

BOA RISK ASSESSMENT

Date	01/09/2020	Assessed by:	J Bates
Pathway/Dept	Head of Estates and Facilities		
Overview	General classroom risk assessment to cover general teaching and classroom/studio activities during the COVID-19 pandemic		
Persons at Risk			
Students	x	Visitors	Other (please write below) X
Staff	x	Contractors	Other members of staff and student's households.
Hazards Noted			
Staff or students coming into indirect contact with COVID-19 through cross contamination.			
Staff or students coming into direct (person to person) contact with COVID-20			
Anxiety or concern about the risks posed by COVID-19			

Risk rating

		Consequence						
		1	2	3	4	5		
Likelihood	1	1	2	3	4	5	5 - Fatal	5 - Almost certain
	2	2	4	6	8	10	4 - Major injury	4 - Likely
	3	3	6	9	12	15	3 - Serious	3 - Possible
	4	4	8	12	16	20	2 - Minor injury	2 - Unlikely
	5	5	10	15	20	25	1 - Incidental	1 - Rare

Rating BEFORE Control Measures

Hazard description		Consequence	x	Likelihood	=	Risk rating
1	Staff and students may come into direct contact with COVID-19 through contact with other students, staff, contractors and visitors to site.	4	x	4	=	16
2	Staff and students may come into indirect contact with COVID-19 through cross contamination such as sharing equipment, sharing resources and touching shared surfaces	4	x	4	=	16
3	Staff and students may be suffering with anxiety about COVID-19 and the implications of returning to the Academy.	3	x	4	=	12
4	Higher risk staff and students may come into contact with COVID-19 via direct or indirect means.	5	x	4	=	20

Control Measures

1	Consistent messaging via all BOA communication channels that nobody with COVID-19 symptoms should be on site. This includes signage, briefings and communications home.
	All staff and students to receive a briefing to include advice on hand and respiratory hygiene to prevent the spread of COVID-19.
	Social distancing to be followed (as far as is practicable) at all times. Classroom furniture has been rearranged to create space between students where possible. Where this cannot be achieved desks have been arranged to ensure that students are facing the same direction (not opposite). Where furniture cannot be altered screens have been erected between students facing each other.
	Studio floors are marked up to indicate social distancing. Classes will be divided up into smaller groups appropriate to the space as identified in department specific risk assessments.
	Students will be asked to wear face coverings for certain activities as identified within department specific risk assessments.
	Ventilation systems on site have been adjusted to circulate fresh air only, and ensure that no air is recirculated around the building.
Students will remain within their class groups, and seating plans will be used to ensure that where social distancing is impractical, that close contact takes place in small bubbles.	

2	All staff and students to receive a briefing to include advice on hand and respiratory hygiene to prevent the spread of COVID-19. Hand sanitiser is available on entry to the building and in all communal areas, as well as floor entry vestibules and in all teaching spaces.
	Students will remain within the same classroom and at the same desk (as far as possible) each day. Where a classroom changeover is unavoidable desks to be cleaned between sessions.
	Use of resources such as text books to be limited as far as is practical. Texts may be shown on classroom screens, or pages will be copied to allow students to keep their own copy. Where use of texts is unavoidable, each student will be issued with their own copy for the duration of use.
	Cleaning materials have been provided in all classrooms to allow equipment, keyboards (and so on) to be sanitised between use.
	The timetable has been planned to allow work handed in and quarantined for 72 hours, marked and quarantined again before being returned.
	Enhanced cleaning is taking place throughout site and soft furnishing are being treated with a biocide.
	Students are expected to provide their own pencil cases, writing implements and equipment such as calculators. School equipment will be quarantined or cleaned in-between uses.
3	Robust pastoral systems are in place to identify students suffering with anxiety. All members of staff have received training and advice (through an information booklet) on support measures for colleagues and students.
	Parents and carers have been informed (via communication from the Principal) on who to contact should there be any concerns.
4	A process is in place to identify higher risk people, and carry out individual risk assessments.
PPE required?	
Some specific activities may require the wearing of gloves and /or face coverings. These are identified within department specific risk assessments, and students will be advised as and when these are required.	

Rating AFTER Control Measures

Hazard description	Consequence	x	Likelihood	=	Risk rating
1 Staff and students may come into direct contact with COVID-19 through contact with other students, staff, contractors and visitors to site.	3	x	3	=	9
2 Staff and students may come into indirect contact with COVID-19 through cross contamination such as sharing equipment, sharing resources and touching shared surfaces	3	x	3	=	9
3 Staff and students may be suffering with anxiety about COVID-19 and the implications of returning to the academy.	3	x	3	=	9
4 Higher risk staff and students may come into contact with COVID-19 via direct or indirect means.	3	x	3	=	9

Sign Off

I, the undersigned, confirm that I have carried out this Risk assessment and that the risk rating is no higher than 6 (proceed) or no higher than 12 (proceed with caution)

Name Signed Date

I, the undersigned, confirm that the risk rating is higher than 12 and it is NOT safe to proceed.

Name Signed Date

Counter Signatory

I, the undersigned, confirm that I have reviewed this Risk assessment and can confirm that it is SAFE TO PROCEED

Name Signed Date