

## COVID-19 Full Reopening Risk Assessment - Autumn 2020 (version 4)

School Name <b>East Whitby Primary Academy</b>		Decide who may be harmed (insert ✓):					
		Student	✓	Contractors	✓	Visitors	✓
Whole School – unless stated otherwise		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	M	Handwashing regimes established by academies for staff and children to follow during the day. Staff and children wash hands upon exiting classroom, and entry into building(s) or when returning from outside activities and at other times when deemed appropriate.	✓	<ul style="list-style-type: none"> <li>Review provisions and supplies weekly</li> </ul>	L		
	M	Robust cleaning of surfaces within buildings (including push plates and door handles etc) during and at the end of the day, guidance issued to individual academies for recommended cleaning schedule. Procedure in place to clean external equipment and resources before breaktimes. Cleaning routines will be maintained indefinitely.	✓	<ul style="list-style-type: none"> <li>Cleaning routines will be maintained for the duration of the pandemic.</li> </ul>	L		
	M	Hygiene practices and procedure established for essential contractors and visitors who will be in school building(s). Handing washing will be available in the main entrance prior to entering other areas of the building.	✓	<ul style="list-style-type: none"> <li>NFA</li> </ul>	L		
		Robust hygiene practices are followed by all staff. Clear guidance provided	✓	<ul style="list-style-type: none"> <li>Routines clearly explained and guidance provided</li> </ul>			
	M	Additional handwashing stations and substances have been provided in various areas around school building(s). Each classroom has own handwashing provision. (Provision in each classroom and on all entrances to school, limited use of shared space, eg toilets, and cleaning rotas between bubble use)	✓	<ul style="list-style-type: none"> <li>Additional handwashing stations will be provided for the duration of the pandemic.</li> </ul>	L		
	M	To limits visits to school, alternative communications established and are prioritised, such as messaging, video, email etc. (review by meeting)	✓	<ul style="list-style-type: none"> <li>NFA</li> </ul>	L		
	M	Staff aware of identifying symptoms and action to take (see flow chart), minimising touch points whilst going to isolation room. (Flow chart displayed throughout school)	✓	<ul style="list-style-type: none"> <li>NFA</li> </ul>	L		
	M	Posters, and information displayed and made available around building/s regarding Covid-19.	✓	<ul style="list-style-type: none"> <li>NFA</li> </ul>	L		
	M	Provision of signage and information to prevent the unauthorised of use of rooms or areas. Areas, rooms or buildings with no unauthorised access will be clearly labelled.	✓	<ul style="list-style-type: none"> <li>NFA</li> </ul>	L		
	M	Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances. ( PPE equipment and cleaning products available	✓	<ul style="list-style-type: none"> <li>NFA</li> </ul>	L		

		in each bubble space, PPE also available for first aid, intimate care and isolation space.)			
	M	Substances for cleaning have been risk assessed and communicated to those who use the substances. (see spate risk assessments)	✓	• <i>Check COSHH risk assessments</i>	L
	M	Checks carried out by line managers to ensure that the necessary procedures and measure are suitable and sufficient.	✓	• <i>Monitored daily</i>	L
	M	Restricted movement throughout school and where possible groups will keep to certain areas building(Limited access to areas, each group has demarcated playspace, separate yards and spaces, limited corridor access)	✓	• <i>NFA</i>	L
	M	Procedures in place for deliveries and collections. Safe areas made available for deliveries.	✓	• <i>Measures in place for the duration of the pandemic.</i>	L
	M	Staff encourage to wash hands where practicable when marking of books or when touching on children's items/resources is required.	✓	• <i>NFA</i>	L
2. Employees or pupils transmitting virus to others	M	<b>See section 1 for additional handwashing / hygiene control measures</b>	✓	• <i>NFA</i>	L
	M	Good respiratory hygiene adopted by promoting the 'catch it, bin it, kill it' approach within school. Additional waste bins provided and waste bins in each classroom.	✓	• <i>NFA</i>	L
	M	Practicable procedures in place to minimise contact between individuals and maintain social distancing wherever possible. Signage, markings and one-way systems introduced in and around school. (Teacher demarcated space at the front of the classroom, pupils will be unable to social distance in classroom space, routines and rota, staggered times around corridor use will minimise class bubbles contacting other bubbles.	✓	• <i>NFA</i>	L
		Reception area screen to remain closed to minimise risk of infection, communication with office to be socially distanced, no staff allowed in the office space apart from designated staff		•	
	M	Educational and care support are provided as normal for pupils who have complex needs or who need close contact care. (PPE where necessary)	✓	• <i>Review on an individual case by case basis.</i>	M
	M	Staff made aware of isolation procedure for those who develop symptoms whilst at work. Flow chart issued by ELT. (Isolation space set up for pupils or staff that show symptoms.)	✓	• <i>NFA</i>	M
	M	Reduced non-essential business-related travel. Use of public transport is not recommended. (meetings, will mainly be through online)	✓	• <i>NFA</i>	L
	M	New and expectant mother will have a full COVID risk assessment	✓	• <i>NFA</i>	
	M	Toilets are cleaned regularly, handwashing regimes are in place, allowing different groups to share toilet blocks. (Toilet cleaning rotas and times in place)	✓	• <i>NFA</i>	L
	L	CEV and medically vulnerable are away from school where national restrictions, medical practitioner or specific risk assessment indicate or advise	✓	• <i>NFA</i>	L
	M	Academy maintains distinct groups that do not mix. Groups are easily identifiable in case anyone may need to self-isolate. (Class/yeargroup bubbles)	✓	• <i>Reviewed frequently</i>	L

M	Where possible smaller groups smaller than the size of a full class will be considered.	✓	• NFA	L
H	Large gatherings such as assemblies, school concerts or performances are not permitted. (Class assemblies will be held until further notice)		• NFA	L
M	Implementation of year group sized 'groups'. Year groups where possible will be kept apart from other groups. Academy's will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. (Due to positioning of dining room, children will continue to have dinner in classrooms.) Breakfast and after school provision will be reviewed as current system would break fidelity of class bubbles, this will have to fit alongside medical need SEND risk assessments, review practicality of normal PPA procedures)	✓	• NFA	L
M	Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.	✓	• NFA	M
M	Admin staff to ensure glass security screens are closed when talking to visitors or other in academy main entrance.	✓	• <i>Measures in place for the duration of the pandemic.</i>	L
M	Children are in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care.	✓	• NFA	L
M	Academy will make small adaptations to the classroom to support distancing where possible when required. Consideration to seating pupils' side by side and facing forwards, rather than face to face or side on.	✓	• NFA	L
M	Established plans on how shared staff spaces are set up and used to help staff to distance from each other.	✓	• NFA	L
M	When timetabling, groups are kept apart and movement around the school site kept to a minimum.	✓	• NFA	L
M	Strict protocols for drop off and pick up outlined to parents verbally and in writing - letters and on display around building exterior.	✓	• <i>Measures in place for the duration of the pandemic.</i>	L
M	Where practicable, the moving of unnecessary furniture out of classrooms to make more space will be considered.	✓	• NFA	L
M	Staff will constantly reinforce social distancing and ensure that children and parents are made aware.	✓	• NFA	L
M	Teachers, where practicable will remain with one group, but can still work across groups if that is needed to enable a full educational offer.	✓	• NFA	L
M	Practicable measures and plans are in place to avoid creating busy corridors, entrances and exits. (Rotas and limited corridor access, in class meals)	✓	• NFA	L
M	Where practicable staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups) are in place.	✓	• NFA	L
L	AC periodically used to maintain comfortable temperature levels in rooms and reduce potential heat stress for employees and pupils. AC to remain on for critical ICT areas (Convention heating in Winter ?)	✓	• <i>Measures in place for the duration of the pandemic.</i>	L
M	Arrangements for pick up/drop, (staggered opening and closing) queuing and one-way systems in place.	✓	• <i>Measures in place for the duration of the pandemic.</i>	L
M	Temporary fire procedures in place and communicated to all staff; to allow the opening of fire doors and improve ventilation.	✓	• <i>See Fire Risk Assessment / Temporary Procedure</i>	M

4. Coming into contact with persons who have possible symptoms	H	When a child is awaiting collection, they are taken to an isolation room where they can be isolated behind a closed door. Close to an external entrance/exit. Supervision is provided for the children whilst awaiting pick up. (External space has been designated for isolation, parents will not have to enter main building to collect pupils. )	✓	• <i>NFA</i>	M
	H	Alternative rooms are provided, where it's possible to be least 2 metres away from other people. Consideration to sit outdoors is given - if weather permits. Disabled toilet will be used by suspected COVID cases and thorough cleaning will occur after use.	✓	• <i>NFA</i>	M
	H	If a child needs to go to the bathroom while waiting to be collected, they use a separate bathroom if possible. The bathroom is cleaned and disinfected before being used by anyone else. (Disabled toilet designated)	✓	• <i>NFA</i>	M
	H	Flow chart/ procedure issued by ELT and is communicated with all employees within school. (All staff have copy of flow chart)	✓	• <i>NFA</i>	M
	M	Provision of suitable PPE for employees.	✓	• <i>NFA</i>	M
	M	Communications procedures and arrangements with NHS, local authorities, local health advisors established.	✓	• <i>NFA</i>	L
	M	PPE is worn by contractor or employee when it's identified on any other risk assessment.	✓	• <i>NFA</i>	L
	M	Procedures are in place to limit or restrict access to parts of any buildings	✓	• <i>NFA</i>	L
	M	Contractors to be issued or show RAMS to ensure infection prevention is acknowledge and understood.	✓	• <i>NFA</i>	L
5. Close contact with persons: handling, assisting or training requirements (team teach, first aid etc.)	M	PPE provided: latex free gloves are used where possible if handling or touching is required. Additional PPE (aprons, masks, visors) available on request.	✓	• <i>See first aid risk assessment</i>	M
	M	Employees are aware of identifying symptoms and procedure if they believe they may have been in contact with someone with symptoms	✓	• <i>NFA</i>	L
	M	NHS/ELT test and trace flow chart in circulation, employees will inform school if contacted by NHS test and trace.	✓	• <i>NFA</i>	L
	M	Deferral of close contact training will be considered and rescheduled at a later date. Statutory or mandatory training will be prioritised.	✓	• <i>NFA</i>	L
	M	Training provider will issue their own risk assessment and safe system of work prior to any training.	✓	• <i>NFA</i>	L
	M	First aid procedures and risk assessment in place and followed by first aiders.	✓	• <i>See care plans, risk assessments and medical procedures</i>	L
	M	Provider or user will share their own risk assessment and safe system of work prior to use. If user/provider employs less than 5 people, school will make clear expectations, procedures and controls measures prior to use of facilities.	✓	• <i>NFA</i>	L

6. Lettings or use of school facilities during pandemic	M	Provider or user of school facilities will inform school before use, that person(s) haven't been contacted by NHS test and trace or show symptoms.	✓	• NFA	L
	M	Area or room(s) will be thoroughly cleaned during and after use by the user. All touch points will be wiped upon exit of area or room.	✓	• NFA	L
	H	Pupils are encouraged to walk or cycle to work and avoid the use of public transport.	✓	• NFA	L
	M	If car sharing, employees are advised to ensure good ventilation (i.e. keeping the windows open) and face away from each other	✓	• NFA	L
	H	Staff encourage to avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)	✓	•	M
	L	Employees vehicles should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces	✓	• NFA	L
8. Mental health or wellbeing effected through isolation or anxiety about coronavirus	M	Regular meetings or calls with employees/children working from home, isolating or shielding	✓	• NFA	M
	M	Discussions with individuals about the possibility that they may be affected, employees encourage to raise concerns	✓	• NFA	L
	L	Employee involvement with completion of risk assessments so individuals can identify problems and solutions	✓	• NFA	L
	L	Regular updates and guidance provided to all members of staff via academy or Trust	✓	• NFA	L
	L	Training available for mental health available via Flick e-learning	✓	• NFA	L
	L	Employees have access to occupational health advise and counselling	✓	• NFA	L
<b>Other Hazards Identified</b>	<b>Additional Control Measures to be Put in Place</b>				
Any other foreseeable hazards that are associated with the activities being carried out to be listed here.	<i>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.</i>				
<b>Date of Assessment:</b>	13/11/2020	<b>Carried out by:</b>	Simon Smith	<b>Signature:</b>	
<b>Date of next review:</b>	04/01/21 (before Spring term reopening reopening)	<b>Carried out by:</b>		<b>Date Review Completed:</b>	
<b>Also refer to these other relevant risk assessments or safety advice documents:</b>	<b>All HMG Covid-19 Guidance</b> <b>All academy risk assessments</b> <b>ELT flow charts</b> <b>ELT Guidance</b>				

