



Manor Academy Risk Assessment

General Workplace *Partial opening COVID19* Risk Assessment

Doc Ref: MARA-23032020

Manor Academy is committed to ensuring that all activities arranged, or carried out on behalf of the school are safe for all involved. This risk assessment documents the significant hazards and states the controls which are used to enable the activity to take place safely with the risk being reduced to as low as reasonably practicable. This document should be shared with everyone involved in the activity/environment. If any advice is required then please speak to the Support Services Manager.

Details of the assessment: This risk assessment covers the general workplace environment at Manor Academy and the amendments made to ensure the environment is safe for the partial opening of the school for staff, key workers children and year 10 up to 80 people on site only. If the controls are followed then the risks in the environment are low as reasonably practicable. Further assessments will be carried out for activities which pose other significant hazards (such as labs, workshops, kitchens etc). The risk assessment will be reviewed as government, Trust, ASCL guidance is produced or numbers increase

Departments/people involved: All Departments: Staff, Students, Visitors, Contractors.

<p align="center">Significant Hazards</p> <p align="center"><i>Likely places/ways that people could be seriously harmed</i></p>	<p align="center">Control measures and precautions that staff agree to adopt as their normal practice.</p>
<p align="center">Social Distancing measures not followed on site</p> <p align="center"><i>People coming into closer contact than the 2m guidelines could pose an increased risk of contracting COVID 19</i></p>	<ul style="list-style-type: none"> ● New stricter site protocols are implemented to ensure that social distancing is adhered to at all times whilst on site. These are communicated to staff and students in advance of attending site ● A storyboard document and an induction video of the rules will be sent to all staff and students so these can digest the rules and pose any questions in advance ● Students will be seated at the same learning station which is a 1m square inside a 3m x 4m square for the duration of the time on site on that day

- Staff will use the screenshare function on the ipad to view and assist the student when they need to share their work to adhere to the 2m social distancing requirements. If written work is taking place then the student will take a picture on their Ipad and screen share it with the teacher for discussion.
- At the beginning of each session students will be reminded of the social distancing requirements and the rules will be displayed on floor, wall and screen displays
- There will be a zero tolerance to staff or students who break the rules and either will be asked to leave the site if a breach occurs.
- Students who have special needs will be risk assessed and further measures put in place as per the risk assessment
- The main hall, lunchbox and balcony will be the only spaces which are used so students will always be in a visual range so social distancing can be monitored
- Year 10 students will use the hall, special educational needs students will use the balcony and the keyworker students will use the Archbishops suite or the balcony
- Each yr 10 student will have a learning zone which is marked out with the 2m distance applied to other students and staff members
- There is a one way system in place around the hall
- The capacity of these spaces under these conditions are as follows
 - Hall 24 students 8 teacher
 - Lunchbox 16 students 5 teachers
 - Balcony 8 Students 8 teachers
- The walkways from the entry to the site will be marked out at 2 m intervals so staff and students can distance themselves upon arrival and departure
- There will be a maximum of 30 students per session so staggered arrival times are not required at this point. This will be reviewed if the numbers increase
- Students will be released in short intervals at the end of the session so social distancing can be maintained upon departure.
- Parents of students who are dropped off/picked up must stay in their car and either drop the student off on Millfield lane or in the drop off layby
- The sessions will be 3 hours long and take place in the morning or afternoon. This means there will be no social distancing requirements for students over lunch. Staff who have lunch will keep 2m away from other staff members
- During a break the students will either stay at their learning station or on allocated

	<p>space externally</p> <ul style="list-style-type: none"> • Staff who are working in offices will have their spaces assessed and either desks arranged so they are 2m apart or 2m tape being applied on the floor to identify the 2m distance • Staff who can work from home will remain to do so unless they are on the rota or have permission to attend site to keep the number of people on site to a minimum • Applefields will have different arrival and departure times to ensure there are no clashes with the site arrangements. Applefields are responsible for their arrangements in their own area • Contractor arrangements will be agreed in advance and this will include their Risk assessment and method statement and being made aware of our social distancing arrangements. Only essential work will take place during times where students are on site and the start/finish times will avoid arrival/departure times for the students
<p>Social Distancing measures not followed travelling to and from site <i>People coming into closer contact than the 2m guidelines could pose an increased risk of contracting COVID 19</i></p>	<ul style="list-style-type: none"> • A storyboard document and an induction video of the rules will be sent to all staff and students so these can digest the rules and pose any questions in advance which will include advice regarding travel to and from the site • Students not observing social distancing travelling to and from school may face school sanctions as per the behaviour policy
<p>Inadequate cleaning Effective cleaning and Hygiene methods help prevents the spread of germs and virus</p>	<ul style="list-style-type: none"> • The cleaning schedule and specification has been amended to ensure all used surfaces are cleaned before and after each session. • There will be a cleaning provision during the day cleaning all used surfaces at regular intervals i.e taps, toilet doors, handrails and bins will be emptied throughout the day. • All used areas of the school will be cleaned at the end of each day • Only a small area of the school is to be used to reduce the risk of the spread of COVID 19 and to ensure these areas can be thoroughly cleaned regularly • The normal surface cleaners will be used as they remove 99.9% of germs and bacteria including coronavirus. The COSHH assessment and data sheets for use remain the same • Hand sanitiser provided at the entry and exit points to the building and in each teaching zone.

	<ul style="list-style-type: none"> • Disposable tissues will be available in each space for both staff and students • Adequate levels of cleaning products and soap will be maintained and stock levels checked daily • Staff and students will wash their hands on arrival and regularly through the day whilst on site for at least 20 seconds to reduce the risk of surfaces becoming contaminated. • Students will bring their own learning equipment and nothing else will be brought into the space to reduce the amount of surfaces which need cleaning, which in turn reduces the risk of contamination
<p>Shared Resources <i>Items which would normally be used by multiple parties could aid the spread of COVID 19</i></p>	<ul style="list-style-type: none"> • Students will bring their own learning equipment and nothing else will be brought into the space to reduce the amount of surfaces which need cleaning, which in turn reduces the risk of contamination • Staff and student registers are taken via a no-touch system so this process does not have to be amended. Students names will be taken upon arrival • Photocopiers will have wipes or hand sanitizer next to them so staff can wipe or sanitise before/after use. • Returned library books will be quarantined for 72 hours before being stored or reallocated • New library book loans will be completed through the browse and collect system and will be placed on the students desk before the student arrives
<p>Staffing & Spread of Coronavirus to staff CYP and Families, Visitors and Contractors</p>	<ul style="list-style-type: none"> • Staff have all completed the York schools questionnaire about their health and personal circumstances which includes the people's vulnerability in their household. Each response will be considered, risk assessed and adjustments made as required. Adjustments include working from home or working in spaces where they will have very little contact with other staff and students if they cannot complete their work from home • Staff will make the Vice Principal for staffing aware of any changes so the arrangements can be updated • The site rules include anyone (staff, students, visitors or contractors) who have symptoms must not attend the school. If symptoms are developed on site that person will be asked to leave the site and if this is not possible they will be placed into a

	<p>quarantine area, in the chapel unless they can be collected.</p> <ul style="list-style-type: none"> • Anyone with symptoms will not be allowed to return to the school until after 14 days or production of a negative COVID 19 test certificate • Parents of students must make all their queries through the hello@mce.hlt.academy or the office number 01904 798722. They must not attend the school site unless it has been agreed in advance • Visitors will not be permitted to the school site unless they have a pre-booked appointment and their visit is essential. Meetings will alternatively take place through Zoom or Google meet • Staff interviews will take place virtually over Zoom or Google meet • Contractors will only attend site to carry out essential work and their times will not clash with the arrival/departure of the school sessions. Method statements and risk assessments will be agreed in advance as well as the site rules
<p>Site user becoming unwell or developing COVID 19 symptoms</p>	<ul style="list-style-type: none"> • If a staff or student becomes unwell and develops COVID19 symptoms (High temperature, continuous cough, or loss of taste) then they must leave the site at the earliest point. • If it is not possible to leave they will be placed in quarantine in the chapel. If they need to use the toilet they will use an isolated toilet and this will be locked off after use until it can be cleaned and disinfected • If there is a major event or the first aider states that the person requires hospital treatment then the emergency services will be called • Upon leaving the quarantined area the area will be cleaned and disinfected before there is any further use. • First aiders will be issued with PPE face masks, head visor, disposable gloves and disposable aprons if they are required to come within 2m of the person who requires first aid. If this PPE is used it will be immediately disposed after use in a hazardous waste bin and the first aider will wash their hands for at least 20 seconds • Staff and students will be reminded at the beginning of each session that they need to report any symptoms immediately to reduce the risk of infection to others • Any person who develops symptoms must self isolate for 7 days or provide a negative COVID 19 test certificate before returning to the school • If a staff or student develops COVID 19 the school should be informed. The staff and

	<p>students should who were in on that day will be informed and be required to take a COVID 19 test before returning to site or self isolate for 7 days</p> <ul style="list-style-type: none"> • The current government guidance states that temperature tests are not required at this time by the school. Students should look out for symptoms and report these as soon as they develop
<p>Inadequate hand washing/personal hygiene <i>Poor hygiene standards can increase the risk of spreading COVID 19 and other viruses</i></p>	<ul style="list-style-type: none"> • Staff, students and Contractors have been sent the site rules in advance of attending site and they will be required to wash their hands for 20 seconds upon arrival and departure and reminded to wash their hands regularly throughout their time on site. • Signs promoting the 'catch it, kill it bin it approach' will be displayed around the populated areas • A wash station has been created in the reception area so everyone arriving on site can wash their hands before going into the school and again before they leave • Fixed Hygiene stations with Hand sanitiser, tissues and a lidded bin are set out in the populated areas. • The washstation and the toilets which will be utilised have been amended to reduce the amount of surfaces which are required to be touched. The entry doors have been removed (but privacy meeting building regulations are still maintained), the taps are percussion operated and the hand dryer is operated by a hands free sensor. • Students, staff and contractors will use different toilets to reduce the risk of contamination • The entry doors to the building and to the useable spaces will either be automatic or held open so staff and students do not have to touch a door surface • Toilets, tables, common surfaces such as handrails and door handles will be cleaned before and after each session
<p>Inadequate personal protection and PPE</p>	<ul style="list-style-type: none"> • Current government guidance states staff and students do not require any PPE to protect against COVID 19 unless a medical condition specifies this • Any staff or student who chooses to wear a face covering or PPE may do so as long as they dispose of these safely or take them home • PPE will be provided for first aiders who need to come within 2m contact of a staff or student. These supplies will be readily available in the chapel and the office for use

<p>Inadequate Ventilation <i>Inadequate ventilation in a space could promote the spread of COVID19</i></p>	<ul style="list-style-type: none"> ● Mechanical ventilation in all populated areas will be on continuously and for 3 hours after final population of the building each day. ● The air will be drawn in from the outside and will not be recirculated internal air. ● The fans will be turned up to the maximum circulation rate to maximise the air changes in the space ● The filters in the air handling units were changed over Easter and are functioning at the correct flow rate ● Doors to the working areas will be propped open to encourage ventilation however the final exit doors will remain close for safeguarding reasons
<p>Fire, Intruder alarms, Emergencies, including lockdown and building compliance</p>	<ul style="list-style-type: none"> ● The amended emergency procedures will be circulated to staff, students and parents before attending site so they can familiarise themselves with the new systems. ● On the first session the emergency procedures will be reiterated to staff and students ● All fire systems, alarms and compliance related functions are in currency and will continue to be maintained as per the relevant regulations ● The fire evacuation muster point has been relocated to the front car park. An area has been marked out and the muster point has markings 2m apart so all staff and students can assemble and remain socially distant during an evacuation. This procedure is based on a maximum of 80 people on site which is above the maximum numbers we will have on site during this phase. Should these numbers increase this process will be reviewed ● If a lockdown is required the spaces which are populated will be located down and staff and students will be required to sit under their desks in their learning spaces. ● The fire file with all the fire information including risk assessment, chemicals on site and map of service shut off locations is kept in the facilities office ● The legionella risk assessment has been adapted for the partial closure and a full weekly flushing regime has been taking place of every outlet since March. ● The hot water systems have remained at temperature to ensure there is no an increased risk of legionella. ● Gas testing, pressure systems and LOLER inspections have remained as scheduled during this period and are in currency
<p>Lone Working</p>	<ul style="list-style-type: none"> ● There are some staff who cannot work from home but have some vulnerability to

<p><i>increased risk of injury if an accident occurred</i></p>	<p>COVID 19. These staff members will work in offices away from the main area. They will carry a radio and check in hourly to the office to ensure they are ok.</p> <ul style="list-style-type: none"> • No other lone working will take place without agreement and a risk assessment taking place
<p>Health, Safety and wellbeing concerns <i>The global pandemic has change normal life and as a result people are experiencing anxiety over returning to the workplace</i></p>	<ul style="list-style-type: none"> • The Support Services Manager is the school appointed person to provide advice and guidance on health and safety matters.They should be contacted for any queries/questions through the following e-mail address a.lethem@mce.hlt.academy • If staff members believe they need further training or information on these arrangements then please contact the Support Services manager or department head. • We recognise that this pandemic has caused a lot of stress and anxiety for all groups and both staff and students wellbeing is our priority. If staff/students are feeling concerned about returning to school or over any matter relating to this pandemic then please contact the following people so we can support you further <ul style="list-style-type: none"> ○ Staff - Liz mastin e.mastin@mce.hlt.academy ○ Students- l.scaum@mce.hlt.academy
<p>Security and Safeguarding</p>	<ul style="list-style-type: none"> • The new procedures will be distributed to all staff and students in advance of arriving on site so there is a clear understanding so nobody is put at risk • Year 10 students will locate in the hall, Special educational needs students on the balcony and key worker students in the lunchbox or balcony • The Poppleton pedestrian gate and the main vehicular gate will remain closed through the partial opening period except for staff vehicular access. All other staff/students must enter through the Acomb pedestrian gate. • Opening times will be reduced to 0800-1830 to ensure the staff who are on the rota are not lone working but a sufficient clean can take place • Staff will open the gate using their phone or fob to reduce contact with the keypad • The safeguarding policy has been amended to reflect safeguarding requirements both on and off site. This document can be found through the following link • Students must be registered by the previous Friday to attend for the following week. This is to ensure we can make the appropriate arrangements for the number of people on site



	<ul style="list-style-type: none">● On staff, students and contractors who are on the rota will be allowed access to the site. No unannounced visits will be permitted to the site● All contractors except those who provide a compliance related service will be suspended until the lockdown period ends or the Trust say it is appropriate and safe to do so
Further actions	<ul style="list-style-type: none">● For other environments (such as workshops, labs, off site visits) or activities which pose different significant hazards a separate risk assessment will be carried out in conjunction with the relevant department should lessons move back to these spaces● If new hazards are introduced to the environment which this assessment does not cover then this document will be reviewed.● The government/Trust are providing daily updates and these will be reviewed and incorporated into the risk assessment as necessary.