

# WESTBOURNE ACADEMY

Safe return to work risk assessment Covid-19  
15/6/2020



Item No.	Movement/locations of person/s working/using facilities	Control measures	Management controls to further lower the risk	Additional resources needed to purchase
	Accessing classrooms	<ul style="list-style-type: none"> <li>Students instructed not to make their way to their classroom until time for their lesson. No waiting outside causing congestion</li> </ul>	Staff to remind students as and when they notice non-compliance.	
3	Stairs	<ul style="list-style-type: none"> <li>Introduce a one-way system, where possible</li> <li>Up main stairs to classrooms and down through fire escape.</li> <li>Implement 1 metre markings</li> </ul>	After each break time wipe all handrails on stairs.	
4	Lifts	<ul style="list-style-type: none"> <li>Lift not to be used.</li> <li>If needed then lift buttons to be wiped after each use.</li> </ul>		
5	Toilets	<ul style="list-style-type: none"> <li>Reduce to one person using toilet on ground floor. Room 5 to use the toilet outside Room 6 and Room 10 to use toilet outside classroom.</li> <li>Install signage to stipulate one person</li> <li>Person using facility cleans contact points with antibacterial hand wipe</li> </ul>	Decide of cleaning frequency of each toilet, given usage with student loading	Contract the cleaners to come in twice a day 12.30 to clean classrooms and toilets
6	DoS office	<ul style="list-style-type: none"> <li>No sharing of desks nor computers</li> <li>Register files not to be used in class. All done on the IWB</li> <li>No extra material to be lent out</li> <li>Murphy or other material for teachers to be made available on IWB</li> </ul>		
7	Staff rooms	<ul style="list-style-type: none"> <li>Sanitiser/Anti-bacterial hand jell/ Increased cleaning</li> <li>Have separate place to hang coats away from others</li> <li>Tea/Coffee making facilities to be sanitised after each use by teachers. Put separate facilities in reception/office</li> <li>Photocopiers to be wiped after each use</li> <li>Teachers to only use their own cupboards. Teachers to have individual cupboards when possible</li> <li>All staff to have their own cups.</li> <li>Teachers to be 2 meters away from each other. 2 in staff area and 2 in teachers' room</li> </ul>	MUH/EW/GG to periodically check tidiness and ensure cleaning of items are being carried out.	

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		<ul style="list-style-type: none"> <li>• Teachers' computer to be wiped after each use</li> <li>• All shared utensils e.g. staplers etc to be wiped after each use</li> <li>• Teachers enter through DOS office and exit through teachers' room door.</li> <li>• Microwave and refrigerator to be wiped down after each use.</li> <li>• Kitchen sink taps to be wiped after each use.</li> <li>• All cups, plates etc to be put away after use. Nothing to be left on draining board.</li> <li>• Teachers responsible for own desks and therefore no desk sharing</li> </ul>		
8	Classroom	<ul style="list-style-type: none"> <li>• Where possible, one teacher per classroom.</li> <li>• Restrict course options to 20/40 lessons per week to form class bubbles with teachers</li> <li>• Consider using online materials on IWB – Outcomes etc</li> <li>• Restrict class size to safe capacity for each room</li> <li>• Stagger lessons and breaks</li> <li>• Online teaching of whole class if student has symptoms or COVID19</li> <li>• Space desks to 1m distance</li> <li>• PC to be cleaned after use</li> <li>• Sanitiser/Anti-bacterial hand gel</li> <li>• All registers/WRS/HWK mark sheets to be done online</li> <li>• No files to be used. Absentees checked through online registers</li> <li>• All desks/door handles, windows to be wiped down at the end of class.</li> <li>• Classroom doors to be open all lesson to reduce contact with handles etc.</li> <li>• Teachers to sanitize desks at end of lessons.</li> <li>• Teachers to teach same class all morning/afternoon.</li> <li>• Students allowed to enter late.</li> <li>• No close monitoring of students in the classroom – maintain distancing</li> <li>• Do not use A/C unit if possible – open windows.</li> </ul>	<p>MUH/GG to monitor class sizes, checking they comply with current social distancing rules</p> <p>Teacher wipes down items using gloves provided.</p> <p>Stagger class time to reduce number of students in the general areas at one time.</p> <p>Suggested times:  9.00 – 12.00 (10.20-10.40 break)  9.30 – 12.30 (10.50 – 11.10 break)  1.00 – 4.00 (2.20 - 2.40 break)  1.30 – 4.30 (2.50-3.10 break)</p>	<p>Hand sanitizing gel in each classroom</p> <p>Sanitizing wipes and gloves for each classroom</p>

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		<ul style="list-style-type: none"> <li>• Doors not to be closed from beginning of lesson to end of lesson</li> <li>• Every class to create a WhatsApp group in case of necessity to contact whole group.</li> <li>• All classrooms not in use to be kept locked</li> <li>• If one member of the class contracts COVID 19 – all students and teacher do not come to school and continue learning online.</li> <li>• All books to be sanitized before being given out to student and returned by student</li> </ul>	<p>Emergency number to be used by teacher. One teacher will teach the same group for both lessons</p>	
9	Homestay providers	<ul style="list-style-type: none"> <li>• Ask all providers to inform WA immediately of any member of the household having Covid19 symptoms.</li> <li>• Conduct online visits</li> <li>• Maintain close contact with all homestay providers, especially those with under 18s</li> </ul>		
10	Cafeteria	<ul style="list-style-type: none"> <li>• Create one-way system. Enter cafeteria through door at bottom of stairs. Enter garden through Fire Exit only. Enter the school from the garden only via the conservatory. Exit cafeteria to classrooms through conservatory.</li> <li>• Consider reducing service from choice of meals to fixed menu of pre-prepared sandwiches</li> <li>• All food to be ordered in advance.</li> <li>• Queue for coffee or food to be marked</li> <li>• PPE-Masks- All users</li> <li>• Use disposable cups, stirrers, knives and forks.</li> <li>• One class to be in cafeteria at one time</li> <li>• Break times to be staggered</li> <li>• One member of staff on duty at bottom of stairs and one in cafeteria</li> <li>• Coke vending machine NOT to be used.</li> <li>• Water machine to be used but only with 'tap push'</li> <li>• Hand sanitizer to be available at entrance to cafeteria and outside downstairs toilet.</li> </ul>	<p>Teacher to accompany class in cafeteria</p>	<p>Hand sanitizing gel dispensers for entrance to cafeteria</p>

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		<ul style="list-style-type: none"> <li>Consider having an order system to be completed by teacher 5 minutes before break time and sent electronically to the office.</li> <li>Table football and table tennis table to be moved and not used.</li> <li>Move tables and chairs to 1 metres apart</li> </ul>		
11	Computer Room	<ul style="list-style-type: none"> <li>Close facility temporarily</li> <li>Continue to offer the room for prayer for Muslim students but keep locked and wipe door handle after each use.</li> </ul>		
11	Libraries	<ul style="list-style-type: none"> <li>Close facility temporarily and monitor requests for use</li> <li>Recommend online materials from Outcomes</li> </ul>		
12	Listening Centre	<ul style="list-style-type: none"> <li>Close facility temporarily and monitor requests for use.</li> <li>Keep door locked</li> <li>Recommend online materials from Outcomes</li> </ul>		
13	School trips/visits and social activities	<ul style="list-style-type: none"> <li>Trips prohibited until further notice</li> <li>Give advice on local places to visit</li> <li>Social activities in cafeteria with social distancing taken into consideration</li> <li>New risk assessments on all attractions in Bournemouth</li> </ul>		
14	Meetings	<ul style="list-style-type: none"> <li>Reduce number in meeting to maintain 1m rule and have others join remotely</li> </ul>		
15	Safeguarding	<ul style="list-style-type: none"> <li>To check under 18's attendance see class registers electronically completed on IWB</li> <li>Any under 18 with Covid19 symptoms to self-isolate in homestay but to be contacted twice a day by safeguarding officer</li> <li>All students given detailed safeguarding talk at intake</li> </ul>		
16	Dealing with student incidents	<ul style="list-style-type: none"> <li>Social distancing</li> <li>Staff to wear facemask and gloves if dealing with a student suspected of having Covid19</li> <li>Staff to avoid physical contact if called to restrain student</li> <li>Sick room unavailable</li> <li>Students phoning in sick with Covid19 symptoms to be told <b>NOT</b> to come in and to inform homestay</li> </ul>		

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		<ul style="list-style-type: none"> <li>All interviews with students to be conducted in meeting room (if available) and table to be wiped after.</li> </ul>		
17	First aid	<ul style="list-style-type: none"> <li>Staff attending incidents must wear face mask and gloves.</li> <li>If student is believed to have Covid19 and has had close contact with First Aider, both need to self-isolate.</li> <li>Thermometer – non-contact type needed</li> </ul>		Thermometer – non-contact type
18	Fire alarm activations	<ul style="list-style-type: none"> <li><a href="https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf">https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf</a></li> <li>Review FRA to include Covid 19</li> <li>Increased Fire Assembly points to endure social distancing.</li> <li>First class out to use Fire Assembly Point 1 – next to dustbins/smoking area. Second class out to use Point 2 – middle of car park in front of main entrance. Third class out to use Point 3 – corner of the car park, next to roundabout</li> </ul>		
19	Smoking areas	<ul style="list-style-type: none"> <li>Numbers of smokers to be restricted at any time</li> <li>If large number of smokers at one time, allow to 'overflow' into garden</li> </ul>		
20	Communications	<ul style="list-style-type: none"> <li>All staff/students aware of current actions and requirements and reminded frequently using school communication systems</li> <li>Action needed to be taken by students to be put onto Induction talk</li> <li>Head of School to share Risk Assessment with all staff</li> <li>Risk assessment &amp; safety plans on website</li> </ul>		
21	Deliveries	<ul style="list-style-type: none"> <li>Disinfect on arrival</li> <li>If deemed necessary Isolate package for 24 hours</li> <li>Staff accepting deliveries should wear face masks, disposable gloves</li> </ul>		
22	Contractors	<ul style="list-style-type: none"> <li>Contractor RAMS to be scrutinised to ensure they include Covid 19 control measures.</li> <li>Contractor should advise college if their operatives contact Covid 19.</li> <li>All contractors to observe social distancing</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Operatives to be provided (by Contractor) with appropriate PPE.</li> <li>• In the event of contractors contracting Covid 19 at WA, all details should be entered on WA Accident/Incident database.</li> </ul>		