




## Godley Community Primary Academy - COVID-19 Reopening Risk Assessment

School Name		Decide who may be harmed (insert ✓):					
Godley Community Primary 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"> <li><i>Set times for regular handwashing in place for all pupils and staff.</i></li> <li><i>Hand sanitizer available at all entry and exit points and in all learning areas</i></li> <li><i>Regular cleaning duties to take place and staff to take responsibility of cleaning equipment that children use. Equipment not shared</i></li> <li><i>Posters about handwashing up around school to inform about accurate handwashing</i></li> <li><i>Audit of staff/pupil and medical needs – no staff or pupils fall within Gov. definition</i></li> </ul>	L		
		Robust cleaning of surfaces within buildings during and at the end of the day, guidance issued to individual academies and SLT shared with staff	✓				
		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 - Teams , WhatsApp, e-mail	✓				
		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 of use of rooms or areas	✓				

		Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances	✓	<ul style="list-style-type: none"> <li>• <b>Restrict movement throughout school and keep to certain areas buildings</b></li> <li>• <b>Areas, rooms or buildings to have no unauthorised access</b></li> <li>• <b>Continue with current hygiene regimes</b></li> </ul>	
		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"> <li>• <b>If possible, restrict movement throughout school and keep to certain areas buildings – lunches to be delivered to classroom and learning are, no assemblies in hall</b></li> <li>• <b>Workers to inform Principal at earliest opportunity if they are pregnant – no current pregnancies</b></li> <li>• <b>Review those who are self-isolating because of family members are vulnerable – no current staff members self isolating due to vulnerable family members</b></li> <li>• <b>Review which staff can continue to work from home – all staff needed to deliver provision in line with Gov. guidance</b></li> <li>• <b>Can staff continue ongoing remote learning?</b></li> <li>• <b>Review childcare needs of staff- link with LA about extended provision for key worker children</b></li> </ul>	M
		Contingency plans are in place to ensure premises remain open and operational to support the vulnerable and critical workers - capacity 45 pupils if YN/R/1/6 in school	✓		
		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	✓		
		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 metre markings	✓				
Where possible one-way systems in place	✓				

		VC conferencing/telephone meetings prioritised	✓	<ul style="list-style-type: none"> <li>• <b>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.</b></li> <li>• <b>1 way systems and 2 metre marking to be put in place outside at gates to ensure safest flow of parents and pupils</b></li> <li>• <b>Markers in corridor</b></li> <li>• <b>Using the 2m rule, review how many children can you have back in the school at any one time – 15 in each classroom and 45 in hall in learning groups of 15</b></li> </ul>	
		Windows and doors opened as much as possible	✓		
		AC turned off where possible until further notice, apart from critical ICT areas (server rooms) and where it provides the heating for learning 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"> <li>• <b>Critical workers have an expectation to support national social distancing guidance</b></li> <li>• <b>Review signing in/out procedure – staff to use non-contact badges and any critical visitors to be signed in by staff</b></li> <li>• <b>Investigate potential for maintenance to be carried out over weekend or out of hours</b></li> </ul>	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 acknowledged and understood	✓		
4. Families or staff or pupils transmitting virus to others at start and end of school day	H	Restrictions in number of people entering school site for drop/collection	✓	<ul style="list-style-type: none"> <li>• <b>Staggered start and end times for school</b></li> </ul>	
		Staff, pupils and parents following social distancing guidelines	✓	<ul style="list-style-type: none"> <li>• <b>Allocated gates and doors for entry and exit to school</b></li> </ul>	

H	Restrictions in number of people entering school building	✓	<ul style="list-style-type: none"> <li>• <b>One way system in place for movement in outside drop off/pickup areas</b></li> </ul>	M
		✓	<ul style="list-style-type: none"> <li>• <b>2 meters social distancing markers in place for families and pupils where needed</b></li> </ul>	M
		✓	<ul style="list-style-type: none"> <li>• <b>Posters displayed around key areas to remind everybody about social distancing protocols</b></li> </ul>	M
				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.	<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>Pupils requiring first aid and need close contact from staff for treatment purposes. If possible pupil will be taken to Rainbow Pod to minimise impact on other pupils and the learning area environment. PPE will be available in Rainbow Pod and in each learning area and worn when dealing with a first aid incident requiring it. All staff briefed on what to wear, how to wear it and the protocols to follow when dealing with this circumstance.</p> <p>Impulsive behaviours of some pupils can increase risk of having close contact with their peers and staff - this to be mitigated by the strategic organisation of pupils and staff. Cleaning resources to be readily available for staff in all learning areas, telephone or Teams contact available in all learning areas and staff briefed on what to wear, how to wear it and the protocols to follow when dealing with this circumstance.</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>	<b>19.05.20</b>	<b>Carried out by:</b>	<b>SCW/HM</b>	<b>Signature:</b> 
<b>Date of next review:</b>	* Reflecting changes in lockdown/reopening	<b>Carried out by:</b>	<b>SCW/HM</b>	<b>Date Review Completed:</b>
<b>Also refer to these other relevant risk assessments or safety advice documents:</b>	<b><i>In depth COVID-19 guidance issued by Government</i></b> <b><i>Godley Reopening Plan</i></b>			

