

# Madeley Academy



## **Risk Assessment & Staff Guidance**

**Version 19  
6 April 2022**

**Key principles:**

- Face coverings are optional around the Academy site
- Staggered finish to the day
- Cleaning regime during the day with cloakroom/toilet supervisors keeping toilet areas monitored, with additional measures to be undertaken by staff/students after using venues
- Strong emphasis on personal hygiene
- Good ventilation to be maintained in all working areas wherever possible
- Supportive and caring environment for staff and students
- Timely and measured response to any symptomatic staff or students working closely with public health authorities and readiness to apply contingency measures if required

**Content**

- Face coverings optional when moving around the Academy
- Hygiene and cleaning
- Ventilation and social distancing in venues
- Students or staff displaying symptoms
- Student emotional distress
- Vulnerable staff and family members

## Risk Assessment Madeley Academy – COVID - 19

<b>Location / Site</b>	Insert location and site where activity taking place
Madeley Academy	
<b>Activity / Procedure</b>	Insert name/type of activity or procedure being assessed
Review of Risk Assessment	
<b>Assessment date</b>	Insert date when assessment is being carried out
1 April 2022	

<b>Identify people at risk</b>	YES or NO
<b>Employees</b>	<b>YES</b>
<b>Children</b>	<b>YES</b>
<b>Visitors</b>	<b>YES</b>
<b>Contractors</b>	<b>YES</b>

### Control measures

You should:

- Ensure good hygiene for everyone
- Maintain appropriate cleaning regimes
- Keep occupied spaces well ventilated
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19
- Take preventative measures

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spread of virus concerning asymptomatic students and staff</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. The use of face coverings for staff and students is optional, but strongly advised for any suspected cases of Covid.</li> <li>2. If a student or member of staff tests positive, they are expected to notify the Academy and follow the published Government guidance.</li> <li>3. If a student or staff member displays symptoms that could be indicative of Covid, they are expected to notify the Academy and follow the published Government guidance.</li> <li>4. There is no longer a legal requirement to self-isolate.</li> <li>5. If there is a localised outbreak of cases in the Academy, the Public Health Team may suggest further preventative controls to be re-introduced.</li> <li>6. Meetings with parents/visitors are permitted on site.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Airborne transmission whilst students are moving around the Academy</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Face coverings on premises are optional, but are strongly advised for any suspected or confirmed cases of COVID 19.</li> <li>2. Hand sanitiser is provided on all corridors and in the Restaurant.</li> <li>3. Tissues are provided at all entrances, on all corridors and in the Restaurant.</li> <li>4. Students permitted to enter the building at 8.20 am and move straight to their classroom.</li> <li>5. Year group assemblies have resumed for information and guidance, hosted by Year Heads.</li> <li>6. Restaurant sittings are scheduled for year groups whenever possible resulting in single year group movement in the Academy at key times in the day.</li> <li>7. Face coverings are optional for staff, students and visitors on the Academy premises.</li> <li>8. A staggered finish for students between 2.50pm – 3.20pm.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to poor hygiene</b> around the Academy resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Staff call Reception if any resources need to be replaced.</li> <li>2. Regular reminders on the importance of good personal hygiene to be shared on broadcast and TV's.</li> <li>3. Explicit information on how to cough/sneeze into the bend in your arm and catch it, bin it, kill it.</li> <li>4. Toilet supervisors clean throughout the day.</li> <li>5. Bins to be emptied regularly and high touch points cleaned.</li> <li>6. Cleaning assistants on call all day to assist with cleaning procedures.</li> <li>7. Students visit toilets one at a time using a pass to limit numbers of students mixing and reduced contact time.</li> <li>8. Year group toilets in place where possible to reduce year group mixing.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to poor ventilation and social distancing in venues</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All occupied venues should maximise ventilation whenever possible. This includes opening doors and windows to encourage the circulation of air. (Fire doors remain closed unless fitted with an electronic door stop.)</li> <li>2. In colder weather, thought needs to be given to a balance between good circulation and the room temperature. This may involve intermittent opening of windows during the day.</li> <li>3. Teachers should continue to keep a sensible social distance from students in teaching venues and other areas at all times. They should position students away from the teaching desk space whenever possible.</li> <li>4. A student seating plan should to be kept with students encouraged to distance from each other when appropriate to do so.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Transmission of the virus by a students’ or staff displaying symptoms</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Students and staff will be advised to remain at home if they are feeling unwell, as the legal requirement to isolate has been removed.</li> <li>2. All staff to remain vigilant of student welfare throughout every session and around the Academy.</li> <li>3. The Medical Room will be the designated area for holding students with COVID-19 symptoms and will be cleaned thoroughly between users.</li> <li>4. Students and staff will sit on plastic chairs only.</li> <li>5. PPE clothing will be available for staff who may have to attend to a student or colleague requiring support or medical attention.</li> <li>6. A good stock of disposable aprons, gloves and face masks are available in addition to face visors offered to all staff that might be involved in managing students presenting symptoms.</li> <li>7. The Academy will work closely with the local health protection team where necessary.</li> <li>8. Guidance from the DfE/LA and Government medical advisers is regularly updated and staff will be informed accordingly.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress by students</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Small numbers of students may require support for their emotional needs.</li> <li>2. Students may have lost a loved one or experienced a difficult time because of COVID-19.</li> <li>3. Refer all cases of concern to Duncan Marshall who will delegate referrals as appropriate.</li> <li>4. The Nurture Room is in operation and will be used as a safe space to support vulnerable children.</li> <li>5. The Personal Tutor remains the first point of contact. Communication can still continue via email and telephone and personal tutors should make a concerted effort to look out for the welfare of all their students as always.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>


<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Those who are clinically extremely vulnerable must take particular care while community infection rates continue to rise and fall.</li> <li>2. Clinically extremely vulnerable staff are advised to discuss concerns with the Academy in line with Government guidance. An individual risk assessment should be agreed with the line manager.</li> <li>3. Those who are clinically vulnerable e.g. asthmatic or people with particular characteristics which may put them at comparatively increased risk of COVID-19. If individuals are concerned we recommend a discussion takes place with their line manager and the Academy will try and accommodate any additional measures that may be necessary.</li> <li>4. Once informed of a pregnancy, the Academy will consider how best to ensure the individuals health and safety in the workplace.</li> <li>5. Pregnant colleagues and the Academy will refer to the latest guidance from the Royal College of Obstetricians and Gynaecologists <a href="https://www.rcog.org.uk">https://www.rcog.org.uk</a></li> <li>6. The Academy will consider the risks before and after 28 weeks of pregnancy.</li> <li>7. Those living with someone who is clinically extremely vulnerable or clinically vulnerable can attend the Academy and work with children.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

## Temporary Succession Management

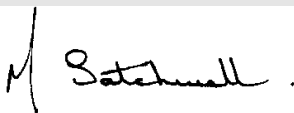
In the event of a requirement to implement succession management at Madeley Academy, due consideration has been given to colleagues who will act as Headteacher until further notice.

<b>Headteacher</b>	<b>Lady Maria Satchwell</b>
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

<b>OVERALL level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Assessor's comments</b>	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.			

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Saffron Baxter		6 April 2022

<b>Headteacher's comments</b>	Insert comments relevant to assessment as appropriate
We have endeavoured to comply with Government recommendations and at the same time optimise the safest conditions possible for students and staff.	

<b>Name of Headteacher</b>	<b>Signature of manager</b>	<b>Date</b>
Lady Maria Satchwell		6 April 2022

<b>Risk assessment reviews</b>	This document has been reviewed and updated regularly
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