

## COVID-19 Reopening Risk Assessment

School Name		Decide who may be harmed (insert ✓):					
Elliston Primary Academy		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"> <li><b>Restrict movement throughout school and keep to certain areas buildings</b></li> <li><b>Areas, rooms or buildings to have no unauthorised access</b></li> <li><b>Continue with current hygiene regimes</b></li> <li><b>Handwashing stations in all classrooms</b></li> <li><b>Sanitiser stations in other areas (e.g. hall)</b></li> <li><b>Check/ sign off sheets used daily for cleaning</b></li> <li><b>Cleaning box in each room and First Aid box with PPE at each station</b></li> </ul>	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"> <li>• <b><i>If possible, restrict movement throughout school and keep to certain areas buildings</i></b></li> <li>• <b><i>Workers to inform academy at earliest opportunity if they are pregnant</i></b></li> <li>• <b><i>Review those who are self-isolating because of family members are vulnerable</i></b></li> <li>• <b><i>Review which staff can continue to work from home</i></b></li> <li>• <b><i>Can staff continue ongoing remote learning?</i></b></li> <li>• <b><i>Review childcare needs of staff</i></b></li> <li>• <b><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. - rota for admin team – all not needed on site everyday</i></b></li> <li>• <b><i>Using the 2m rule, review how many children can you have back in the school at any one time</i></b></li> <li>• <b><i>No visitors onto site – main office use intercom system to communicate</i></b></li> <li>• <b><i>Communication with parents will be via telephone/email only not on school site</i></b></li> <li>• <b><i>Only one person in foyer to use intercom at any time</i></b></li> <li>• <b><i>Staggered start time and entrance plan used for whole school drop off and pick up</i></b></li> </ul>
	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 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 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 employees or students on site	H	Restricted meetings, visits and unnecessary contact on Trust premises	✓	<ul style="list-style-type: none"> <li>• <b>Critical workers have an expectation to support national social distancing guidance</b></li> <li>• <b>Parents can bring children into playground – not into building.</b></li> <li>• <b>Review signing in/out procedure</b></li> <li>• <b>Review induction procedure</b></li> <li>• <b>Investigate potential for maintenance to be carried out over weekend or out of hours</b></li> <li>• <b>Kitchen deliveries to be place at the back door whilst kitchen staff 2m apart inside, school staff will bring deliveries into the kitchen</b></li> </ul>	M
		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	✓		
		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>				
	<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>				
<b>Date of Assessment:</b>	<b>18 May 2020</b>	<b>Carried out by:</b>	<b>Caroline Patterson Hannah Willis</b>	<b>Signature:</b>	
<b>Date of next review:</b>		<b>Carried out by:</b>		<b>Date Review Completed:</b>	

**Also refer to these other relevant risk assessments or safety advice documents:**