

COVID-19 Full Reopening Risk Assessment - Autumn 2020 v2

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	✓
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 before lunch. Daily briefing in each class to outline the new regime.	✓	<ul style="list-style-type: none"> Review provisions and supplies weekly 	L		
	M	Robust cleaning of surfaces within buildings during and at the end of the day, guidance issued from ELT for recommended cleaning schedule. Procedure in place to clean external equipment and resources before breaktimes; further procedures for internal class resources outlined in class folders. 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 cleaning staff. 	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 (in the first aid area and the disabled toilet) prior to entering other areas of the building.	✓	<ul style="list-style-type: none"> NFA 	L		
	M	Additional handwashing stations and substances have been provided in various areas around school building – one in the main entrance and one at the hall / dining room entrance. Each classroom has two handwashing stations and a cleaning station.	✓	<ul style="list-style-type: none"> Additional handwashing stations will be 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, 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 in class folders 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"> Additional posters required for classrooms not previously in use. 	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.	✓	<ul style="list-style-type: none"> Changes needed to signs, due to change of room use and access by certain people ONLY. 	L		
	M	Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances.	✓	<ul style="list-style-type: none"> Continue to order and buy regularly. 	L		

	M	Substances for cleaning have been risk assessed and communicated to those who use the substances.	✓	• Check COSHH risk assessments with site manager	L
	M	Checks carried out by line managers to ensure that the necessary procedures and measures are suitable and sufficient.	✓	• Monitored daily	L
	M	Restricted movement throughout school and where possible groups will keep to certain areas.	✓	• Classes requiring access for break-times down the corridors – use walkie-talkies to ensure sole use at any one time.	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.	✓	• Measures in place for the duration of the pandemic.	L
	M	Staff encouraged to wash hands where practicable, when marking books or when touching children's items/resources, if required.	✓	• NFA	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.	✓	• NFA	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.	✓	• NFA	L
	M	Educational and care support are provided as normal for pupils who have complex needs or who need close contact care.	✓	• Review on an individual case by case basis. Risk assessments need updating for two children with EHCPs.	M
	M	<i>Staff made aware of isolation procedure for those who develop symptoms whilst at work. Flow chart issued by ELT; all guidance is shared in class folders.</i>	✓	• Additional class folders need to be created for classrooms previously not in use.	M
	M	Reduced non-essential business-related travel. Use of public transport is not recommended.	✓	• NFA	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 to clean at the end of their shift, otherwise class 'bubbles' use only their classroom toilet.	✓	• NFA	L
	L	Clinically vulnerable people are away from school where a medical practitioner advises.	✓	• NFA	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.	✓	• Reviewed frequently	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		• 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 will be 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>Discussions with OAK re hall provision, if numbers dictate it.</i>	L
M	Academy will make small adaptations to the classroom to support distancing where possible when required. Pupils (from Year 2 – Year 6) will be seated side by side and facing forwards, rather than face to face or side on.	✓	• <i>Review provision in Year 1 by October half-term, which will be set up similar to Reception.</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.	✓	• 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.	✓	• <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 – this will happen in a minimal way for PPA cover and the use of PE coaches.	✓	• NFA	L
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.	✓	• <i>Use of additional external gate in September for entry too.</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.	✓	• NFA	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.	✓	• <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.	✓	• <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.	✓	• See Fire Risk Assessment / Temporary Procedure	M
	H	Where employees only mix with different groups, records available to ensure those who mix within groups are traceable.	✓	• See timetables	M
	M	Older year groups encouraged to walk or cycle home to prevent congestion around school gates and minimise gatherings at home time.	✓	•	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.	✓	•	M
	H	Parents are asked to disclose any Test and Trace results immediately to the school	✓	• See letter	M
	M	Partial closure contingency plans in place if staffing levels fall below a critical level.	✓	• NFA	L
	M	Contact sports are avoided, and alternative sports or PE lessons are planned.	✓	• NFA	L
	M	Practicable arrangements in place for mealtimes – hot and cold lunches, inc zoned halls and outdoors, weather permitting.	✓	• NFA	L
	M	Booking visits with an overnight stay is cancelled until further notice	✓	• Review inline with HMG guidance – PGL was delayed until Jun2021	L
	M	Limited meetings, visits and unnecessary contact on Trust premises where possible.	✓	• NFA	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.	✓	• NFA	L
	M	Holidays periods, when staffing is low, and no children are on site are prioritised for planned preventative maintenance.	✓	• NFA	L
	M	Statutory Inspections are carried out under controlled conditions when contractors need to be on site whilst building is occupied/operating as normal.	✓	• NFA	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 / one gateway access is closed.	✓	• NFA	L
	M	Contractors to be issued or shown RAMS to ensure infection prevention is acknowledge and understood.	✓	• NFA	L
	H	When a child is awaiting collection, they are taken to an isolation area (main entrance area) where they can be isolated at the appropriate social distance. This is close by the main external entrance/exit. Supervision is provided for the children whilst awaiting pick up.	✓	• NFA	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 – this is copied into each class folder.	✓	• 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
	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.	✓	• NFA	L
	M	Training provider will issue their own risk assessment and safe system of work prior to any training.	✓	• NFA	L
	M	First aid procedures and risk assessment in place and followed by first aiders.	✓	• See care plans, risk assessments and medical procedures	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.	✓	• NFA	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
7. Travelling to or for work in motor vehicles or using public transport	M	Journeys which are shared: employees are encouraged to share with the same individuals and with the minimum number of people at any one time.	✓	• 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 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.	✓	• NFA	L
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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:	06/07/2020	Carried out by:	A Scott	Date Review Completed:	13.7.20
Date of next review:	All HMG Covid-19 Guidance All academy risk assessments ELT flow charts ELT Guidance				