange Zone will go into Y3 classroom, they will enter via the external Y3 door, wear PPE, use hand sanitiser on entry/exit and will not go into any other areas of the Yellow Zone</li> </ul>	Ann-Marie Oliver, Amie Goodyear

	<ul style="list-style-type: none"> <li>- People touching surfaces that are not regularly cleaned</li> <li>- Parents and external visitors on site</li> </ul>	<ul style="list-style-type: none"> <li>- Pupils and staff are only to use the external entrance into the sports hall and will not enter/exit via heart space</li> <li>- Daytime cleaners to regularly clean surfaces including sports equipment between use, and door handles, sinks and toilets and to be directed towards specific equipment (i.e. footballs)</li> <li>- Refreshments are available for staff in each zone – stopping the use of a shared staff room</li> <li>- No entry permitted to the building for visitors – unless pre-arranged, intercom will be used by reception staff.</li> <li>- Any pre-arranged visitors must wear a face covering whilst on site until they are in their allocated room.</li> </ul>	<ul style="list-style-type: none"> <li>- RA is shared with Amie Goodyear, who takes over SB responsibilities.</li> <li>- All cleaning staff and site team and kitchen staff will wear masks when working across school unless exempt</li> <li>- Review refreshment procedures to ensure there is no chance of cross-contamination between 2 bubbles.</li> <li>- Temperature checks now take place for all visitors and staff upon arrival using an infra-red thermometer – ensuring the temperature is not in excess of NHS guidance (over 37.8 degrees)</li> <li>- A fridge will be purchased and placed in each meeting room, in order to avoid visitors using the shared kitchen facilities. This is to avoid cross-contamination with the leadership and executive teams.</li> <li>- Review to take place around the number of Police Officers on site during their scheduled days at South.</li> <li>- Refreshments to be placed into the room for the Police use, and a toilet allocated to them – limiting contact and cross-contamination</li> </ul> <p><b>Review 19/10/20:</b></p> <ul style="list-style-type: none"> <li>- Visitors are limited to a maximum of 2 adults where possible.</li> <li>- Perspex screens will be ordered for the reception area and floor stickers to advise on the distance that visitors need to stand away from reception staff.</li> <li>- The signing in sheet in the reception area has been moved on to a table away from reception staff in order to minimise contact.</li> <li>- Due to the cross zone working involved in their role, all Care Team Staff and HLTA's will wear a face mask at all times.</li> <li>- Orange Zone staff will wear a face mask at all times when outside of the classroom.</li> </ul> <p><b>Review 02/11/20:</b></p> <ul style="list-style-type: none"> <li>- Staff are encouraged to be in the building for the shortest time possible; to leave after the students have left and to work from home in order to complete any admin tasks.</li> <li>- Staff refreshments are moved from the through offices into a specific cupboard in each zone, in order to limit contact between bubbles</li> <li>- Staff are encouraged to avoid spending any length of time in the through offices, a workspace is sectioned off in the through offices for one member of staff at any one time to use</li> <li>- Staff are advised that anti-bac wipes and hand sanitiser need to be used when touching the photocopier and any shared surfaces/equipment.</li> <li>- Weekly staff meeting is moved to 15:45 Thursdays – staff will access this from home virtually.</li> <li>- Wednesday CPD sessions will take place virtually – staff will be provided with a chrome book and will log in from home.</li> </ul>	
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<b>Physical Environment</b>				
<b>Risk Area</b>	<b>Hazards</b>	<b>Mitigation</b>	<b>Recording</b>	<b>Person Responsible</b>
1. Time for Cleaning	<ul style="list-style-type: none"> <li>- Enhancing pupil numbers decreases the time for regular cleaning and sanitising</li> <li>- As capacity increases for children, the building becomes busier</li> </ul>	<ul style="list-style-type: none"> <li>- Regular handwashing procedure will be followed by every individual</li> <li>- Zone Staff are asked to vacate the building by 15:30 Mon-Thurs and 13:30 Friday, in order to provide additional cleaning time.</li> <li>- 2 daytime cleaners are in place providing additional capacity and scheduled mid-day cleans of shared spaces (e.g. shower rooms, fitness studio, sports hall, toilets) – 1 cleaner is in place on a morning, and 1 additional cleaner is in place from 12:00 noon.</li> </ul>	<p><b>Review 02/10/20:</b></p> <ul style="list-style-type: none"> <li>- Sanitising and hand washing drive by all middle and senior leaders w/c 5<sup>th</sup> Oct to increase frequency.</li> </ul> <p><b>Review 19/10/20:</b></p> <ul style="list-style-type: none"> <li>- Zone staff are asked to vacate the building by 15:30 on Mon, Tues &amp; Thurs. On Wednesdays, zone staff are asked to vacate the building by 16:00.</li> <li>- On Fridays, the majority of staff will continue to vacate site by 13:30.</li> <li>- A number of staff will need to remain in zones later than 13:30 on Fridays on specific dates in order to undertake essential training. Where this needs to happen, this will be communicated with the Estates team in advance, where possible.</li> </ul> <p><b>Review 02/11/20:</b></p>	Amie Goodyear, Ann-Marie Oliver

			<ul style="list-style-type: none"> <li>- Staff are encouraged to be in the building for the shortest time possible; to leave after the students have left and to work from home in order to complete any admin tasks.</li> </ul> <p><b>Review 26/11/20:</b></p> <ul style="list-style-type: none"> <li>- Staff will work in the building for the duration of their daily contracted hours from January 2021</li> <li>- The hours that the afternoon cleaning staff will be on site will be reviewed in conjunction with the Trust and adjusted accordingly in order to minimise contact.</li> </ul> <p><b>Review 06/01/21:</b></p> <ul style="list-style-type: none"> <li>- Day time cleaner will be available during testing times</li> </ul>	
2. Shared spaces	<ul style="list-style-type: none"> <li>- There is cross contamination from one zone to another</li> <li>- Outdoor equipment e.g. Climbing frames, trails can't be cleaned easily</li> </ul>	<ul style="list-style-type: none"> <li>- Rotas for outside sports hall and fitness studio</li> <li>- All central classrooms will be out of use</li> <li>- Staff and students allocated to a zone to reduce cross contamination</li> <li>- Staff to use radios for any stationery that can then be left outside zone double doors</li> </ul>	<p><b>Review 02/10/20:</b></p> <ul style="list-style-type: none"> <li>- Cleaners clean the sports hall and fitness studio at 12:00 noon every day between the crossovers of groups.</li> </ul> <p><b>Review 06/01/21:</b></p> <ul style="list-style-type: none"> <li>- No plan for any other shared spaces due to lockdown – will be reviewed post lockdown</li> <li>- See separate risk assessment for shared testing space</li> </ul>	Ann-Marie Oliver, Simon Jones
<b>Staffing</b>				
<b>Risk Area</b>	<b>Hazards</b>	<b>Mitigation</b>	<b>Recording</b>	<b>Person Responsible</b>
1. Staffing	<ul style="list-style-type: none"> <li>- Staff may be asked to isolate for 14 days or could be unwell</li> </ul>	<ul style="list-style-type: none"> <li>- Excess staffing in each zone with the use of specialist teachers and care team/CTLS</li> </ul>	<p><b>Review 02/10/20:</b></p> <ul style="list-style-type: none"> <li>- L Reader will oversee the workforce of any staff working from home.</li> </ul> <p><b>Review 06/01/21:</b></p> <ul style="list-style-type: none"> <li>- Due to guidance changes period of isolation is now 10 days as opposed to 14</li> </ul>	Ann-Marie Oliver
2. Staff Shared Spaces	<ul style="list-style-type: none"> <li>- Staff shared spaces</li> <li>- Adult to adult face to face transmission poses a higher risk of transmission</li> </ul>	<ul style="list-style-type: none"> <li>- Regular handwashing procedure will be followed by every individual</li> <li>- Staff room will be out of use</li> <li>- Refreshments will be placed in the through office</li> <li>- Staff will be asked to ensure 2 metre distance between the zones (e/g Blue/Green, Orange/Yellow) so as not to undermine any bubbles</li> <li>- Front offices in zones are to be used by Staff within that zone bubble only</li> <li>- There will be no face to face whole school briefing; zones will have a daily briefing, and there will be a whole school virtual briefing at 3.00 pm on Thursdays</li> <li>- All SLT meetings will be virtual</li> <li>- No casual supply agency staff will be brought into school for short-term bookings</li> <li>- Staff to avoid congregating in small spaces (e.g. only 1 member of staff at a time to make a drink in the through offices, and no more than 1 person at a time should use the front zone offices)</li> </ul>	<p><b>Review 02/10/20:</b></p> <ul style="list-style-type: none"> <li>- All staff will wear masks when outside their zone which includes; meet and greet, sports corridor, external sports pitches, collecting dinner trolley</li> <li>- Additional telephones purchased in order to eliminate cross-contamination</li> </ul> <p><b>Review 19/10/20:</b></p> <ul style="list-style-type: none"> <li>- Due to the cross zone working involved in their role, all Care Team Staff and HLTA's will wear a face mask at all times.</li> <li>- Orange Zone staff will wear a face mask at all times when outside of the classroom.</li> </ul> <p><b>Review 02/11/20:</b></p> <ul style="list-style-type: none"> <li>- Staff are encouraged to be in the building for the shortest time possible; to leave after the students have left and to work from home in order to complete any admin tasks.</li> <li>- Staff refreshments are moved from the through offices into a specific cupboard in each zone, in order to limit contact between bubbles</li> <li>- Staff are encouraged to avoid spending any length of time in the through offices, a workspace is sectioned off in the</li> </ul>	

			<p>through offices for one member of staff at any one time to use</p> <ul style="list-style-type: none"> <li>- Staff are advised that anti-bac wipes and hand sanitiser need to be used when touching the photocopier and any shared surfaces/equipment.</li> <li>- Weekly staff meeting is moved to 15:45 Thursdays – staff will access this from home virtually.</li> <li>- Wednesday CPD sessions will take place virtually – staff will be provided with a chrome book and will log in from home.</li> </ul> <p><b>Review 26/11/20:</b></p> <ul style="list-style-type: none"> <li>- Staff will work in the building for the duration of their daily contracted hours from January 2021</li> <li>- The hours that the afternoon cleaning staff will be on site will be reviewed in conjunction with the Trust and adjusted accordingly in order to minimise contact.</li> </ul> <p><b>Review 06/01/21:</b></p> <ul style="list-style-type: none"> <li>- Due to lockdown we have moved from 4 bubbles to 2 bubbles so there may be some cross zone working</li> <li>- All staff are asked to wear face coverings, those that are exempt are advised to adhere strictly to 2 metre social distancing</li> </ul>	
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<b>Services</b>				
<b>Risk Area</b>	<b>Hazards</b>	<b>Mitigation</b>	<b>Recording</b>	<b>Person Responsible</b>
1. Catering	<ul style="list-style-type: none"> <li>- Catering staff have to go into zones, increasing the risk to them</li> </ul>	<ul style="list-style-type: none"> <li>- Regular handwashing procedure will be followed by every individual</li> <li>- Ensuring that the same person serves the same zone each day and uses relevant PPE</li> <li>- Breakfast will be facilitated internally and zone leaders are to submit orders to JE and JE will distribute to zones</li> </ul>	<p><b>Review 02/10/20:</b></p> <ul style="list-style-type: none"> <li>- Service of food will be done by the staff in the zone, collecting the trolley from the kitchen</li> </ul> <p><b>Review 06/01/21, 26/01/21, 09/02/21:</b></p> <ul style="list-style-type: none"> <li>- No change</li> </ul>	Jenny Ellis
2. Transport	<ul style="list-style-type: none"> <li>- Currently children use private hire taxis</li> </ul>	<ul style="list-style-type: none"> <li>- Regular handwashing procedure will be followed by every individual</li> <li>- Awaiting confirmation from Leeds Transport on what arrangements they will put in place.</li> <li>- Confirmation has been received that bubbles will be followed</li> </ul>	<p><b>Review 02/10/20:</b></p> <ul style="list-style-type: none"> <li>- LCC have agreed to only put sharing arrangements in place in line with our bubbles</li> <li>- Students are exempt from wearing face coverings, should they wish not to wear one.</li> <li>- The LCC on-site minibus driver and escort are allocated a room in the school. Refreshments to be set up in the room, so they no longer use the shared office kitchen area. The visitors toilet is assigned for their use when on site. This is to avoid cross contamination with members of SLT, Site and the Admin team</li> </ul> <p><b>Review 06/01/21:</b></p> <ul style="list-style-type: none"> <li>- Testing will be offered to LCC minibus driver and escort</li> </ul>	Jenny Ellis
3. Cleaning	<ul style="list-style-type: none"> <li>- QA processes are not able to be as robust</li> </ul>	<ul style="list-style-type: none"> <li>- Regular handwashing procedure will be followed by every individual</li> <li>- Regular site team meetings take place to quickly feedback concerns</li> <li>- Meeting is scheduled in with the cleaning manager</li> </ul>	<p><b>Review 02/10/20:</b></p> <ul style="list-style-type: none"> <li>- Regular meetings happening</li> </ul> <p><b>Review 06/01/21, 26/01/21, 09/02/21:</b></p> <ul style="list-style-type: none"> <li>- No change</li> </ul>	Amie Goodyear

		<ul style="list-style-type: none"> <li>- A McDermott has re-commenced the QA'ing of cleaning on site</li> </ul>		
4. School Minibuses	<ul style="list-style-type: none"> <li>- School minibuses are used to transport students in an enclosed space</li> </ul>	<ul style="list-style-type: none"> <li>- Anti-bacterial wipes should be used by the driver in order to wipe all handles / shared surfaces etc. prior to and immediately after every journey. No rubbish should be left on the bus this must be disposed of safely in the external bins by the driver.</li> <li>- No staff should travel on any trips with students/staff outside of their bubble</li> <li>- Face coverings must be worn by staff and students when travelling on the minibuses</li> <li>- Parents will be made aware of all minibus activity, including the face covering requirements and safety conditions in place</li> <li>- Where the minibus is not at capacity, alternate seats should be used to increase the potential to social distance.</li> <li>- Staff should not sit side by side in the minibus, in order to reduce the possibility of adult to adult transmission.</li> <li>- Hand sanitiser should be used prior to boarding the minibus.</li> </ul>		
<b>Pupils</b>				
<b>Risk Area</b>	<b>Hazards</b>	<b>Mitigation</b>	<b>Recording</b>	<b>Person Responsible</b>
1. RPI	<ul style="list-style-type: none"> <li>- Pupils become dysregulated/anxious – as a result require RPI, placing themselves and others at risk</li> </ul>	<ul style="list-style-type: none"> <li>- Regular handwashing procedure will be followed by every individual</li> <li>- Visors to be available for known excessive spitters – Care Team to monitor stock levels</li> <li>- Shower rooms re-designated to be adult male/female use</li> <li>- Staff asked to bring spare change of clothes and a towel to keep in changing rooms (spares available if required)</li> <li>- CTL's to be responsible for monitoring and staff to make use of the washing machine</li> <li>- Care Team to complete staff induction on any amendments to practice on the inset day in September</li> <li>- As a last resort, AMW and SJS can advise / support</li> </ul>	<b>Review 06/01/21:</b> <ul style="list-style-type: none"> <li>- Due to increasing virus transmission and new strain, for any pupils attending in lockdown that continue to spit, their places may need to be reviewed on health and safety grounds</li> </ul>	SLT
2. Transition plans	<ul style="list-style-type: none"> <li>- Each pupil will have been out of school for a considerable time with high anxiety and a loss of structure and routine</li> </ul>	<ul style="list-style-type: none"> <li>- Regular handwashing procedure will be followed by every individual</li> <li>- Each child has a personalised 5 week transition plan</li> <li>- The curriculum is broken into 3 parts; core/recap curriculum, SEMH curriculum and new beginnings curriculum</li> <li>- Working in bubbles means working with the same teacher – consistent staffing and relationships minimises risk</li> <li>- Each class teacher leads on communication during transition and supporting the parents and carers (Parent Review day used to communicate plans and expectations)</li> <li>- Home learning packs continue to be sent home for every pupil in the first 5 weeks of term</li> </ul>	<b>Review 02/10/20:</b> <ul style="list-style-type: none"> <li>- Review of this terms timetable involving all staff has seen us maintain in the whole this way of working into next half term, with the addition of Y3 having some subject teaching</li> </ul> <b>Review 06/01/21:</b> <ul style="list-style-type: none"> <li>- We will have to re-look at transitioning all children back into school at the end of lockdown</li> </ul>	
3. Test and Trace	<ul style="list-style-type: none"> <li>- See separate risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>- See separate risk assessment</li> </ul>		