

## Risk Assessment Form

**This guidance may change as further information and updates are available from the Government and Local Authority. Risk assessments and procedures will continue to be in place/reviewed in line with the Pandemic and the guidance for September.**

### Minimising contact between individuals

**Schools must do everything possible to minimise contacts and mixing. The overarching objective should be to reduce the number of contacts between pupils/and students and staff. This can be achieved through keeping groups separate (bubbles) and through maintaining the social distance between individuals. These are not alternative options. Both measures will help, but the balance between them will change depending on the age of pupils, the layout of the building, and the feasibility of keeping groups separate from each other while offering a broad curriculum. If staff need to move between classes and year groups, they should keep their distance from pupils and staff as much as they can, ideally 2 metres from adults. (amended 23/10/2020)**

<b>Location/Dept: Main Car Park – COVID 19 Procedures from 1<sup>st</sup> September 2020</b>		<b>Date Assessed: 3<sup>rd</sup> August 2020</b>		<b>Assessed by: K Richardson DHoA Upper School</b>			
<b>Task/ Activity: School Transport Arrivals and Departures</b>		<b>Review Date: As necessary</b>		<b>Reference Number: version 5 (23/10/2020)</b>			
<b>Activity/ Task</b>	<b>Hazard/Risk</b>	<b>Persons at risk</b>	<b>Controls in place</b>	<b>Severity (1-5)</b>	<b>Likelihood (1-5)</b>	<b>Risk/ Priority</b>	<b>Additional controls required</b>
COVID 19 Procedures concerning arrivals and departures of pupils on contract to CWAC and Cheshire East. Also parents bringing their child/childr en to school.  <b>***Social distancing MUST be adhered to at ALL times in line with</b>	High levels of vehicle movement in a concentrated area. Levels of vehicle movement create a potential hazard of impact between pedestrian(s) and vehicles and also between vehicles.  <b>Potential hazard of breaching social</b>	Pupils School Staff Parents/siblings Contractors Any other site users	There are currently ** contracted vehicles arriving on site, plus up to ** parent vehicles. All vehicles have allocated parking spaces, due to size, accessibility and challenging behaviours. <b>** numbers should remain consistent week by week as all pupils will be attending the academy full time from September 2020</b>  <u><b>Additional Measures in Schools (CWAC – 24/9/2020)</b></u>  <b>All staff to wear face coverings when working on the pupil entrance/exit and when they come out onto the carpark during drop off and pick up times (25/9/2020)</b>  <b>AM Arrivals</b> <ul style="list-style-type: none"> <li>There are 6 members of staff on duty in the morning, all with Hi-vis jackets. (2 in orange who have overall responsibility one</li> </ul>	5	2	M	Constant monitoring of vehicles each day as they can change without any warning.  Any pupil that is being picked up by a person unknown to staff has to supply a password to a member of staff in orange. This password is agreed with the parent/carer when they inform school of the change in pickup.  Orange jacket has the responsibility of checking that the exit gate (5) is closed in the morning before pupils alight from their vehicles and in the afternoon before pupils leave the building to board their vehicles.

<p>Government guidelines</p>	<p>distancing rules (where practical).</p> <p>Children moving around the area both independently and supervised plus a number of wheelchair users supported by escorts.</p> <p>A failure to control/supervise children whilst boarding and alighting.</p> <p>Insufficient parking spaces/areas for the level of contracted school vehicles.</p> <p>Cars/pedestrians coming from the lower car park.</p>		<p>carries a radio and 4 in yellow).</p> <ul style="list-style-type: none"> <li>Staff are placed at entrance gate (3), (this position also has the responsibility for shutting the green gate that closes across the top of the ramp that gives access from the lower car park), this gate is kept closed.</li> <li>Vehicles arrive on site and park up. No pupils are allowed to exit the vehicles at this time.</li> <li>Any parents who drive their child/ren to the academy may drive into the carpark and will be allocated a parking space by the lead member of car park staff. They will then wait in their car with their child/ren until a member of academy staff collect the child/ren from the vehicle (Sept 2020)</li> <li>Parent pedestrians are asked to enter by the pedestrian gate 2, walk up the ramp and wait behind the green gate, <b>adhering to social distancing guidelines</b> (where practical) until the designated staff member in hi vis, apron, gloves and mask as necessary to collect pupils in small groups from within EITHER the lower school or upper school umbrella pods from parents and walk with the pupil to wait in line at the pupil entrance, adhering to marked out areas for social distancing purposes until it's safe to enter the building. If pupils are required</li> </ul>			
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to escorted one by one by academy staff this will be facilitated as necessary. (amended 23/10/2020)

- The academy gates are closed at 8.50am, any vehicles arriving after this time will queue on the roadway until they are able to access the car park.
- Once the gates are closed, the member/s of staff in Orange Hi-vis give the signal for which pupils are to be collected by a member of staff from their vehicle.
- Academy staff will stand outside of the vehicles and the pupils will be escorted to the vehicle door by a member of the transport staff, where academy staff will then receive the pupil. The pupil will be escorted to the pupil entrance by the academy staff member and follow entrance procedures in line with COVID 19 social distancing measures (where practical).

**Academy staff will not enter the vehicle (where practical).**

- Should any pupils be allowed to move into school via the pupil entrance unescorted then they **MUST** follow social distancing procedures (where practical) and line up in marked areas provided at the pupil entrance. This forms part of their independent travel

			<p>training.</p> <ul style="list-style-type: none"> <li>• A member of staff wearing a yellow hi vis jacket, apron, gloves and mask as necessary will be placed at entrance gate 3 and one on the exit gate. The entrance gate position also has the responsibility for shutting the green gate that closes across the top of the ramp that gives access from the lower car park),this gate is kept closed.</li> <li>• Vehicles arrive on site and park up. No pupils are allowed to exit the vehicles at this time.</li> <li>• <b>Pupils will be transported in their umbrella bubbles (where practical) (Sept 2020)</b></li> </ul> <p><i>Full PPE should be worn by cademy staff as necessary - see individual RA's for further information as well as referencing the protection, health and well being guidance issued by the academy.</i></p> <p><b>Entering the academy building:</b></p> <ul style="list-style-type: none"> <li>• Academy staff <b>will</b> adhere to social distancing procedures where practical when entering the academy with a pupil.</li> <li>• On entering the academy building academy staff will continue to take temperatures of pupils and sanitise pupil hands</li> <li>• Separation barriers will be at</li> </ul>			
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			<p>the pupil entrance so as to minimise cross contamination of pupils – Rooms 1 – 3 will enter off the car park on the right hand side and Rooms 4 – 9 on the left hand side.</p> <ul style="list-style-type: none"> <li>• Rm 10 and 11 to use post 16 door and will adhere to entrance procedures as outlined in this risk assessment when entering the main pupil entrance.</li> <li>• Once pupils' temperatures and sanitisation of pupils' hands has taken place a member of the pupils class team, wearing appropriate PPE, will escort the pupil to class. Social distancing will be adhered to during the transition from pupil entrance to the class room (<b>where practical</b>).</li> <li>• Staff and pupils will walk to the left hand side of the corridors when moving around the academy so as to minimise the risk of cross contamination and to maintain social distancing.</li> <li>• Where appropriate, any pupil who can independently transition to their classroom will do so safely, adhering to social distancing guidelines as appropriate and where practical.</li> <li>• Once all the vehicles are empty, the doors are closed and the member of staff in charge will give the signal for Gate 5 to be opened and the</li> </ul>				
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			<p>vehicles are allowed to leave when given the signal by the member of staff in charge.</p> <ul style="list-style-type: none"> <li>• Movement by parents who walk to school is also restricted by the member of staff on the entrance gate to ensure that they remain behind the barrier at all times and that social distancing is adhered to. In the event of any parent pedestrians they are to leave via gate 3 in accordance with social distancing rules (where practical).</li> <li>• The process is repeated until all vehicles have delivered pupils onto the site.</li> </ul> <p><b>PM Departures</b></p> <ul style="list-style-type: none"> <li>• There are 5 members of staff on duty in the afternoon, all with Hi-vis jackets. (2 in orange who have overall responsibility one carries a radio and 3 in yellow).</li> <li>• Academy staff (Middle Leaders will carry radios and communicate with the car park staff to support the departure of pupils across the academy (14<sup>th</sup> September 2020)</li> <li>• Staff are placed at entrance gate (3), (this position also has the responsibility for shutting the green gate that closes across the top of the ramp that gives access from the lower</li> </ul>				
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			<p>car park).</p> <ul style="list-style-type: none"> <li>• Vehicles are allowed onto the site to park up after 2.45pm as arrivals procedure. The gates are closed at 3.05pm</li> <li>• Once the gates are closed and all vehicles are parked, a member of staff in orange will give the member on staff on the door a list of any vehicles including pupil's names that haven't yet arrived so these pupils can remain onsite until their vehicle arrives.</li> <li>• Parent pedestrians are to wait behind the large green gate until all gates are closed and vehicles stopped.</li> <li>• <b>Parents will remain behind the barrier gate, adhering to social distancing guidelines, until a member of academy staff escorts their child/ren to meet them.</b></li> <li>• Wheelchair pupils will be supported to exit the building prior to other pupils (where practical) so as to avoid the congestion in the corridor at the pupil entrance.</li> <li>• Once all the independent pupils have left the entrance, a member of academy staff will inform one class at a time of when their pupils will leave the building.</li> <li>• Should there be any parent pedestrians they are to wait</li> </ul>			
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			<p>behind the large green gate at all times. Parents are to adhere to social distancing rules at all times within the designated areas (<b>where practical</b>). Staff member will then collect any pupils individually from the academy building and hand over to the parent within social distancing guidelines as appropriate. Parents must leave via the pedestrian gate which is located at the front of the school on to Middlehurst Avenue.</p> <ul style="list-style-type: none"> <li>• On departure, pupils from Rooms 1 -3 to leave to the left of the separation barrier and Room 4 – 9 will leave to the right hand side.</li> <li>• Staff and pupils are to walk to the left hand side of the academy corridors in order to minimise cross contamination.</li> <li>• Pupils will be escorted by academy staff to their respective transport where academy staff will hand over the pupil to the escort at the door of the transport.</li> <li>• Academy staff will not enter the transport where practical or unless there is an emergency, so as to avoid the risk of cross contamination.</li> <li>• Social distancing (where practical) will be maintained and adhered to during the departure of pupils.</li> </ul>			
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			<ul style="list-style-type: none"> <li>• Once all pupils are loaded and safe, and the staff in orange have been to every vehicle to confirm, the signal will be given to open the Exit gate (5) and vehicles leave directed by staff.</li> <li>• If there are any vehicles still waiting outside, the process will be repeated.</li> <li>• Any pupils with challenging behaviour issues will be supported by class staff, or car park staff as required.</li> <li>• Once all pupils are loaded and safe, and the staff in orange have been to every vehicle to confirm, the signal will be given to open the Exit gate vehicles leave directed by staff.</li> <li>• If there are any vehicles still waiting outside, the process will be repeated.</li> </ul> <p>This procedure will greatly improve the safety of all pupils and staff and will endeavour to reduce the risks of cross contamination of COVID 19 during the arrival/departure of pupils at the academy.</p>				
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## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

## Car Park Management Plan in the event of Adverse Weather!

**VEHICLES** - To optimize safety a car park Management Plan is in place to maintain an optimum level of traffic flow and circulation during our pupil drop-off and pick-up times. If we experience heavy snow fall or icy conditions we may only be able to grit a pathway from gate 3, past the pupil entrance and down to gate 5, in this instance we may only authorise a safe number of vehicles onto the car park at any one time. As you arrive you may experience queues, so a concerted effort is encouraged to provide and maintain safe and efficient traffic operations and we ask you to be aware of our neighbours and their property access.

**PEDESTRIANS** – To optimise safety for our parents and pupils who walk from gate 2 up the ramp to the green gate, the pathway will be gritted, and a coned walk way will be visible across the car park. Staff members will be here to support pupils' safely across the car park.