

Madeley Academy



Autumn 2021 Risk Assessment & Staff Guidance

**Version 15
5 October 2021**

Risk Assessment Madeley Academy – COVID - 19

Location / Site	Insert location and site where activity taking place
Castlefields Way Madeley Telford TF7 5FB	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Review of Risk Assessment	
Assessment date	Insert date when assessment is being carried out
5 October 2021	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Extract from Schools coronavirus (COVID-19) operational guidance 27 September 2021

Control measures

You should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes, using standard products such as detergents.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
5. Prevention

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom and other locations resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Focused Risk Assessments by subject areas take account of bespoke measures in subject areas. 2. Disinfectant, hand gel and blue roll at each teacher station for IT equipment and teacher area. 3. Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. 4. Staff ventilate the room wherever possible to increase the flow of fresh air. 5. Mechanical building ventilation remains operational. 6. Students enter the building with supervisory staff present at their designated entrance and time. 7. Students wash hands or access hand sanitiser on entry and return from break. 8. Students in year groups when moving where possible including breaks and Personal Tutor. 9. Explicit, informing of the need to wash hands or sanitise hands on signage and broadcast. 10. Where possible, desks facing forwards and students not facing each other is recommended. 11. Students keep personal items and stationery in their Academy Bag, which is not shared. 12. Persons presenting symptoms are identified and safely managed by alerting colleagues. 13. The Academy Nurse or deputising staff wear PPE when interfacing with a symptomatic individual. 14. Symptomatic cases move outside by Gatehouse until collection avoiding pedestrians. 15. If a test is positive, the Academy will work with the Health Protection Hub to define procedures. 16. Staff vigilant of students with SEND, those vulnerable or known to have behavioural conditions as they may have an impaired ability to communicate if feeling unwell. 17. Students are escorted by their teacher at departure time. 18. Consideration and respect of personal spaces in offices continues. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Toilets are designated to age phases, time allocations and accessible toilets use. 2. Only one boy and one girl allowed to go to the toilet at a time from a class. 3. Toilets including Accessible Toilets are monitored throughout the day by Cleaning Assistants. 4. Washing hands signage, digital signage and Broadcast promotes good hygiene. 5. Extra signs in toilets to remind users to wash hands. 6. Toilets are a focus of high touch point cleaning throughout the day by Cleaning Assistants. 7. Additional cleaning actioned by Cleaning Assistants as appropriate. 8. Soap and dispenser batteries are monitored throughout the day by Cleaning Assistants. 9. Cleaning Assistants address stock and cleaning needs. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Waiting to enter the Academy or classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Good order in queues on arrival and departure at times published. 2. Water based hand sanitiser spray recommended to students on arrival. 3. Year groups queue outside the Academy entrances and are monitored by Heads of Year. 4. One way system and external access remains in place for Year 12 & Year 13 students in the VTC. 5. Controlled supervised entry and departure from Academy. 6. Students move directly to teaching venue and sit down at their place. 7. Visitors to site are only by appointment and choose whether to wear a face covering. 8. Signage present on all entrances, digital signage, corridors and exits. 9. Staff manage return into the building after break under controlled conditions. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Breaks resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered social time per year group on hard standing areas. 2. Shared use of recreational equipment permitted with meticulous cleaning per break. 3. Student access to water based hand spray sanitisation after breaks. 4. Staff manage the entry into the building after break under controlled and supervised conditions. 5. Routes to return to teaching area discussed with students prior to departure for breaks. 6. VTC Café and outdoor seating for Year 12 and 13 for the eating of food. 7. Staff escort Years 7 to 11 to and from breaks. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Eating breakfast or lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Entry into Servery managed by duty staff. 2. Queues are managed by staff and hardware for queue management. 3. Provision for FSM payment on EPOS tills. 4. Tables in Restaurant regularly cleaned between sittings. 5. Gloves are worn by staff serving and changed frequently. 6. Access to hand gel sanitiser on cash tills to reduce possible transmission. 7. Predominantly one year group in the Restaurant at one time. 8. Synthesised voice management system operational. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Use of corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students move at designated times and by request to access toilets. 2. Students keep to the left of stairs and corridors. 3. Access to tissues and hand gel on demand on corridors as needed. Catch it, bin it, kill it. 4. Large stair and carpet adhesive signage is in place to remind staff and students. 5. Students reported to SLT if not returning within reasonable time of break or toilet visit. 6. One male and or female student allowed to go to the toilet at a time. 7. Staff escort their classes on corridors to and from breaks to prevent mixing on corridors. 8. Staff presence at lesson changeover to prevent mixing. 9. Building ventilation is assisted by mechanical ventilation and opening of windows. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students provide their own individual items of stationery for personal use in the Academy. 2. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use. 3. Tables, door handles and other surfaces including hard chairs to be cleaned frequently by cleaners. 4. Children and adults to wash or sanitise hands regularly. 5. Doors and windows to be left open (wherever possible) to allow for ventilation. 6. Gym equipment and changing room facilities are frequently cleaned. 7. Cleaning Assistants operate all day in the Academy to frequently clean high touch points. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress by students			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Small numbers of students may require support for their emotional or behavioural needs. 2. Refer all cases of concern to Mr D Marshall who will delegate referrals as appropriate. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff share concerns with their Line Manager and communicate as necessary with the Headteacher. 2. Stakeholders in the Academy invited to share concerns regarding Health and Safety to Mr J Boyle. 3. Regular guidance shared via the Briefing Sheet and the Daily Update electronic email. 4. Staff to monitor the numbers of persons in an office. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children, 1:1 and restraint			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Social distancing between staff and students remains good practice wherever possible. 2. Staff and students may elect to wear a face covering. 3. PPE clothing available for staff attending a student or colleague requiring medical attention. 4. Sixth Form Academy campus minibus students will need to wear a face covering. 5. Hand sanitiser spray is used for students and staff on minibus transport between sites. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Regular hand washing is promoted and profiled in the Academy. 2. Hand gel is provided on corridors and in all classrooms. 3. Common disinfectant spray and blue roll is provided at the front of all classrooms. 4. Tissues are provided on corridors and in all classrooms. 5. Waste removed from building by Cleaning Assistants. 6. Public and digital signage to remind importance of good hygiene through Madeley Academy. 7. Facilities are provided for hand washing and sanitising hands on entry to the Academy, before lunch, after lunch, before leaving the Academy after using the toilet. 8. Explicit signage on how to cough/sneeze and then catch it, bin it, kill it are displayed. 9. Requests for stock actioned by calling 701. 10. Bins emptied regularly (including Restaurant) including waste and high touch points cleaned. 11. Cleaning Assistants on call all day to intervene as necessary. 12. Vending machines in use with frequent cleaning of glass touch screen. Gel available after selection. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. High touch point surfaces, handles, and toilets cleaned each day by Cleaning Assistants. 2. Areas and facilities used by symptomatic persons disinfected by Cleaning Assistants. 3. High touch points including office equipment disinfected by Cleaning Assistants. 4. Specialist venue resources/surfaces cleaned by staff with disinfectant and blue roll. 5. IT equipment to be wiped down with disinfectant before and after use. Managed by staff. 6. Staff cleaning resources provided to clean teacher desk and teacher high contact IT equipment. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of CEV staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Clinically Extremely Vulnerable staff are advised to discuss concerns with the Academy in line with Government guidance. 2. Parents and carers of Clinically Extremely Vulnerable students are advised to discuss concerns with the Academy in line with Government guidance. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Use of Lateral Flow Device home testing			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students issued with home test kits. 2. Staff issued with home test kits. 3. Home test kits are for twice weekly testing to help identify asymptomatic cases. 4. If a student tests positive at home, they must not attend the Academy and take a PCR test. 5. Parents/carers notify the Academy and isolation begins for the student. 6. Health Protection Hub will be informed and follow up procedures undertaken. 7. Students should not take an LFD test if they have had a positive test within 90 days. 			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Consideration of health and safety measures in the workplace during pregnancy.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Once informed of your pregnancy, the Academy will discuss with you how best to ensure your health and safety in the workplace. 2. The existing Academy Risk Assessment will be considered as a part to any additional measures required. 3. Pregnant colleagues and the Academy will refer to the latest guidance from the Royal College of Obstetricians and Gynaecologists https://www.rcog.org.uk 4. The Academy will support, respond and manage any additional risks. 5. Consider the risks before and after 28 weeks pregnancy. 			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

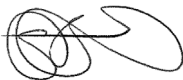
Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Student or staff becomes ill with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection and should arrange to have a test to see if they have coronavirus (COVID-19). 2. The Academy Nurse, deputising staff and SLT member is called on telephone or radio. 3. The Academy Nurse or deputising staff wear PPE when interfacing with a symptomatic individual. 4. Symptomatic cases move outside by Gatehouse until collection avoiding pedestrians. 5. In inclement weather a socially distanced and safe venue will be used. 6. If test is positive, Academy informs Health Protection Hub to alert of Academy/community case. 7. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning surfaces in the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. 8. When a student or staff member develops symptoms they are sent home, book a test and self-isolate for 10 days if positive. 9. Staff or students get a test if they display symptoms of coronavirus. 10. Where a student or staff member tests negative, they can return to their setting. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Temporary Succession Management

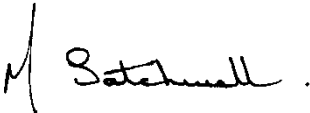
In the event of a requirement to implement succession management at Madeley Academy, due consideration has been given to colleagues who will act as Headteacher until further notice.

Headteacher	Lady Maria Satchwell
Temporary Succession Management acting as Headteacher 1	Mr Duncan Marshall
Temporary Succession Management acting as Headteacher 2	Mr Jonathan Boyle
Temporary Succession Management acting as Headteacher 3	Mr Ian Marshall

OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments	Insert comments relevant to findings as appropriate		
This risk assessment complies with advice offered by the DfE relating to COVID – 19. The measures taken will reduce the risk of Covid 19 infection but the measures taken are not able to eliminate the risk entirely.			

Name of assessor	Signature of assessor	Date
Saffron Baxter		5 October 2021

Headteacher's comments	Insert comments relevant to assessment as appropriate

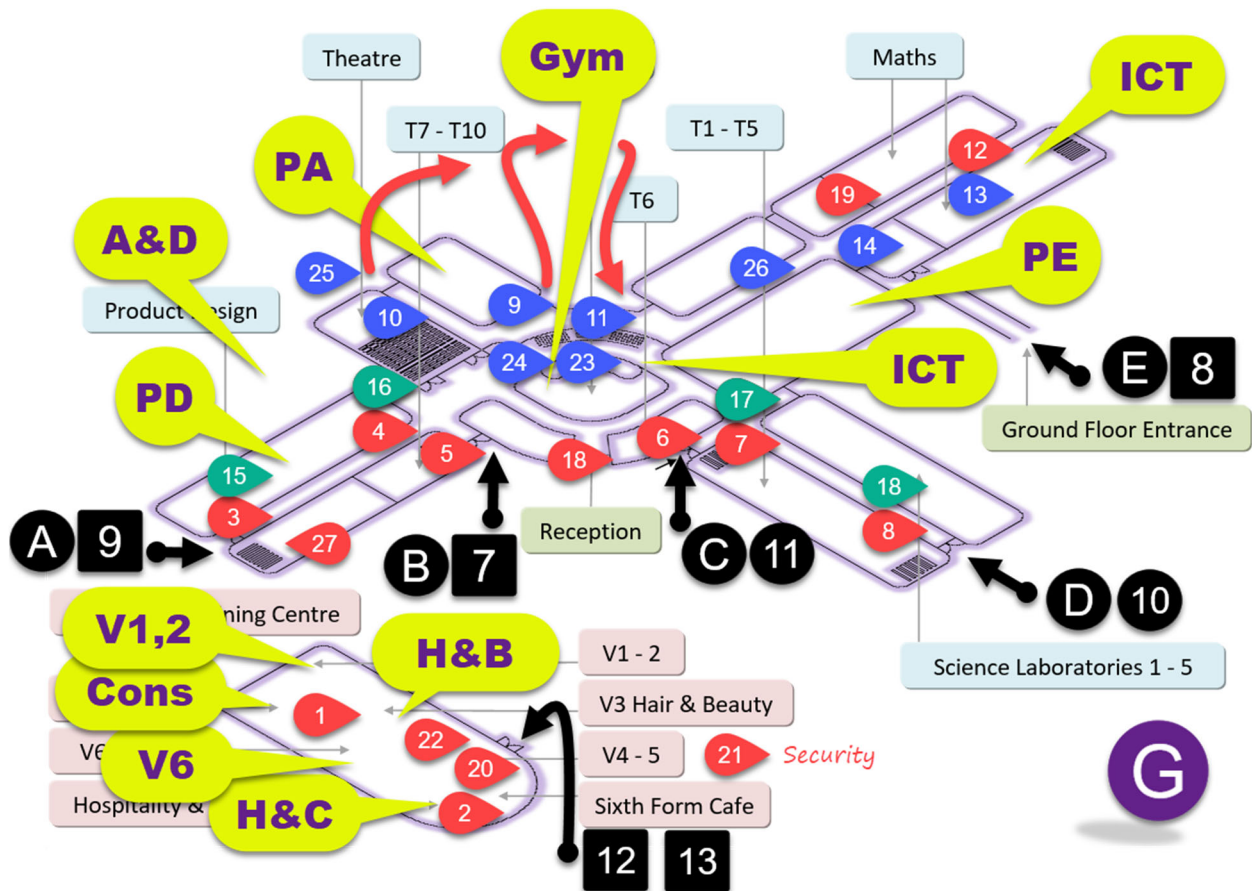
Name of Headteacher	Signature of manager	Date
Lady Maria Satchwell		5 October 2021

Risk assessment reviews	This document has been reviewed and updated regularly
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Madeley Academy

Staff Guidelines 2021 – Always subject to change

JCB to respond to any request from any stakeholder in the Academy.



Floor Plan Key

	Lower Ground		Ground Floor		First Floor		Specialist Venue
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Figure G explanatory notes

1. VTC – All rooms have access to disinfectant, blue roll, tissues and hand gel
2. (2 – 27) Either fixed hand gel and tissue access or hand sanitiser spray from colleagues at key times.
3. Every classroom - disinfectant, blue roll, tissues, hand gel on teacher desk
4. V1, V2, Construction, ICT, H & C, H & B, PD, A & D, PA, Gym, PE areas have specialised Risk Assessments and additional cleaning products between lessons. These are negotiated between specialist areas and Site Manager, Matt Lumby.

Additional cleaning materials comprising of the following items:

- Multiple disinfectant spray bottles
- Multiple blue rolls
- Hand gel

Common Room Format

Recommended room fill sequence and reverse when leaving area

Staff provided with resources to clean their own desk and IT equipment

Disinfectant spray to be applied to blue roll and then applied to keyboard rather than spraying directly onto the keyboard

Where possible students face the front

Where possible additional furniture has been removed

Where possible teacher zones have been marked on the floor for exclusive access

Keep rooms ventilated

Call Reception for support for any classroom issues and a daytime supervisor will be called

Disinfectant spray can be sprayed directly onto hard surfaces, but best avoided to control overspray

Staff oversee the use of wiping down surfaces and control the use of common disinfectant

The diagram illustrates a classroom layout with a 4x3 grid of desks. The desks are numbered 1 through 24, starting from the front-right (1) and moving back and left. A door is located on the left wall, and a corridor with a sanitiser station is adjacent to it. The distance between rows is marked as 2M. At the front of the room, there is a designated teacher zone containing a box for 'Teacher hand gel, tissues, wipes' and a 'Teacher' box. The text 'Typical 1 or 2 Metre plus where possible' is placed above the teacher zone.

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Sanitisation Stations – Always subject to review

To support measures to control the virus, wall mounted sanitisation stations are available with tissues, and hand sanitiser gel. Students are directed to use the alcohol hand gel on corridors.



Posters reminding students of their requirement to sanitise (or wash) their hands and use tissues will be profiled throughout the building.

Daytime Cleaning Assistants check on stock levels. Staff to report any stock issues to 701 at any time leaving a recorded message if necessary.



Disinfectant – Always subject to review

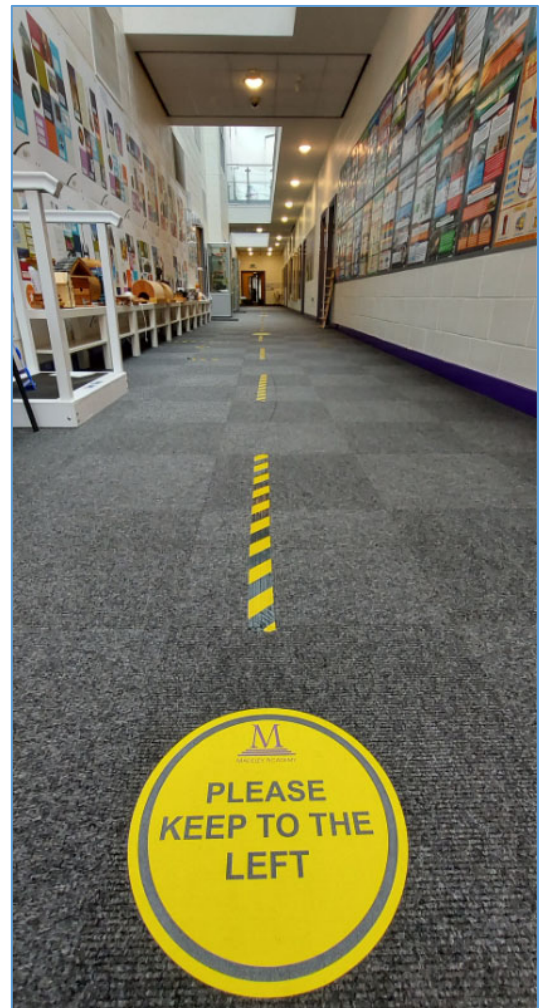
Selgiene disinfectant is used in the Academy. This has been decanted and diluted in spray bottles in the classrooms and is used for hard surfaces. Selgiene is our preference based on current volumes required and methods of disinfecting the Academy.

Staff are advised to spray onto blue roll before use and when disinfecting ICT equipment. Some areas have agreed alternative cleaning in cooperation the Site Manager, Matt Lumby.

All COSHH sheets available via Matt Lumby.

Signage

Signage and digital signage promoting hygiene and management of movement has been printed and in plentiful quantities for use in the Academy. This includes detailing external doors in the VTC that will be used for outer classrooms, rather than using internal routes. Staff and students observe the signage and remind students to do the same. Additional signage is always available on request.



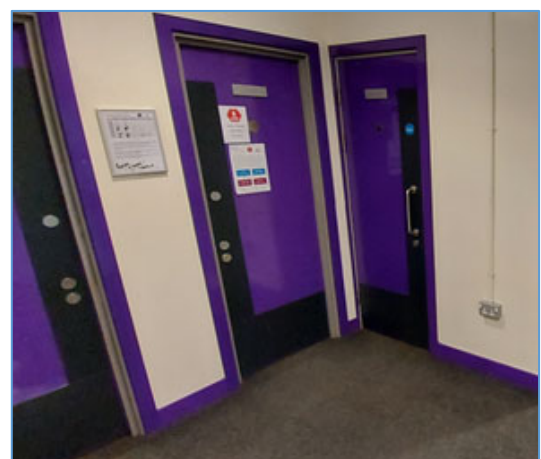
Toilets

Frequent cleaning of toilets is part of the daily schedule. Any issues regarding toilet hygiene should be reported immediately to 701. A Cleaning Assistant will be called. Always leave a message if necessary. Signage reminding all persons to wash their hands is in place.

More than one person may use toilet facilities.

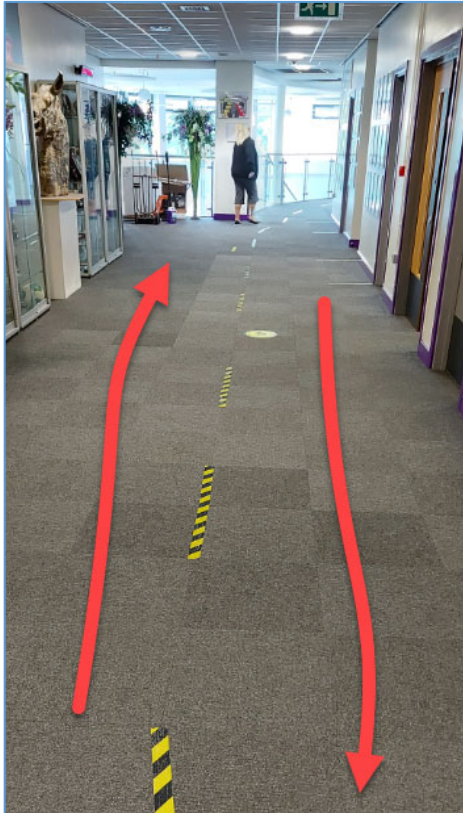
All cubicle and accessible toilets are in use and are open.

Students may use toilet facilities in the Academy on demand. Frequent monitoring by Cleaning Assistants is in place all day. Any issues to 701.



Modification of Corridors

Keep left markings remain to assist with social distancing on corridors. Tape markings assist in classrooms and non-classroom areas.



Teaching Room Sanitisation Tables for Staff

Every classroom and teaching location has **blue roll**, **disinfectant spray**, **alcohol hand gel** and **tissues** at the front of the class. There are sanitising arrangements in use throughout the Academy where required. If there is a need to replace, restock or guidance on use, please contact 701 and a Cleaning Assistant will be called. COSHH data sheets are available from Matt Lumby for all products in use. Staff in the Academy are asked assist with identifying any issues and reporting them to 701 immediately so that remedial action can be taken to replenish any stock.



Restaurant Queues

Students managed by staff queue in a single file and respectful of personal space.

Modifications to Entrances

Year groups will enter the building via entrances A, B, C, D and E at 8.30 am.

Entrances are managed by Daytime Cleaning Assistants.

Hand spray is offered to students on entry to the building.

Students go straight to timetabled lesson and sit down in class.

Managed Access to Reception

Acrylic protection surrounds the Receptionist on duty.

Parents, carers advised to communicate with Reception via the video link at the gate, telephone or email.

Appointments must be made to visit the Academy as necessary.

Thinking about measures when visitors come onto site for appointments are recommended.

Modification to Internal Corridors to Reception Area



VTC One Way System

A one way system continues to be used until further notice. Access from outside doors to be encouraged and protocols on one way movement in place on corridor. Movement to breakfast and lunch also require movement out of the building and return through front entrances.



End of document
J C Boyle