



ENDEAVOUR ACADEMY - COVID-19 Reopening Risk Assessment

School Name		Decide who may be harmed (insert ✓):					
Endeavour 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"> <i>Hand sanitiser available at entry points for all students and staff to use on entering/leaving the building</i> <i>Children/staff to wash hands on entering the classroom. Hand sanitiser available in each classroom</i> <i>Regular cleaning duties to take place and staff to take responsibility of cleaning equipment that children may use</i> <i>No outside play equipment in use until further notice.</i> <i>Posters about handwashing located around the school</i> <i>Staff/pupil medical needs addressed in accordance with government guidelines</i> <i>PPE is available for when using cleaning substances in accordance with government guidelines</i> <i>Checks carried out by SLT to ensure procedures and</i> 	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	✓	<i>guidelines are being followed by all staff</i>	
2. Employees or pupils transmitting virus to others	H	See section 1 for general control measures	✓	<ul style="list-style-type: none"> Parents asked to ring school to make a phone appointment and not enter reception area with prior arrangement Workers to inform academy at earliest opportunity if they are pregnant – no known pregnant ladies in school at this time Review those who are self-isolating because of family members are vulnerable Review which staff can continue to work from home – all staff to deliver provision in line with government guidance Review childcare needs of staff Staff to follow 2 metre rule around school with regard to other staff 2 metre marks in place on corridors 	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	✓		
		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 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.	✓		
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"> • Critical workers have an expectation to support national social distancing guidance • Meetings to be carried out by telephone or teams wherever possible • Only emergency work to be carried out • Staff to use barcode reader to sign in and out of school • Review induction procedure 	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.		Restrictions in number of people entering school site for drop/collection	✓	<ul style="list-style-type: none"> • Staggered drop off/pick up times in operation • Only one person asked to drop off/pick up children to reduce risks • One-way/restricted movement in place throughout the school • Parents asked to keep social distance whilst on school grounds and follow one-way system when dropping off/picking up • Social distancing guidelines displayed around school 	M
		Staff, pupils and parents following social distancing guidelines	✓		
			✓		



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><i>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.</i></p>				
Date of Assessment:	19 th May 2020	Carried out by:	Carol Rhodes	Signature:	C. L. Rhodes
Date of next review:		Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:					