

COVENTRY SCHOOL FOUNDATION – Risk Assessment

(Form 2)

Foundation Area/Foundation School:

King Henry VIII Senior School

Date of Assessment: 13/08/2020

Name of Assessor: Sarah Mould

Location & Subject of Assessment: Ar1, 2/3 and the Library for Art & Design Lessons

Area/Activity Assessed:

Summary of significant risks where action is required

Contamination and infection from covid-19 virus.

Summary of controls to be implemented

- Pupils taught in year group bubbles and with social distancing measures/room layout in line with government guidance as applicable to our environment.
- Doors to be wedged open (as per site wide risk assessment). Windows opened.
- Pupils facing away from one another or in the same direction.
- Social distancing as far as is possible.
- Teaching groups no greater than capacity as determined by H&S Officer
- Staff to avoid leaving personal belongings lying around – staff to use lockers in SCR for personal items. Desk areas to be left clear and tidy at the end of each day for ease of cleaning.
- Teaching groups no greater than the capacity as determined by H&S Officer

AR1 = 8 (anticipate that this room will be solely used by the 4 students in Year 13)

AR2/3 = 24 Need to check regarding bubbles as 3 periods per week a clash happens with three exam classes this needs resolving.

KS3 lessons to be in library as determined by H&S Officer 18.

When 3 Year 9 groups are timetabled at the same time 1 group will be taught in Ar2/3

- Strong hygiene practices to prevent spread of virus in line with government guidance; Handwashing & sanitising, good respiratory hygiene, frequent cleaning of surfaces – as per site wide risk assessment/procedures. Extra cleaning at pinch points/change of year bubble.
- Creating a teaching environment which allows for social distancing within Ar1, 2, 3 & library.
- Staff & pupils to follow one-way system, seating plans and room layout.
- Prompt start and finish to lessons to help with movement around the site.
- Taped areas for Teachers. Teachers and art technician to wear face shield in the art rooms in the department area – Ar1, 2/3 & 4.
- Where pupils need to walk around in Ar2/3 (i.e. exam groups) they should raise their hand to attract the teachers attention and ask to move around/across the room to access a specific piece of equipment such as sink, guillotine, pc, printer. The Teacher to monitor movement.

	<ul style="list-style-type: none"> Modelling cannot take place by gathering the class, therefore use of video &, or visualiser will be used consistently to guide tasks etc. Staff to clean after use. Staff to follow guidance for office area – maximum 3 staff. Staff to only use individual work station. Staff to use individual chair as marked. Staff to socially distance as appropriate. Each teacher has been supplied with tool box with basic equipment for personal use. 				
Reviewed / Approved by Senior Manager	Senior Manager:	Signature: P. Dearden, Headmaster			Date: 6 th September 2020
Date Reviewed					
Reviewer / Signature					

What are the hazards?	Who will be affected?	Risk (possible harm)	Control Measures		Who by?	When?	Can this be achieved? Risk after measures?
			In Place	Action Required (to reduce risk)	Name	Date	
Blocking the corridors when entering and exiting the room	Pupils and Staff	HIGH		<ul style="list-style-type: none"> Pupils will not be asked to line up outside the classroom. They will be asked to enter the room as soon as they arrive in library Ar1, 2 & 4 & library Follow the procedure set by H&S Officer for Library. At the end of a lesson, all Pupils will be instructed to clear up and ready to leave on time so they do not crossover with any other class. Pupils will be dismissed table by table by the teacher. 	Teacher	Sept 20	LOW
Transmission of virus through sharing of equipment	Pupils	HIGH		<ul style="list-style-type: none"> Pupils to bring their own basic art equipment to school and not share with anyone else. 	Pupils		LOW MEDIUM?

				<ul style="list-style-type: none"> • On entrance to the room, pupils will sanitise their hands using the hand sanitising dispenser on the wall or wash their hands at the sink. • They will then take an antibacterial wipe (positioned by the door) and clean the desk and chair where they will be positioned. At the end of the lesson, Pupils will clean the area again before they leave the room. • The teacher or Art Technician will clean the printer at the end of each lesson and the teacher will clean their own workstation. • At KS4 & 5 the pupils will clean and store their own equipment. Bags have been provided for each student with basic equipment to avoid movement through teacher zones. Other equipment that is for general use will be put into a designated box for Art Technician to clean or to quarantine for the appropriate time as directed by H&S Officer. • If students use a computer in the Art Rooms they will then be asked to use an antibacterial wipe (positioned by the door) and clean the mouse, keyboard, monitor, desk and chair where 	<p>Teacher to supervise</p> <p>Pupils</p> <p>Art Technician</p> <p>Teacher</p>		
--	--	--	--	---	--	--	--

				<p>they will be positioned. At the end of the lesson, Pupils will clean the area again before they leave the room.</p> <ul style="list-style-type: none"> • At KS3 equipment has been separated for each year bubble in separate labelled boxes. These will be set up in advance and reviewed and amended as required for lessons on a weekly basis. Teacher to ensure that equipment is returned to the correct storage box/area. Where and if any equipment is shared i.e. non spill water pots, brush pens, dip pens etc. all will be washed and cleaned appropriately or quarantined for 72 hours. Teachers to discuss and request needs for equipment in advance at Dept meetings/briefings. • At exam level pupils to have own apron for personal use, pupils to take responsibility for cleaning of apron. At KS3 pupils to use disposable aprons. • Teacher to ensure that guillotine has been cleaned at the end of each year bubble session. 			
Insufficient hand sanitiser and			HIGH	<ul style="list-style-type: none"> • The dispenser and wipes are checked during the day by Art Technician/Caretaking team and refilled. 	Cleaners/SSOs	Sept 20	LOW

antibacterial wipes							
Transmission of virus through queuing for printer			MEDIUM	<ul style="list-style-type: none"> Pupils collect their own work from the printer and only go up to collect work if there are 2 or less Pupils queuing. The teacher is to remain behind the 2m tape at all times. Should printer block, teacher to ask students to move away & back to their seats whilst the teacher sanitises pad and sort out issue if possible. A sign to be put up above the printer, to remind Pupils. 	Teacher to supervise Teacher/Art Technician	Sept 20	LOW
Transmission of virus through using other equipment e.g. masking tape, brushes, paints			MEDIUM	<ul style="list-style-type: none"> Equipment to be used within bubbles only. Where possible (if lesson isn't back to back), equipment is to be wiped using an antibacterial wipe, before handing out to the next group. Pupils instructed to use all personal equipment- 2B, 4B pencils, ruler, art rubber, crayons, sharpener, glue stick – as instructed in advance via parent letter. Pupils not to share personal equipment. Art Technician to wipe down oil paints in Ar1 & 2 as appropriate after use by a Year bubble. 	Teacher	Sept 20	LOW
Teacher helping pupils and not remaining socially distanced			MEDIUM	<ul style="list-style-type: none"> Teacher is to use whiteboard, screen or an easel set up with drawing paper to help pupils that are stuck and/or demonstrate using the board/projector. If there is a class where 2m social distancing can be maintained, the 	Teacher	Sept 20	LOW

				<p>teacher can use a pointer to point to the screen.</p> <ul style="list-style-type: none"> • Task demonstrations to be shown via video or camera wherever appropriate. • In AR1, 2 & 3 Teachers to wear Face Shield when helping a child if the 2m distance cannot be maintained. 			
Other staff using the rooms			MEDIUM	<ul style="list-style-type: none"> • All art rooms are to be used by Art teachers only. • Librarian will be located in the library but she will follow social distance guidelines and has separate office/workspace. • No other staff to be allowed into the room outside of cleaners/SMT/SSOs 		Sept 20	LOW
Other staff not being aware of the procedures in the room			HIGH	<ul style="list-style-type: none"> • All staff to be briefed about the use of the rooms and the procedures to follow. • A sign to be put near the entrance of the room clearly outlining the procedure to follow. 	SMT/SCM SMT	Sept 20	LOW