

COVID-19 Full Reopening Risk Assessment - Autumn 2020 v5

Identified Hazards		Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L	
School Name ENFIELD ACADEMY OF NEW WALTHAM		Decide who may be harmed (insert ✓):					
		Student	✓	Contractors	✓	Visitors	✓
Whole School – unless stated otherwise		Staff	✓	Vulnerable People	✓	Volunteers	✓
		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 before lunch. Daily briefing in each class to remind children of the new regime. All staff to check own temperature on arrival – thermometer on the round table in the entrance area.	✓	<ul style="list-style-type: none"> Review provisions and supplies weekly
M	Robust cleaning of surfaces within buildings 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; further procedures for internal class resources outlined in daily procedures. Cleaning routines will be maintained indefinitely.			✓	<ul style="list-style-type: none"> Cleaning routines will be maintained for the duration of the pandemic. Teachers are responsible for ensuring class cleaning supplies are refreshed when needed – ask the site manager / cleaning staff. 	L	
M	Hygiene practices and procedure established for essential contractors and visitors who will be in school building(s), including a temperature check. Handing washing will be available in the main entrance (in the first aid area and the disabled toilet) prior to entering other areas of the building. Hand sanitising stations available at all entry/exit points.			✓	<ul style="list-style-type: none"> Site manager to ensure all stations are re-filled daily with supplies. 	L	
M	Additional handwashing and sanitising stations have been provided in various areas around school building, other than those in the staff room and first aid area: one in the main entrance; one at the hall / dining room entrance and one at the exit; and one in the corridor at the exit door. Each classroom has two handwashing stations and a sanitising station at the exit door.			✓	<ul style="list-style-type: none"> Additional handwashing stations are provided for the duration of the pandemic. 	L	
M	To limit visits to school, alternative communications established and are prioritised: Enfield use Microsoft teams for CPD / meetings; WhatsApp messaging for staff; ClassDojo for pupils and parents; texts, phone calls & emails for staff and parents			✓	<ul style="list-style-type: none"> NFA 	L	
M	Staff aware of identifying symptoms and action to take, minimising touch points whilst going to isolation room (main office area) – guidance provided for staff, including the ELT flow chart.			✓	<ul style="list-style-type: none"> NFA 	L	
M	Posters, and information displayed and made available around the building regarding Covid-19.			✓	<ul style="list-style-type: none"> Update posters, as guidance changes 	L	

	M	Provision of signage and information to prevent the unauthorised use of rooms or areas. Areas, rooms or buildings with no unauthorised access will be clearly labelled.	✓	• <i>NFA</i>	L
	M	Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances.	✓	• <i>Continue to order and buy regularly.</i>	L
	M	Substances for cleaning have been risk assessed and communicated to those who use the substances.	✓	• <i>Check COSHH risk assessments with site manager</i>	L
	M	Checks carried out by line managers to ensure that the necessary procedures and measures are suitable and sufficient.	✓	• <i>Monitored daily</i>	L
	M	Restricted movement throughout school and where possible groups will keep to certain areas.	✓	• <i>Classes requiring access for break-times down the corridors – use walkie-talkies to ensure sole use at any one time.</i>	L
	M	Procedures in place for deliveries and collections – staff use intercom system at the main entrance. Safe areas made available for deliveries – main office area.	✓	• <i>Measures in place for the duration of the pandemic.</i>	L
	M	Staff encouraged to wash hands where practicable, when marking books or when touching children's items/resources, if required.	✓	• <i>NFA</i>	L
2. Employees or pupils transmitting virus to others	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 – all with lids.	✓	• <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. Staff use walkie-talkies for communication; staggered timings of the school day and break-times / lunches.	✓	• <i>NFA</i>	L
	M	Educational and care support are provided as normal for pupils who have complex needs or who need close contact care.	✓	• <i>Review on an individual case by case basis.</i>	M
	M	<i>Staff made aware of isolation procedure for those who develop symptoms whilst at work. Flow chart issued by ELT.</i>	✓	• <i>NFA</i>	M
	M	Reduced non-essential business-related travel. Use of public transport is not recommended.	✓	• <i>NFA</i>	L
	M	Toilets are cleaned regularly, handwashing regimes are in place, allowing different groups to share one toilet block at lunch only, as an emergency. Lunch staff member identified to clean at the end of their shift, otherwise class 'bubbles' use only their classroom toilet.	✓	• <i>NFA</i>	L
	M	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, where possible, mix. Groups are easily identifiable in case anyone may need to self-isolate. 'Bubbles' at Enfield are individual classes – two classes are in the hall at lunch together, but distanced apart by screens.	✓	• <i>Reviewed frequently</i>	L

M	Where possible smaller groups smaller than the size of a full class will be considered, although this is not possible at Enfield: class sizes range from 18 – 34.	✓	• NFA	L
H	Large gatherings such as assemblies, school concerts or performances are not permitted. Some assemblies will be held on Microsoft Teams.		• NFA	L
M	Implementation of year group sized 'groups'. Year groups where possible will be kept apart from other groups. Enfield Academy will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. Only the hall, outdoor areas and corridor space (but VERY limited use) will be shared – tables etc will be sanitised between groups.	✓	• 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 the intercom system is used when talking to visitors or others 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 may be mixing into wider groups for wraparound care in the hall (OAK provision). Social distancing will be in place.	✓	• <i>OAK will use our hall provision.</i>	L
M	Academy will make small adaptations to the classroom to support distancing where possible when required. Pupils (from Year 3 – Year 6) will be seated side by side and facing forwards, rather than face to face or side on.	✓	• <i>Y1 and Y2 provision involves seating in grouped tables – reviewed Oct 2020.</i>	L
M	Established plans on how shared staff spaces are set up and used to help staff to distance from each other: six staff members in the staffroom only at once, and two using the PPA area. Lunches & breaks are staggered – staff should be able to gain access when they require it. Staff to wear masks when outside of own bubble within school: in others' office spaces; in the hall at lunch-times; in corridors; in the staff room when not eating or drinking; in shared spaces unless teaching; and in other class bubbles, if it is essential you need to pop in.	✓	• NFA	L
M	When timetabling, groups are kept apart and movement around the school site is kept to a minimum, helped by walkie-talkie communication.	✓	• 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: parents to wear face coverings; one adult per family; different entry/exit points and staggered start & finish times.	✓	• <i>Measures in place for the duration of the pandemic – reviewed as local cases increase /guidance changes.</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	Screen installed in reception, between the main open plan office and the thoroughfare, to protect office staff.		• <i>Company to be identified to fit screen ASAP</i>	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 – this will	✓	• NFA	L

		happen in a minimal way for PPA cover, bubble clubs and the use of PE coaches.			
	M	Practicable measures and plans are in place to avoid creating busy corridors, entrances and exits – four out of six classes at Enfield have direct outside access to avoid corridor use, except for staggered lunch-time use. All classes have separate drop off / collection points and/or at different times.	✓	<ul style="list-style-type: none"> • <i>Use of additional external gate – to provide 3 separate entry/exit points.</i> 	L
	M	Where practicable staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups) are in place. Two classes at a time will have hall access, with strict 'in and out' times.	✓	<ul style="list-style-type: none"> • <i>NFA</i> 	L
	L	AC periodically used to maintain comfortable temperature levels in the Happiness Hub / Reception Class and reduce potential heat stress for employees and pupils, ONLY if absolutely required.	✓	<ul style="list-style-type: none"> • <i>Measures in place for the duration of the pandemic.</i> 	L
	M	Arrangements for pick up/drop off, queuing and one-way systems in place – including red line markings on all entry points; staggered start/finish times; and three separate pick up/drop off points.	✓	<ul style="list-style-type: none"> • <i>Measures in place for the duration of the pandemic.</i> 	L
	M	Ventilation can now only be improved by opening windows and skylights. Fire exit doors must now remain closed.	✓	<ul style="list-style-type: none"> • <i>NFA</i> 	M
	H	Where employees or children mix with different groups, records available to ensure those who mix within groups are traceable.	✓	<ul style="list-style-type: none"> • See timetables, OAK records 	M
	M	Older year groups encouraged to walk or cycle home to prevent congestion around school gates and minimise gatherings at home time.	✓	<ul style="list-style-type: none"> • 	M
	H	Pupils who are extremely clinically vulnerable are supported in school by a risk assessment that is understood and carries the support of parents.	✓	<ul style="list-style-type: none"> • 	M
	H	Parents are asked to disclose any Test and Trace results immediately to the school	✓	<ul style="list-style-type: none"> • 	M
	M	Partial closure contingency plans in place if staffing levels fall below a critical level.	✓	<ul style="list-style-type: none"> • <i>Review in Nov 2020</i> 	L
	M	Contact sports are avoided, and alternative sports or PE lessons are planned.	✓	<ul style="list-style-type: none"> • <i>NFA</i> 	L
	M	Practicable arrangements in place for mealtimes – hot and cold lunches, inc zoned hall and outdoors, weather permitting.	✓	<ul style="list-style-type: none"> • <i>NFA</i> 	L
	M	Booking visits with an overnight stay is cancelled until further notice	✓	<ul style="list-style-type: none"> • <i>PGL was delayed until Jun2021 – seek further advice</i> 	L
	M	Limited meetings, visits and unnecessary contact on Trust premises where possible.	✓	<ul style="list-style-type: none"> • <i>NFA</i> 	L
3. External contractors/providers transmitting virus to employees or students on site	M	Minimise, where practicable, minor project works by contractors. Consideration for out of hours working or weekend work is given. When staffing is low, and no children are on site, holidays periods are prioritised for works.	✓	<ul style="list-style-type: none"> • <i>NFA</i> 	L
	M	Holidays periods, when staffing is low, and no children are on site are prioritised for planned preventative maintenance.	✓	<ul style="list-style-type: none"> • <i>NFA</i> 	L
	M	Statutory Inspections are carried out under controlled conditions when contractors need to be on site whilst building is occupied/operating as normal.	✓	<ul style="list-style-type: none"> • <i>NFA</i> 	L

	M	PPE is worn by contractor or employee when it's identified on any other risk assessment.	✓	• NFA	L
	M	Procedures are in place to limit or restrict access to parts of buildings - installation of signage / partitions.	✓	• NFA	L
	M	Contractors to be issued or shown RAMS to ensure infection prevention is acknowledged and understood.	✓	• NFA	L
	H	External providers coming into school to support will provide a risk assessment which is ratified by academy to ensure adequate control measures are agreed.	✓	• Reviewed frequently	M
	H	External curriculum activities such as swimming, providers or building owners will provide a risk assessment which will be ratified by academy to ensure measures are agreed and then published on Evolve	✓	• Reviewed frequently	M
4. Coming into contact with persons who have possible symptoms	H	When a child is awaiting collection, he/she is taken to an isolation area (main entrance area) where he/she can be isolated at the appropriate social distance. This is close by the main external entrance/exit. Supervision is provided by office staff (behind a screen) for the child whilst awaiting pick up.	✓	• Screen to be purchased ASAP	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. This is the disabled toilet within the main office area.	✓	• NFA	M
	H	Flow chart/ procedure issued by ELT and is communicated with all employees within school.	✓	• NFA	M
	M	Provision of suitable PPE for employees. PPE includes face shields, disposable gloves, aprons and masks.	✓	• NFA	M
	M	Communications procedures and arrangements with NHS, local authorities, local health advisors established.	✓	• NFA	L
	M	Prior to any training or where close or physical contact is required, employees will thoroughly wash hands before, during and after training session.	✓	• NFA	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.	✓	• See first aid risk assessment
M		Employees are aware of identifying symptoms and procedures if they believe they may have been in contact with someone with symptoms	✓	• NFA	L
M		NHS/ELT test and trace flow chart in circulation - employees will inform school if contacted by NHS test and trace.	✓	• NFA	L
M		Deferral of close contact training will be considered and rescheduled at a later date. Statutory or mandatory training will be prioritised at a safe distance and wearing masks.	✓	• NFA	L
M		Team teach: de-escalation remains our priority when dealing with challenging behaviours. It is highly unlikely and a very low risk that a child will need to be restrained physically at Enfield, based on previous records.		•	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. Staff must wear a mask, a visor and gloves when undertaking first aid / intimate care which involves bodily fluids. For minor grazes, bumps, head bumps and potential breaks, gloves and a mask will suffice.	✓	• <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 control 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.	✓	• <i>NFA</i>	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.	✓	• <i>NFA</i>	L
7. Travelling to or for work in motor vehicles or using public transport	M	Journeys shared, where all alternatives have been exhausted: employees are encouraged to share with the same individuals and with the minimum number of people at any one time.	✓	• <i>NFA</i>	L
	H	Pupils are encouraged to walk or cycle to work and avoid the use of public transport.	✓	• <i>NFA</i>	L
	M	Avoid car sharing, if at all possible. If all alternatives have been exhausted, employees are advised to ensure good ventilation (i.e. keeping the windows open) and face away from each other	✓	• <i>NFA</i>	L
	H	Staff encouraged 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.	✓	• <i>NFA</i>	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	✓	• <i>NFA</i>	M
	M	Discussions with individuals about the possibility that they may be affected, employees encourage to raise concerns	✓	• <i>NFA</i>	L
	L	Employee involvement with completion of risk assessments so individuals can identify problems and solutions	✓	• <i>NFA</i>	L
	L	Regular updates and guidance provided to all members of staff via academy or Trust	✓	• <i>NFA</i>	L
	L	Training available for mental health available via Flick e-learning	✓	• <i>NFA</i>	L
	L	Employees have access to occupational health advise and counselling	✓	• <i>NFA</i>	L
9. Local infection rate is >50/100,00 – visits to school, trips	M	Visits to school restricted or reduced. Exceptions for government agency visits (including HSE & Fire Authorities) and emergencies are permitted	✓	• <i>Principal to assess priority of need for any visit</i>	L
	M	Coordination of visits with others so there's no more than one person (where necessary) in a school on any one day	✓	• <i>NFA</i>	L

	M	Classroom visits to be minimised and restricted to a maximum of 10 minutes. Where classroom layout allows entry should be limited to within 3 metres of the entry point and social distancing maintained	✓	• NFA	L
	M	Academy to record which rooms/classes/contacts have been visited	✓	• NFA	L
	M	Restrict access or use minimal amount of rooms for visitors	✓	• NFA	L
	M	Consideration of the use of Microsoft Teams meetings where this is possible	✓	• NFA	L
	M	If a confirmed case is associated with any school - visitors not to visit school for 10 days if not essential. A central register will be maintained by academy	✓	• NFA	L
	M	Routine and non-essential visits will be rescheduled	✓	• <i>Principal discretion</i>	L
	M	Projects, non-emergency maintenance deferred until rate is below 50	✓	• NFA	L
	M	Staff training at school deferred and use of video conferencing considered	✓	• NFA	L
	M	Advise that staff car-sharing to find alternatives	✓	• NFA	L
	M	Outdoor/external visits to be assessed on an individual basis and processed through Evolve	✓	• <i>Principal to assess priority of need for any trip</i>	M
				•	
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>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:	21/09/2020	Carried out by:	A Scott	Date Review Completed:	13.11.20
Date of next review:					
Other documents for reference	All HMG Covid-19 Guidance All academy risk assessments ELT flow charts ELT Guidance				