

Staff Movement - Risk Assessment – Covid-19 Measures


School Name The Boulevard Academy	Decide who may be harmed (insert ✓):				
	Student	✓	Contractors		Visitors
Department / Location (if applicable) Whole Site	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 amongst staff and students from movement around corridors and classrooms	H	When arriving at the Academy staff are to wear a face covering (where they are not medically exempt)	✓		M
		When entering the premises hand sanitiser is to be used. Throughout the course of the school day more frequent hand washing is advised however sanitiser should be used where this is not possible.	✓	<i>Sanitiser is available at numerous key locations around the Academy and in every classroom and office.</i>	
		Staff have been issued with a barcode for the signing in procedure to make the procedure contactless.	✓	<i>Signing in screen is cleaned more frequently during the school day</i>	
		Moving around the Academy corridors – Staff are to wear a face covering (where not medically exempt) and keep to the left of the white lines and where possible maintain 2m social distancing using the floor markings as a guideline.	✓	<i>We accept 2m social distancing may not always be possible but staff are encouraged to keep any contact at less than 2m brief and wear a face covering.</i>	
		Use of the Lift – only one member of staff is permitted in the lift at a time (Signage is in place to support this)	✓		
		Where staff move across year bubbles, they are to ensure that they have sanitised before moving into their next class.	✓		
		Staff on duty are to use the designated boxes that are marked out to allow for 2m social distancing.	✓	<i>Refer to the latest version of the Duty Rota for locations</i>	
		Designated staircases and entrance/exit points are in place for each year group. When teaching a given year group staff are to be familiar with the entrance/exit point for this year group to avoid crossover with another year group.	✓		
Classrooms have been set up to allow for 2m between staff and students and markings are visible on the floor to indicate this. Where possible doors are to remain open	✓				

		Additional cleaning of touch points is carried out during the school day by the appointed cleaning contractor.	✓		
Slips, trips and falls due to poor floor surfaces	H	All floor surfaces (carpets, mats, floor tiles, fastening strips etc) are routinely checked to ensure in good condition, even/secure/free from defects	✓	<i>Also refer to whole school slips, trips & falls risk assessment</i>	L
		There is a known formal procedure in place for reporting defects and ensuring that appropriate remedial action is taken immediately	✓	<i>Defects reported to site team via defects notification form</i>	
		All cables have been removed and or re-routed/cable managed away from circulation routes emergency evacuation routes	✓		
		Staff and pupils are advised to wear suitable footwear (e.g. not flip flops)	✓	<i>Also refer to whole school slips, trips & falls risk assessment</i>	
Wet, Slippery, Uneven and or Deteriorated Floors, Walkways and Stairways	M	There is a known procedure in place for dealing with any spillages immediately. "Wet floor" signs are available and used as appropriate	✓	<i>Reported to Site Team who respond to call</i>	L
		Barrier mats and or additional dry mopping is undertaken during periods of wet (including snow) weather to minimise water pooling.	✓	<i>Matting changed every two weeks</i>	
		Stairs, stair edgings/ramps & steps are maintained in a good condition and regular checks carried out (recorded)	✓		
		A programme of planned maintenance is in place to maintain and or upgrade/replace deteriorating surfaces	✓		
Items Stored/Obstacles left in circulation areas	M	Procedures are in place to ensure items/equipment/personal property etc is not stored on corridors/circulation routes and or stairways	✓		L
		Good housekeeping is encouraged to prevent an accumulation of supplies and waste building up in circulation areas	✓		
		Photocopiers/laminators/other office type equipment is not kept on corridors/circulation routes or at the bottom of stairways	✓		
Inadequate Lightning	TBA	<i>Refer to whole school lightning risk assessment</i>	✓		
Congestion/Horseplay	H	Movement around school is orderly and supervised (including up and down staircases , keep left rules etc as appropriate)	✓	<i>Staff on duty to supervise movement around the Academy see duty rota</i>	M
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	✓		L
		Known procedures and collation points are in place for different emergency situations, and drills to test procedures are routinely undertaken	✓		
		Fire evacuation routes are clearly signed and well lit, with emergency lighting provided and regularly tested.	✓		
		All corridor displays are in a lockable case that is fire rated to BS EN13501	✓		

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.	<i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i>				
Date of Assessment:	13.10.20	Carried out by:	R.Howgill	Signature:	
Date of next review:	15.12.20	Carried out by:	JMI/RHO	Date Review Completed:	14.12.20
Date of next review:	01.03.21	Carried out by:	RHO	Date Review Completed:	05.03.21
Date of next review:	12.04.21	Carried out by:	RHO	Date Review Completed:	12.04.21 No Changes
Date of next review:	17.05.21	Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:					

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 Pupils.

