



THE BOURNE ACADEMY

The Bourne Academy *Academy Re-opening Risk Assessment – Live Document*

<p>Risk Assessment Completed by:</p> <p>Signed: M Avoth</p> <p>Reviewed by School Business Director Joint review by LT & Gov 1 Date: 22-05-20, 13-07-20</p>	<p>Date of Risk Assessment: June 2020 July 2020</p>
	<p>Governor Approval signature to proceed: Governor Panel Date – 02-06-20, 15-07-20</p>

RA Matrix	Potential worst consequence			
	Minor	Serious	Major	Fatal
Certain	5	10	15	20
Likely	4	8	12	16
Possible	3	6	9	12
Unlikely	2	4	6	8
Rare	1	2	3	4

Risk Level:	Action and Timescales:
Low	Monitoring is required to ensure that the controls are maintained.
Medium	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained.
High	Give priority to removing or reducing the risk, urgent action should be taken.
STOP	Activity should NOT be started or continued until the risk has been removed or at least reduced and approval signature given by CT or BD

What are the hazards? How might persons be harmed?	Who does this affect?	What are we already doing to safeguard health, safety, and welfare?	Risk Matrix Rating (1-20, Low, Medium, High, STOP)	What further actions can be taken, and by whom and when?	Projected Risk Rating (After further action)	Date of review of further actions	Further action complete date
<p><i>Through this risk assessment, the control measures put in place along with the ongoing reviews, The Bourne Academy considers that the overall risk of Covid-19 transmission or contraction is LOW. However, we acknowledge that we cannot eliminate the risk, we can only put in place control measures to minimise the risk.</i></p> <p><i>Since the Academy has been open during the lockdown for keyworker children and vulnerable children, there have been no reported cases of COVID 19 arising from those attending the Academy over the period since 20th March 2020. Several parents have commented upon our safe practice and support for their children. Staff have also been very complimentary of the communication and practices we have implemented. Whilst the numbers attending the Academy are lower than the number planned for, in our Year 10 and Year 12 provision proposal – the same hygiene and social distancing measures will be put in place as identified below. The Bourne Academy is doing everything reasonably practicable to keep everyone safe. This Risk Assessment has been amended to include a full opening to students in September 2020 (where there are no shielding concerns for the child or their household); to enable them to gain the educational and wellbeing benefits of doing so. Schools will be supportive in their approach, but this return is compulsory. Parent/carer information can be accessed here</i></p>							
<p>Please also see the information from SAGE regarding the risk level of students and staff when returning to the Academy which is at the bottom of this risk assessment.</p>							
<p>Risk of Covid-19 transmission to others - causing mild to severe illness and possibly fatalities</p>	<p>Staff Students Visitors Vulnerable</p> <p>Potentially all adults and children are at risk of catching the virus and/or spreading the virus during their time on the Academy site.</p>	<p>Entrances/Exits will be staggered for students to support social distancing measures E1 – Main reception (Years 7 and 9) E2 – Staff car park (Years 11 and 6th) E3 – Learning Lane gate (next to Iso) (Years 8 and 10)</p> <p>Daily well-being questionnaire / discussion completed by students on arrival to the Academy to ensure they are well enough to be in the Academy and there are no current family symptoms</p> <p>-Hygiene Practice as below to be adhered to daily by all people arriving and being on site:</p> <ul style="list-style-type: none"> • Students/staff to wash hands/sanitise before entering the Academy. • Students to be encouraged to bring own hand sanitizer in where possible. • Students and staff can wear gloves and/or face covering to the Academy if they wish but these should be removed on entry to the Academy and hands should then be washed 	<p>8 - High</p>	<p>-Regular review of the risk assessment and procedures by LT -Teaching staff to complete end of day feedback to ensure procedures are maintained and working -Open door policy to enable staff to feedback to LT via email and end of day feedback sheet -Students to complete end of day feedback sheet / discussion outlining any health and safety concerns. Staff to feedback via verbal or email to LT any concerns -Parents/carers able to provide feedback from their child to their HOH -Students and staff to be compliant with 'test and trace' system -LT spot checks to ensure control measures are being followed</p>	<p>4 - Medium</p>	<p>This is a live document and will be reviewed regularly and amended as necessary by LT.</p>	

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		<ul style="list-style-type: none"> • Students/staff to wash hands or sanitise once in the building/classroom and each time they leave and re- enter a room. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with display of the relevant signage • Teachers to be given their own cleaning packs to use in the classrooms they work in. IF moving to teach in another room, they MUST wipe the teacher desk and equipment before leaving a room and when arriving in their new room. • Students and staff to wash their hands/sanitise hands on leaving the Academy • Staff to ensure good hygiene practice when handling paperwork and money <p>We will create Year group Bubbles which will be Zoned into their own area of the Academy</p> <p>-Each class to be assigned a room which will largely remain their base for learning. This limits movement. Teachers MOVE and go to designated rooms to deliver lessons. Resources can be shared within the Year Group Bubbles</p> <p>-Layout of rooms have been modified to ensure all desks are facing forward and a 2 metre gap for the teacher desk</p> <p>-Internal doors where fire regulations/flexibility permits will be kept open to avoid constant contact with doors and door handles.</p> <p>-Classrooms will be cleaned by cleaners at the end of each Academy day.</p>					

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		<p>-Door handles, hand- rails and toilets to be cleaned more frequently by housekeeping/caretakers</p> <p>Catering service will be modified to maintain Year Group Bubble integrity and reduce cash handling. A pre-order app will be installed to reduce movement to the Hub and online payment system to be utilised.</p> <p>All students with underlying medical conditions who are home shielding, and self- isolating will be expected to return to the Academy unless they are following Public Health advice</p> <p>All staff, including pregnant staff, who have underlying medical conditions or who are home shielding, and self- isolating should return to the Academy as we are abiding by the 2 metre social distancing requirements, unless they are following Public Health advice</p> <p>All BAME staff will be Risk Assessed using BAME specific tools provided by Government</p> <p>All reception areas where adults can come into close contact with other adults or students will have additional measures in place i.e. screens</p> <p>-Classroom windows and doors will be open for the duration of the day to assist air flow and ventilation. - Expectations regarding what students can bring into the Academy will be shared via an information letter</p>					
<p>Contact/Closeness to others.</p> <p>Social distancing guidance not adhered to.</p> <p>Student lack of understanding for the need to social distance may mean they get closer than the 2m to other</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Vulnerable</p> <p>Potentially all adults and children are at risk of catching the virus and/or spreading the virus during their time</p>	<p>Each class to be assigned a room which will largely remain their base for learning. This limits movement</p> <p>Teachers move and go to designated rooms to deliver lessons. Resources can be shared between the Year Group bubbles</p> <p>Layout of rooms have been modified to ensure all desks are facing forward and a 2 metre gap maintained for the teacher</p>	8 - High	<p>-Regular review of the risk assessment and procedures by LT</p> <p>-Teaching staff to complete end of day feedback to ensure procedures are maintained and working</p> <p>-Open door policy to enable staff to feedback to LT via email and end of day feedback sheet</p> <p>-Students to complete end of day feedback sheet / discussion outlining</p>	4 - Medium		

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students or staff -Illness	on the Academy site.	<p>Break and Lunchtime will be taken as a Year group bubble within their Zone</p> <p>Some areas of the Academy will have a one-way system in place which must be adhered to by every person on site.</p> <p>-Social distancing markers around the Academy site on entrance to the buildings and in the buildings, and to be followed by all at all times.</p> <p>-Student and staff protocols issued prior to the Academy re-opening to further reinforce the need for social distancing and hygiene protocols.</p> <p>Students and staff induction of new 'operating practice' on first day.</p> <p>-Year Group Bubbles to be allocated specific toilets to use</p> <p>- Parents/carers to be notified that there will be no 'walk in' callers into Reception. Parents/carers/ must call or email for an appointment. Social Workers are the only exception to this – socially distanced on lawn/in boardroom.</p> <p>-All students to be briefed on the importance of social distancing and hygiene protocols. Daily reminders about the rules.</p> <p>-Behaviour management practice updated and all staff and students to be briefed on this. Strong enforcement of these rules and modelling by staff.</p>		<p>any health and safety concerns. Staff to feedback via verbal or email to LT any concerns</p> <p>-Parents/carers able to provide feedback from their child to their HOH</p> <p>-Students and staff to be compliant with 'test and trace' system</p> <p>-LT spot checks to ensure control measures are being followed</p> <p>Staff kitchen to be restricted for social distancing measures to be adhered to. Additional microwaves to be installed in department around the Academy</p>			
Staff/ Students on site not following expectations which increases potential risk of infection and worry/anxiety to others on site -Illness		<p>-Clear expectations shared with students and staff at the beginning of each Academy day.</p> <p>Student Behaviour / learning Policies adapted to reflect Covid-19 safe behaviours</p> <p>-Start and end of day duty team outside to see students in and off site and keeping distance.</p> <p>-On call support team available for welfare/behaviour matters.</p>	- Medium		2 - Low		

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Risk to our most vulnerable students Those not attending the Academy - Safeguarding	Students identified as at most risk from harm or in families where a crisis situation could develop if they are not in the Academy for prolonged periods of time.	<p>-DSL, HOH and tutors will monitor students on a weekly basis.</p> <p>-Phone calls and home visits undertaken where necessary.</p> <p>-All students with EHCP have been risk assessed</p> <p>-All staff reminded of their safeguarding responsibilities</p> <p>-HOH maintain regular contact with students and families to monitor and assess current situation.</p>	3 - Medium	-DSL to keep Principal appraised of serious safeguarding concerns and taking action as necessary e.g. social service contact	2 - Low		
Transmission of Covid-19 whilst caring for a child or adult that is unwell -Illness	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Vulnerable</p> <p>Potentially all adults and children are at risk of catching the virus and/or spreading the virus during their time on the Academy site.</p>	<p>Staff should not attend if they have symptoms or are self-isolating due to symptoms in their household as required by national government guidance and are encouraged to test themselves and those in their household if symptomatic. They will need to self-isolate for 10 days.</p> <p>If a member of staff becomes unwell in the workplace with a new continuous cough, a high temperature or loss of taste or smell, the Academy First Aid Emergency Procedure for Covid will be followed. They should be immediately sent home and advised to follow the national stay at home guidance. Additional cleaning will need to be implemented</p> <p>Medical issue:</p> <p>If any students present with Covid symptoms, then the Academy Emergency First Aid Procedure for Covid will be followed. <i>A student/s presenting as unwell should be given a mask and taken from the class by an on-call member of staff, who maintains social distance where possible and wearing a mask. The class teacher contacts reception for on-call via, portal, radio or their mobile phone or an assisting member of staff</i></p>	8 - High	<p>-Any waste generated from a person presenting with potential covid-19 symptoms must be double bagged by the first aider in PPE and taken to a marked bin by the site team in an allocated area</p> <p>Room to be cleaned by staff member in full PPE. Procedure for "test & trace" initiated and PHE procedures followed.</p>	4 - Medium		

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		<p><i>Student is taken to nearest medical 'waiting' room by 'on-call': Ground floor meeting room in Reception</i></p> <p><i>Staff to stay in supervision outside of the room – at least 2m away, but request support from first aider or await parental pick up from outside reception.</i></p> <p><i>Staff assessing/treating medical issues to wear PPE – gloves, mask, visor, apron</i></p> <p>-Students presenting with COVID-19 symptoms remain in 'waiting room' on their own with window open, to then leave the Academy via shortest route to a supervising family member ONLY after HOH have called home and agreed pick up. Recommend to parent that child needs to be tested in accordance with Gov guidance and the Academy informed of the outcome</p> <p>Students requiring serious medical first aid contact within 2metres – First aider to maintain 2m distance where possible. If the presenting health conditions make this impossible, to ensure PPE worn before assistance given</p> <p>For CPR intervention – Chest compressions to be given or use of Defib. Mouth the mouth air must only be given via the resuscitation aid or with the disposal face mask. No member of staff will be required to give mouth to mouth resuscitation unless willing to do so.</p>					
Risk to staff safety -Well-being -Illness	Staff Potentially all adults and children are at risk of catching the virus and/or spreading the virus during their time on the Academy site.	<p>-Staff briefings conducted twice weekly to ensure key information is disseminated to staff. Recorded to ensure it can be accessed by all. Located in a suitable large area (Main hall or Sports Hall)</p> <p>-Packs issued to all staff containing, gloves, cleaning solution, blue roll, tissues, alcohol gel</p> <p>-Discussion of staff concerns at LT meetings.</p>	4 - Medium	<p>- Regular review of the risk assessment and procedures by LT</p> <p>-Teaching staff to complete end of day feedback to ensure procedures are maintained and working</p> <p>-Open door policy to enable staff to feedback to LT via email and end of day feedback sheet</p> <p>-Students to complete end of day</p>	2 - Low		

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		<ul style="list-style-type: none"> -Staff questionnaire issued regarding reopening process. -Reallocation of workspaces for support staff to be in the Academy more frequently without hot desking and with appropriate social distancing -Staff to not go into other offices unless an emergency. To use phone or email to contact colleagues.. 		<ul style="list-style-type: none"> feedback sheet / discussion outlining any health and safety concerns. Staff to feedback via verbal or email to LT any concerns -Parents/carers able to provide feedback from their child to their HOH -Students and staff to be compliant with 'test and trace' system -LT spot checks to ensure control measures are being followed Staff to report to their line manager any concerns regarding their work space and social distancing or any concerns regarding increase in footfall into their office -Teaching staff to wipe down keyboard keyboard and mouse on entry and exit when they are teaching in other classrooms. 			
Students access and entrance to the site during the taught day -Safeguarding	Staff Students Visitors Vulnerable Potentially all adults and children are at risk of catching the virus and/or spreading the virus during their time on the Academy site.	<ul style="list-style-type: none"> -Duty team at gates at beginning and end of day -Gates are closed as per the Academy day -Where students are expected into the Academy, contact via phone made if do not arrive Late students will be escorted to relevant area to ensure integrity of Year Group Bubbles are maintained -If students leave the site, parents or carers are contacted. -Duty staff to be on call to escort students off site during the day if needed 	3 - Medium		2 - Low		
Lack of knowledge of new procedures -Illness	Staff Students Visitors	-All staff and students to be given on site working protocols and expectations sheet to follow prior to re-opening of the Academy.	4 - Medium	-Muster point markings on playground and field	2 - Low		

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-Injury	Vulnerable Potentially all adults and children are at risk of catching the virus and/or spreading the virus during their time on the Academy site.	-Staff and students to be notified of the new fire evacuation procedure. On fire alarm, evacuate immediately to marked out areas on main hard court play area and field. Each Year will have a muster point to register with social distancing, following markers. -Everybody to be briefed on all new procedures and regular reminders -All staff to read this risk assessment -Risk assessment to be shared with Govs					

Timetable and Academy day	Schedule for Day
	<p>8:10 – 8:20 Staff Briefing</p> <p>8:20 – 8:35 Years 7, 10 and 11 enter via their appropriate entrances and go to their outside zones Line up at 8.30am and proceed to classroom with tutors.</p> <p>8:35 – 8:50 Years 8, 9 and 6th Form enter via their appropriate entrances and go to their outside zones. Line up at 8.45am and proceed to classroom with tutors.</p> <p>8:50 – 9:10 Tutor Time</p> <p>9:10 – 10:10 P1</p> <p>10:10 – 11:10 P2</p> <p>11:10 – 11:30 Break for all in respective zones. Bell at 11:25 for line up to proceed to next class with relevant teachers</p> <p>11:30 – 12:30 P3</p> <p>12:30 – 1:30 P4</p> <p>1:30 – 2:00 Lunch for all in respective zones. Bell at 1:55 for line up to proceed to next class with relevant teachers</p> <p>2:00 – 2:55 P5 for Years 7, 10 and 11. Leave at 2:55pm via their respective entrances</p> <p>2:00 – 3:10 P5 for Years 8, 9 and 6th Form. Leave at 3:10pm via their respective entrances</p> <p>Monday – P6 will finish at 3:55 for Years 7, 10 and 11 and at 4:10 for Years 8, 9 and 6th Form. Wednesday – same start times as above. Finish times will be 1:30 for Years 7, 10 and 11 and 1:45 for Years 8, 9 and 6th Form. For all exits – teachers will escort their class to their exit.</p>

Information

Advice for Travelling to the Academy

- Staff encouraged to travel to the Academy alone or with only members of their own household and avoid public transport where possible.
- Students requested to travel to the Academy by walking, cycling or parent drop off where possible.
- In line with government guidelines students or staff using buses will need to wear face covering and maintain 2m distance
- Communication to parents/carers to be encouraged to not leave their cars and to drop students off at a distance from the Academy.
- Students should not be arranging to walk home in groups

Prevalence

The scientists (SAGE) outlined the prevalence of the virus, stressing that this is a novel virus. On current data, COVID-19 infections are coming down, hospital admissions are down, ICU admissions and COVID-19 related deaths are down. The R value is between 0.7 and 1.0. There is regional variation.

There are three sources of transmission: community spread, NHS spread and care homes. This means that the R-value related to community spread may be lower.

Recent Office for National Statistics (ONS) data suggests the prevalence of infection is 0.27% which translates as 2-3 of 1,000 people currently infected. This is shrinking. The 'halving time' is roughly every two weeks, therefore may be 1-2 people of 1,000 people in two weeks' time.

The risk to children

Susceptibility – do school-age children get COVID-19?

There is a moderate to high degree of confidence that the susceptibility to *clinical disease* of younger children (up to age 13) is lower than for adults. For older children there is not enough evidence yet to determine whether susceptibility to disease is different to adults.

The susceptibility to *infection* of younger children (up to age 13) might be lower than for adults, but the degree of confidence in this is low. For older children there is not enough evidence yet to determine whether susceptibility to infection is different to adults.

Transmissibility – do school-age children pass on COVID-19?

There is no evidence to suggest that children transmit the virus any more than adults. Some studies (from New South Wales and the Netherlands) suggest younger children may transmit less, but this evidence is mixed and provides a low degree of confidence.

Severity – do school-age children become very ill or die?

There is a high degree of confidence that the severity of disease in school-age children is lower than in adults. There is evidence of an inflammatory disease that affects a very small number of children that may be related to COVID-19. Children can become ill, but rarely very ill and almost never die, although a very small number of children (less than 10) have died and *any* death of a child is one too many.

The [overview](#) of scientific advice and information says that for the vast majority of children and young people, coronavirus is a mild illness. However, children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. These children are not expected to be attending education settings, and they should continue to be supported at home as much as possible.

The risk to parents

Age is the biggest risk factor related to COVID-19. The older an adult is, the more vulnerable they are. Parents of school-age children, particularly parents of primary school children, are typically aged less than 55. Therefore, parents particularly of primary-aged children are in the part of the populations where the risk is lower. *This does not mean there is no risk.*

The risk to Academy staff

Risks in the adult population increase with age. Risks relate to multiple factors, particularly adults with underlying, specific conditions.

The [overview](#) of scientific advice and information says:

- *Clinically extremely vulnerable adults* are advised not to work outside the home. Adults who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) are advised to follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend school.
- If a child, young person or adult lives in a household with someone who is *extremely clinically vulnerable*, as set out in the [guidance](#) on shielding and protecting people defined on medical grounds as extremely vulnerable, it is advised they only attend school if stringent social distancing can be adhered to and they are able to understand and follow those instructions.
- *Clinically vulnerable adults* who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying at home and away from others guidance) should work from home where possible. Schools should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home.

Risk to ethnic groups vulnerable to COVID-19

The Office for National Statistics (ONS) published [analysis](#) of COVID-19 related deaths by ethnic group in England and Wales between 2nd March and 10th April. This provisional analysis has shown that the risk of death involving COVID-19 among some ethnic groups is significantly higher than that of those of white ethnicity.

Further research is needed to understand why some ethnic groups have higher death rates from COVID-19 than others. The exact reasons for the increased risk associated with COVID-19 in BAME populations are not known, and there are a number of factors that could underlie this.

The [overview](#) of scientific advice and information says schools should be especially sensitive to the needs and worries of BAME members of staff, BAME parents and BAME students.