

COVID-19 Reopening Risk Assessment

School Name: Buckingham Primary Academy		Decide who may be harmed (insert ✓):					
		Student	✓	Contractors	✓	Visitors	✓
Department / Location (if applicable)		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
1. Risk of coming into contact with contaminated surfaces	H	Handwashing regimes established by academies for staff and children to follow during the day	✓	<ul style="list-style-type: none"> Restrict movement throughout school and keep to certain areas buildings Areas, rooms or buildings to have no unauthorised access Continue with current hygiene regimes 	L		
		Robust cleaning of surfaces within buildings during and at the end of the day, guidance issued to individual academies	✓				
		Government hygiene practices followed by all members of staff within Trust	✓				
		Self-isolating for those who are immunosuppressed, have pre-existing medical conditions or are of child-bearing capacity	✓				
		Communications established, regular updates on guidance via messaging, video, email etc. to avoid visiting school	✓				
		Staff aware of identifying symptoms and action to take, flow chart communicated to principals and staff	✓				
		Posters, and information displayed and made available around building/s regarding Covid-19	✓				
		Additional handwashing stations and substances have been provided in various areas around building	✓				
		Provision of signage and information to prevent the unauthorised use of rooms or areas	✓				
		Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances	✓				
		Substances for cleaning have been risk assessed and communicated to those who use the substances	✓				
Checks carried out by line managers to ensure that the necessary procedures are being followed	✓						
	H	See section 1 for general control measures	✓		M		

2. Employees or pupils transmitting virus to others		Contingency plans are in place to ensure premises remain open and operational to support the vulnerable and critical workers	✓	<ul style="list-style-type: none"> <i>If possible, restrict movement throughout school and keep to certain areas buildings</i> <i>Workers to inform academy at earliest opportunity if they are pregnant</i> <i>Review those who are self-isolating because of family members are vulnerable</i> <i>Review which staff can continue to work from home</i> <i>Can staff continue ongoing remote learning?</i> <i>Review childcare needs of staff</i> <i>Which admin staff do you require on site? Can they provide more effective support from home or are they needed to support the school operation.</i> <i>Using the 2m rule, review how many children can you have back in the school at any one time</i> 	
		Individual academies have introduced rotas to minimise staff onsite at any one time	✓		
		Staff encourage to work from home where possible	✓		
		Isolation procedure for those who develop symptoms whilst at work	✓		
		Restrictions on travelling in place until further notice, non-essential business-related travel not recommended	✓		
		Contingency plans are in place to ensure premises remain open and operational to support the vulnerable and critical workers	✓		
		Individual academies introduced rotas to minimise staff onsite at any one time	✓		
		Clinically vulnerable people are away from school where practical	✓		
		Admin staff to ensure glass security screens are closed when talking to visitors/ drivers etc.	✓		
		Staff who have underlying health conditions to continue to self-isolate	✓		
		Guidance issued on travelling to and for work, including public transport	✓		
		Alternative arrangements for vulnerable children travelling to school	✓		
		Testing for covid-19 available to key workers	✓		
		Phased return of children to school	✓		
		Use of other rooms to support social distancing (phased return children only)	✓		
		Arrangements for pick up/drop routines – e.g. meet and greet	✓		
Queuing arrangements in place – 2 mtr markings	✓				
Where possible one-way systems in place	✓				
VC conferencing/telephone meetings prioritised	✓				
Windows and doors opened as much as possible	✓				
AC turned off until further notice, apart from critical ICT areas (server rooms)	✓				
3. External contractors/providers transmitting virus to	H	Restricted meetings, visits and unnecessary contact on Trust premises	✓	<ul style="list-style-type: none"> <i>Critical workers have an expectation to support</i> 	M
		Minimise, where practicable, minor works by contractors	✓		

employees or students on site		Non-emergency maintenance has been deferred until further notice / guidance to be issued by Trust	✓	<i>national social distancing guidance</i> <ul style="list-style-type: none"> <i>Review signing in/out procedure</i> <i>Review induction procedure</i> <i>Investigate potential for maintenance to be carried out over weekend or out of hours</i> 	
		Internal projects and non-essential maintenance have been deferred until further notice / guidance to be issued by Trust	✓		
		External maintenance has been deferred until further notice / guidance to be issued by Trust	✓		
		Contractors to be issued or show RAMS to ensure infection prevention is acknowledge and understood	✓		
4.			✓	•	
			✓		
			✓		

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> <i>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.</i>				
Date of Assessment:	15.05.2020	Carried out by:	P.Hillman / J.Grady	Signature:	Paula Hillman / John Grady
Date of next review:		Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:					