

Year 11 College and 6th form Interviews - 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 All local colleges, 6 th forms and education providers that we liaise with are undertaking their interviews virtually either via phone or online platforms such as Zoom/Teams (this has been the case since April 2020). If there is the eventuality that a face to face interview is required the following risk assessment is in place.	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	External visitor to complete the visitor Covid-19 pre-visit form in the appropriate time length prior to the visit (within the 48hours before planned visit).	✓		M
		External visitor will be given a copy of this risk assessment prior to their visit and will be asked to confirm they have read this thoroughly – liaising with FMa.	✓		
		Staff to ask screening questions each morning regarding symptoms for Covid-19 before students enter the school to avoid contact with anyone displaying symptoms.	✓		
		Classroom doors will remain open to avoid contact with door handles	✓		
		There will only be one student in the classroom at a time – students will sit on the front row behind the Perspex screens that are in place. Only one teacher will be in the classroom and they are to remain behind the yellow lines marked in each classroom to maintain 2 meters from students at all times and behind the lecture stand Perspex screen.	✓		
		External visitor will be placed at the back of the classroom to ensure 2m distance between the student and teacher.	✓	<i>Most external visitors will be DBS checked but they will never be left unattended with a student.</i>	
		Students will wipe down the table and chair upon arriving and leaving the classroom with the sanitising wipes provided.	✓		
		Movement of the student and visitor will be managed by FMa if they need to leave the classroom e.g. to go to toilet or receive first aid and masks are to be worn when moving around the Academy unless medically exempt.	✓	<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.	✓	Cleaners and site staff have all read and are familiar with the latest advice.	
		Hand sanitiser and sanitising wipes will be available for both staff and students in the classroom	✓		
		Additional safety notices put up in classrooms, catch it, bin it, kill it and correct techniques for sanitising hands.	✓		
		Staff, students and visitors 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.	
		The windows of occupied rooms are to be open to allow fresh air to circulate without compromising the temperature in the room.	✓		
Slips, trips, falls	M	Floor coverings are routinely inspected and maintained in a good condition (checks are documented)	✓		L
		Students, staff and visitors will be regularly reminded not to leave items or personal belongings in walkways	✓	<u>Refer to Whole School Slips/Trips/Falls.</u>	
		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	L
		Trolleys are provided for moving heavy or awkward loads/objects/equipment	✓	Seek assistance from site staff	

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	✓	<i>Email site staff</i>	
		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	✓	<i>Also Refer to Whole School First Aid Risk Assessment if Appropriate</i>	
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	✓	<i>Refer to Safety Guidance Document SG4</i>	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	✓	<i>Refer to the School Behaviour Policy if Appropriate</i>	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	<i>No Asbestos on site</i>	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	✓	<i>Refer to School Fire Risk Assessment if Appropriate</i>	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:

Date of Assessment:	10/02/2021	Carried out by:	F.Marshall	Signature:	<i>F.Marshall</i>
----------------------------	------------	------------------------	------------	-------------------	-------------------

Date of next review:		Carried out by:		Date Review Completed:	
-----------------------------	--	------------------------	--	-------------------------------	--

Date of next review:		Carried out by:		Date Review Completed:	
-----------------------------	--	------------------------	--	-------------------------------	--

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.

