



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.

Significant Hazards	
Social Distancing measures not followed on site People coming into closer contact then the 2m guidelines could pose an increased risk of contracting COVID 19	<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. Staffs h



- quarantine area, in the chapel unless they can be collected.
- ” 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



Inadequate Ventilation
Inadequate ventilation in a space could
promote the spread of COVID19



<p>increased risk of injury if an accident occurred</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> <p>” No other lone working will take place without agreement and a risk assessment taking place</p>
<p>Health, Safety and wellbeing concerns The global pandemic has change normal life and as a result people are experiencing anxiety over returning to the workplace</p>	<p>” 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.letthem@mce.hlt.academy</p> <p>” If staff members believe they need further training or information on these arrangements then please contact the Support Services manager or department head.</p> <p>” 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</p> <ul style="list-style-type: none"> Staff - Liz mastin e.mastin@mce.hlt.academy Students- l.scaum@mce.hlt.academy

Security and Safeguarding

- ” 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

