


COVID-19 Reopening Risk Assessment

School Name		Decide who may be harmed (insert ✓):					
		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"> Restrict movement throughout school and keep to certain areas buildings Areas, rooms or buildings to have no unauthorised access Continue with current hygiene regimes 	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	✓		
2. Employees or pupils transmitting virus to others	H	See section 1 for general control measures	✓	<ul style="list-style-type: none"> • <i>If possible, restrict movement throughout school and keep to certain areas buildings</i> • <i>Workers to inform academy at earliest opportunity if they are pregnant</i> • <i>Review those who are self-isolating because of family members are vulnerable</i> • <i>Review which staff can continue to work from home</i> • <i>Can staff continue ongoing remote learning?</i> • <i>Review childcare needs of staff</i> • <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.</i> • <i>Using the 2m rule, review how many children can you have back in the school at any one time</i> 	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	✓		
		Staff in critical age range are away from school	✓		
		Pregnant workers are away from school	✓		
		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"> • Critical workers have an expectation to support national social distancing guidance • Review signing in/out procedure • Review induction procedure • Investigate potential for maintenance to be carried out over weekend or out of hours 	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. Parents transmitting virus to staff / pupils / each other at start and end of school day or at other times if entry to school is required	H	Staggered start and ending times to school day for different groups	✓		M
		No parents to enter the building, except by prior appointment	✓		
		Routines established for dropping off and collecting children to allow for social distancing	✓		
		Year 6 pupils to be dropped at the gates	✓		
		Parents to practise social distancing on school grounds and not to approach classroom doors	✓		
		Staff will not be having face-to-face meetings with parents - phone school to make appointment for a telephone consultation.	✓		

Other Hazards Identified	Additional Control Measures to be Put in Place				
<p>Any other foreseeable hazards that are associated with the activities being carried out to be listed here.</p> <p>Use of school farm by parents before and after school</p> <p>Use of school farm by children and classes</p>	<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> <p>Farm closed to visitors for duration of current emergency – physical barrier on entrance path – animal welfare dealt with by designated team – all equipment wiped down after use / PPE gloves worn. (first aid gloves)</p>				
<p>Date of Assessment:</p>	<p>18.5.20</p>	<p>Carried out by:</p>	<p>Alvin Fell</p>	<p>Signature:</p>	
<p>Date of next review:</p>	<p>12.6.20</p>	<p>Carried out by:</p>		<p>Date Review Completed:</p>	
<p>Also refer to these other relevant risk assessments or safety advice documents:</p>					