

## COVID-19 Reopening Risk Assessment

School Name: Dowson Primary Academy		Decide who may be harmed (insert ✓):					
		Student	✓	Contractors	✓	Visitors	✓
Department / Location: Whole School		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	<b>H</b>	Handwashing regimes established by academies for staff and children to follow during the day			✓	<ul style="list-style-type: none"> <li><i>Restrict movement throughout school and keep to certain areas buildings</i></li> <li><i>Areas, rooms or buildings to have no unauthorised access</i></li> <li><i>Continue with current hygiene regimes</i></li> </ul>	<b>L</b>
		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			✓		
		No use of Water Fountains to children and staff			✓		
		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			✓				

2. Employees or pupils transmitting virus to others	H	See section 1 for general control measures	✓	<ul style="list-style-type: none"> <li><i>If possible, restrict movement throughout school and keep to certain areas buildings</i></li> <li><i>Workers to inform academy at earliest opportunity if they are pregnant</i></li> <li><i>Review those who are self-isolating because of family members are vulnerable</i></li> <li><i>Review which staff can continue to work from home</i></li> <li><i>Can staff continue ongoing remote learning?</i></li> <li><i>Review childcare needs of staff</i></li> <li><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></li> <li><i>Using the 2m rule, review how many children can you have back in the school at any one time</i></li> </ul>	M
		Contingency plans are in place to ensure premises remain open and operational to support the vulnerable and critical workers	✓		
		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	✓		
		Clinically vulnerable people are away from school where practicable	✓		
		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 meter 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 / parents transmitting virus to employees or students on site	H	Restricted meetings, visits and unnecessary contact on Trust premises	✓	<ul style="list-style-type: none"> <li><i>Critical workers have an expectation to support national social distancing guidance</i></li> <li><i>Review signing in/out procedure</i></li> <li><i>Review induction procedure</i></li> </ul>	M
		One way signage / system in place with staggered start and finish times for parents dropping off / collecting children on school premises to minimise crowding and contact	✓		
		Minimise, where practicable, minor works by contractors	✓		
		Non-emergency maintenance has been deferred until further notice / guidance to be issued by Trust	✓		

		Internal projects and non-essential maintenance have been deferred until further notice / guidance to be issued by Trust	✓	<ul style="list-style-type: none"> <li>Investigate potential for maintenance to be carried out over weekend or out of hours</li> </ul>	
		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 acknowledged and understood	✓		
4. Protect yourself & others to prevent transmission of the virus to others	<b>H</b>	Keep social distance – do not shake hands and try not to touch your face / people /surfaces / objects unless necessary and where practicable, keep your distance from other employees (2 meters)	✓	<ul style="list-style-type: none"> <li>Provide an isolation room in case someone becomes unwell with COVID-19 symptoms</li> </ul>	<b>M</b>
		Cover your mouth with a tissue when you cough or sneeze, then throw the tissue in the bin and wash your hands	✓		
		Hand washing for 20 seconds is done more often e.g. when you start or finish work, when you enter and leave the building, using electronic signing systems, or before and after eating your lunch	✓		
		Work areas are clear and clean e.g. wipe surfaces and equipment frequently with a wipe or normal cleaning agent at the end of the day	✓		
		Staff change their clothing and shower daily	✓		
		Handwashing routines for all staff, i.e. wash hands on entry and exit from school and after each session during the day	✓		
		Wherever possible staff travel to school alone using their own transport	✓		
		If staff have no option but to share transport; journeys are to be shared with the same individuals and with the minimum number of people at any one time.	✓		
		Good ventilation (i.e. keeping the windows open) and facing away from each other to help to reduce the risk of transmission whilst sharing transport	✓		
		The vehicle is cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces	✓		
		Public transport is avoided where possible i.e. cycle or walk	✓		
		If no other option other than public transport, peak times are avoided	✓		
Electronic signing in systems and main entrance handles are cleaned upon entry and exit	✓				
Staff to stay at home for 14 days if anyone in their household has started to have COVID-19 symptoms	✓				
		The schedule for frequent hand hygiene is continued	✓		

5. Hygiene & environmental cleaning to prevent spread of the virus	<b>H</b>			<b>L</b>
		Regular cleaning of the school environment daily, including toilets with water and soap/detergent and disinfectant	✓	
		Frequently touched surfaces are cleaned and disinfected such as door handles, desks, toys, supplies, light switches, door frames, play equipment, teaching aids used by children and covers of books	✓	
		Use of disposable cloths or paper roll and disposable mop heads to clean hard surfaces, floors, chairs, door handles and sanitary fittings.	✓	
		Manufacturer's instructions are followed for dilution, application and contact times for all detergents and disinfectants	✓	
		Splashes and spray is avoided where possible when cleaning	✓	
		Cloths and mop heads used are disposed of and put into waste bags	✓	
		When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning is used	✓	
5. Deliveries to school premises	<b>H</b>	Any items that are heavily contaminated with body fluids and cannot be cleaned by washing are disposed of	✓	<b>L</b>
		When making telephone orders – staff ensure that the right information about social distancing is provided by the supplier	✓	
		Staff make arrangements with the supplier to limit the number of people on site so the driver can offload and leave	✓	
		A member of staff meets the driver to direct them to the off-loading area which is segregated and isolated	✓	
		2 meter distance is always kept	✓	
		Split shifts or flexible working hours are in place to minimise the risk of people gathering	✓	
		Delivery notes signed "on behalf of" - photographs qualify for proof of delivery	✓	
		Hands are washed with soap and warm water for 20 seconds regularly, especially after a delivery or hand sanitising gel is used	✓	
One phone per person is in operation	✓			

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.	<p><i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i></p> <p><b><i>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy</i></b></p>				
Date of Assessment:	18 <sup>th</sup> May 2020	Carried out by:	Joanne Rawsthorne – Health & Safety Officer	Signature:	<i>J Rawsthorne</i>
Date of next review:		Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:	Bringing Own Food Risk Assessment				