

1.10 - Classroom Risk Assessment (Covid-19 measures)

School Name - The Boulevard Academy Background giving rise to this assessment: Coronavirus (COVID-19) Spread and Government Advice	Decide who may be harmed (insert ✓):					
	Student	✓	Contractors		Visitors	
Location - Classroom 1.10	Staff	✓	Vulnerable People	✓	Volunteers	

Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L
Risk of infection (Covid-19) spreading to children and staff	H	The room has capacity for 28 students and has floor markings to indicate where students and staff are to be seated during lessons.	✓		L
		Students will have a sealed pencil case on their desk with equipment which will only be used by them.	✓		
		Classroom doors will remain open (where possible) to avoid contact with door handles	✓		
		Desks in the classroom are set up to allow 2 meters+ for staff to safely social distance from students at the front of the room.	✓	<i>A safety screen is provided on the teacher's podium for additional protection.</i>	
		Students to wipe down the keyboards and headphones between the different bubbles, using the wipes provided by the site staff.	✓		
		Students to wipe down boom whackers between the different bubbles, using the wipes provided by the site staff.	✓		
		Timetable of the music room as been carefully organised to ensure there is only one year group in the room during the day to allow a deep clean in between year groups.	✓		
		Movement of students will be managed by classroom staff if they need to leave the classroom e.g. for a toilet break or for first aid	✓	<i>See First Aid Risk Assessment</i>	
		Cleaning methods have been revised in line with the latest government advice. The government advice will be reviewed regularly to ensure methods are up to date and accurate.	✓		
		Site staff to facilitate the cleaning of equipment between year group bubbles.	✓		
Teacher to change batteries in students' keyboard, this is to be delivered to the front of the classroom and student advised to take the seat, teacher change batteries and leaves for student to collect. Gloves to be worn.	✓				

		Hand sanitiser stations will be available for both staff and students in the room	✓		
		Additional safety notices put up in classrooms	✓		
		Teacher to enter the classroom before students.	✓		
		Staff and students are to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin.	✓	PPE will be made available for staff as required in line with guidance from government.	
		Teachers share key information about hygiene daily <ul style="list-style-type: none"> • before leaving home • on arrival at school • after using the toilet • after breaks and sporting activities • before eating any food, including snacks • before leaving school Soap and water is more effective than using sanitisers	✓		
		Top windows in all rooms are to remain open for ventilation purposes.	✓		
		For students in year 7 and above it is recommended that they wear a face covering in classrooms and during activities where social distancing is not possible in line with the latest government guidelines.	✓	Please refer to the Wearing of face coverings in classrooms for further details.	
Slips, trips, falls	M	Floor coverings are routinely inspected and maintained in a good condition (checks are documented)	✓		L
		Students and staff are regularly reminded not to leave items or personal belongings in walkways	✓	Refer to Whole School Slips/Trips/Falls.	
		Trailing cables are eliminated through the use of cable management devices	✓		
		Adequate overhead and task lighting is provided	✓		
Fall from Height/Falling Objects/Equipment	M	Staff are regularly reminded to minimise storage at height, a footstool ('elephant foot') is provided where appropriate, staff are advised only to use stepladders/ ladders if they have received additional training	✓		L
		Display boards and storage/display shelves are positioned so they can be accessed without the need for footstools/ladders etc	✓		
		Window openers are provided so high level windows can be opened/closed	✓		

		Classroom staff are expected to maintain a good standard of housekeeping to minimise clutter and prevent items falling from shelves/cupboards	✓		
		Cupboards and other equipment (e.g. whiteboards/notice boards/projectors etc) are appropriately fastened to walls/ceilings, and routinely checked to ensure they remain secure. (checks are documented)	✓		
Manual Handling	H	Staff are regularly reminded not to move heavy objects unless they have received the appropriate training.	✓	Refer to Specific Task Manual Handling Risk Assessment if Appropriate Seek assistance from site staff Apple Mac trolley is moved safely between classrooms as needed. This is cleaned before and after use.	L
		Trolleys are provided for moving heavy or awkward loads/objects/equipment	✓		
Cuts/bruises/other injuries	H	Doors, windows, furniture, fixtures, fittings are subject to routine visual inspections to ensure they remain in a safe condition (checks are documented)	✓		L
		Window restrictors fitted to windows on upper floors are routinely checked to ensure they are in good working order	✓		
		Furniture provided is suitable for the needs of the user, a known procedure is in place to report items that are not suitable	✓		
		A known procedure is in place to report damaged/defective furniture/equipment/fittings/doors/windows/flooring/lighting etc	✓	Email site staff	
		Adequate number of trained first aiders are available, suitable first aid facilities are provided and there is a known procedure in place for reporting of accidents/incidents or near miss occurrences	✓	Also Refer to Whole School First Aid Risk Assessment if Appropriate	
Electrocution/Electric Shock	M	Classroom staff visually inspect electrical equipment for damage before use, faulty items are taken out of use and reported to site staff	✓		L
		All electrical equipment is inspected by a competent person annually (PAT Tested). Staff are reminded not to use electrical equipment that does not have a current PAT certificate	✓		
Use of Computers	M	Staff who use classroom based computer equipment have undertaken a Display Screen Equipment (DSE) assessment	✓	Refer to Safety Guidance Document SG4	L
		Staff regularly discuss with students who use computers, laptops, tablets etc in lesson time on the risks involved and the appropriate use of the equipment	✓		

Horseplay/Inappropriate Behaviour	M	Appropriate classroom supervision is in place and students are regularly reminded about appropriate classroom behaviour. A known behaviour policy is in place and sanctions are enforced where appropriate	✓	Refer to the School Behaviour Policy if Appropriate	L
		Students with significant behavioural issues have an Individual Behaviour Management Plan in place			
Exposure to Asbestos	N/A	An assessment of the location and condition/type of any asbestos has been undertaken and details provided to staff who use the classroom. Staff are informed when they can and can't attach things directly in to walls/ceilings	N/A	No Asbestos on site	N/A
Fire/Other Emergency Evacuation Situations	H	Fire exit doors/circulation routes are kept free of obstructions, and provide a clear and easy means of escape	✓	Refer to School Fire Risk Assessment if Appropriate Refer to the Fire Emergency Action Plan	L
		Fire evacuation procedures are clearly displayed & staff ensure evacuations are undertaken in a controlled and orderly manner	✓		
		Known procedures and collation points are in place for different emergency situations, and drills to test procedures are routinely undertaken	✓		
		Social distancing - this should be adhered to during the evacuation so far as is reasonably practicable.			

Risk Rating Guidance: H= High M= Medium L= Low TBA = To Be Assessed - Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.

Likelihood of Occurrence	Potential Severity of Impact		
	Negligible	Significant	Major
Certain	Medium	High	High
Likely	Low	Medium	High
Unlikely	Low	Low	Medium

Other Hazards Identified Additional Control Measures to be Put in Place

Any other foreseeable hazards that are associated with the activities being carried out to be listed here.

Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:

- **LESSON PLANNING DOCUMENTATION &/OR SCHEMES OF WORK &/OR ACTIVITY/TASK SPECIFIC RISK ASSESSMENTS SHOULD DETAIL THE HAZARDS AND CONTROLS IN PLACE IN RESPECT OF SPECIFIC CURRICULUM BASED ACTIVITIES**

Date of Assessment:	16/09/2020	Carried out by:	Fiona Marshall Richard Howgill	Signature:	<i>Fmarshall</i>
Date of next review:	15.12.20	Carried out by:	RHO/JMI	Date Review Completed:	14.12.20
Date of next review:	11.02.21	Carried out by:	RHO	Date Review Completed:	05.03.21
Date of next review:		Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:	<ul style="list-style-type: none"> • Premises & Facilities Manual • Other Relevant Documents (as appropriate) Detailed Within Content of This Risk Assessment 				

Note: Health and safety in our school is the responsibility of everyone and is about taking a sensible and proportionate approach to ensure that the learning environment provides a healthy and safe place for all who use it, including staff, volunteers, visitors and students.