

## COVID-19 Reopening Risk Assessment

School Name ENFIELD ACADEMY OF NEW WALTHAM		Decide who may be harmed (insert ✓):					
		Student	✓	Contractors	✓	Visitors	✓
Department / Location (if applicable) SCHOOL		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 – daily briefing to be undertaken in each class outlining the regimes	✓	<ul style="list-style-type: none"> <li>• <b>Restricted movement throughout school - each teaching base restricted to certain areas</b></li> <li>• <b>Areas / rooms to have no unauthorised access</b></li> <li>• <b>Continue with current hygiene regimes</b></li> </ul>	L		
		Robust cleaning of surfaces within buildings during and at the end of the day, guidance issued to individual academies – to be followed by cleaners; other duties devolved to day-time staff – outlined in class folders	✓				
		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 pregnant	✓				
		Communications established, regular updates on guidance via messaging, video, email etc. to avoid visiting school – weekly staff meetings on Microsoft teams, Whatsapp groups	✓				
		Staff aware of identifying symptoms and action to take, flow chart communicated to principals and staff – outlined in class folder	✓				
		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 – a hygiene station is in each class and two handwashing stations; children in the hall use the corridor sinks	✓				
Provision of signage and information to prevent the unauthorised use of rooms or areas – no entry signs on closed-off rooms	✓						

2. Employees or pupils transmitting virus to others	H	Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances, administering first aid and intimate care (if required) and for general personal use, if requested by staff – masks, gloves, aprons, sanitiser, disinfectant wipes, disinfectant spray and other additional cleaning products available for use	✓.	<ul style="list-style-type: none"> <li>• <b>Workers to inform academy at earliest opportunity if they are pregnant</b></li> <li>• <b>Review if staff become self-isolating/shielding because family members are vulnerable</b></li> <li>• <b>Review which staff can continue to work from home – rota now in place</b></li> <li>• <b>Staff to continue ongoing remote learning</b></li> <li>• <b>Review childcare needs of staff – rota planned for this</b></li> <li>• <b>Admin officer will be required on-site to support the school operation from 1st June.</b></li> <li>• <b>Using the 2m rule, review undertaken for how many children back in the school at any one time – 56 max, including KW children (This is Enfield’s safety cap.)</b></li> </ul>	M
		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	✓.		
		See section 1 for general control measures	✓.		
		Contingency plans are in place to ensure premises remain open and operational to support the vulnerable and critical workers – These children to remain in the hall, with an overspill room available if numbers increase; TAs to be re-deployed to the hall / overspill, if required	✓.		
		Individual academies have introduced rotas to minimise staff onsite at any one time – rotas ready planned, with only staff required for the numbers returning to be on site	✓.		
		Staff encouraged to work from home where possible. Staff room – max 6 people in the room; doors / windows to remain open – outdoor eating area identified too. Use of walkie-talkie system in place to communicate between teaching bases and for first aid, emergencies etc.	✓.		
		Isolation procedure for those who develop symptoms whilst at work – Chaffinch Class (with an external door/ windows & separate toilet) is the isolation room – procedures in class folder / discussed on training day.	✓.		
		Restrictions on travelling in place until further notice, non-essential business-related travel not recommended	✓.		
		Clinically vulnerable people are away from school where practicable.	✓.		
		Pregnant workers away from school	✓.		
		Admin staff to ensure the intercom system is used at the main door to prevent unnecessary contact with delivery drivers and parents	✓.		
		Staff who have underlying health conditions to continue to self-isolate and shield	✓.		
Guidance issued on travelling to and from work, including public transport	✓.				

3. External contractors/providers transmitting virus to employees or students on site	H	Alternative arrangements for vulnerable children travelling to school	✓.	<ul style="list-style-type: none"> <li>• <b>Critical workers have an expectation to support national social distancing guidance</b></li> <li>• <b>Signing in/out of any children /permissible external adults – by admin officer only / staff member</b></li> <li>• <b>Non-contact signing in, as usual, for staff members</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> </ul>	M
		Testing for covid-19 available to key workers	✓.		
		Phased return of children to school - Reception on Day 1, Year 1 on Day 2 & Year 6 on Day 3; & at staggered daily start / finish times	✓.		
		Use of other rooms to support social distancing (phased return children only) - rooms chosen with external doors & direct external access with toilet in the classroom; Year 1 move to Year 5 classroom	✓.		
		Arrangements for pick up/drop routines – meet and greet by Principal at the school gate in the morning, with a temperature checker; and collection at the gate with class teacher, at staggered times; KW children still to drop at main entrance - temperature checker & meet & greet by admon officer.	✓.		
		Queuing arrangements in place – 2 mtr markings painted on ground by Mainserve to all entry points; zones painted on field to keep separate play areas for separate class bases; line smarkings down the corridor for KW children access to toilets & sinks	✓.		
		Where possible one-way systems in place	✓.		
		VC conferencing/telephone meetings prioritised	✓.		
		Windows and doors opened as much as possible	✓.		
		Air Conditioning turned off until further notice, apart from critical ICT areas (server rooms)	✓.		
		Restricted meetings, visits and unnecessary contact on Trust premises – no parents or volunteers on site	✓.		
		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	✓.				
4.		Contractors to be issued or show RAMS to ensure infection prevention is acknowledge and understood	✓.		
			✓.		

	✓.	•
	✓.	

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><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></p>			
<b>Date of Assessment:</b>	3.6.20	<b>Carried out by:</b>	A.Scott	<b>Signature:</b> <i>A Scott</i>
<b>Date of next review:</b>		<b>Carried out by:</b>		<b>Date Review Completed:</b>
<b>Also refer to these other relevant risk assessments or safety advice documents:</b>	Pack produced for each teaching base, for 1 <sup>st</sup> June, with procedures at Enfield.			