


COVID-19 Reopening Risk Assessment

School Name: Hardwick Green Primary Academy		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"> Hand washing protocol outlined in re-opening plan in detail (where/when/how) in line HMG guidance. Cleaning of surfaces to be carried out at regular intervals throughout the day in addition to current hygiene routines. Additional cleaning of toilets by Churchills at lunchtimes. HMG Guidance has been clearly broken down into specific actions for our specific site. Plan shared with staff and staff reminded of responsibilities by SLT in briefing each morning. Protocols to be displayed around school. All government guidance and school Covid-19 protocols shared via email with staff and where appropriate information shared by dojo/letter with parents. Staff are aware of procedures to be followed in the event of anyone showing symptoms of Covid-19. They are aware of ELT and flowchart and know to communicate this information to a member of SLT immediately. Hand wash is fixed in all classrooms in the sink areas (in toilets). Additional hand sanitising station to be sourced from Mellors for the dining hall. All classrooms will be clearly labelled with new group so all can access their work space from the main yard (no travel through 	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	✓						

				<p>corridors). Isolation Room is the library – clearly away from other rooms and has own entry / exit to outside for parents of ill children to access.</p> <ul style="list-style-type: none"> • Restricted movement throughout school – only designated classroom and dinner hall. • Any areas or rooms to have no unauthorised access will be clearly labelled (e.g. empty classrooms). • Continue with all current hygiene regimes. 	
2. Employees or pupils transmitting virus to others	H	See section 1 for general control measures	✓	<ul style="list-style-type: none"> • Restricted movement throughout school – only designated classroom and dinner hall. • Workers to inform Principal at earliest opportunity if they are pregnant. • All teaching staff needed in the building if number of children who return from N, R, 1 and 6 is 50% or higher. Those who are vulnerable, but not critically vulnerable, have safer roles (see Plan for specifics) that will allow school to operate well but keep them as safe as possible. • Review rota immediately if numbers are smaller than this. Review those who are self-isolating because of family members are vulnerable (those with letter). Review which staff can continue to work from home. • Childcare needs of staff to discussed with SLT and support given on critical worker guidelines. • Admin staff to work half the week each in school and half at home to ensure that there are minimal staff onsite and that school can continue to be ran effectively. • Admin staff work in own office with protective glass at point of contact. • Admin staff will only allow entry to those with an agreed reason to be onsite and any other visitors will wait in external reception area and talk through doors/intercom. • All communication will be done via email/phone/Class Dojo – this will be stressed in parent protocol. This will minimise the amount of people accessing the building. 	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	✓	<ul style="list-style-type: none"> Ensure that all staff are of HMG guidance re use of public transport and urge to cycle/walk where possible. Ensure all staff know that they are eligible for Covid 19 testing should symptoms occur and signpost to how they obtain this. Phased return for N/R/Y1/Y6 in place on a staggered 'start of' and 'end of' day system. Times outlined in Partial Re-Opening Action Plan. Classes split into groups of 15 (maximum) and staggered across empty Y2, Y3 and Y4 classrooms to ensure social distancing of 2m can be adhered to. Large 'studio' room to be an additional EYFS room if 3 groups are needed to prevent groups mixing. Strict protocols for drop off and pick up outlined to parents verbally and in writing - letters and on display around building exterior. Staff will constantly reinforce what a gap of '2m' looks like and ensure that children and parents queue using the 2m guide at all pinch points. Classrooms to be well ventilated. Windows and external doors can be open in each 'in use' classroom safely as external gates will be locked. 	
		Where possible one-way systems in place	✓		
		VC conferencing/telephone meetings prioritised	✓		
		Windows and doors opened as much as possible	✓		
		Personal Protective Equipment (PPE) is provided by academy for use when staff are providing an intimate care	✓		
		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"> All unnecessary visits will be cancelled/carried out by video conferencing, email or telephone. Critical workers have an expectation to support national social distancing guidance. Visitors will report to main office where they will be able to hand sanitise, remove their outer coat into a separate area and be fully briefed re Covid-19 visitor induction protocol. In the event of any maintenance emergencies SLT on site and Site Manager will 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.			✓		
			✓		

			✓		

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><i>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.</i></p>				
Date of Assessment:	18/5/20	Carried out by:	Chris Story	Signature:	
Date of next review:		Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:	<p>Hardwick Green Academy Preparing for Partial Re-Opening Action Plan ELT Partial Re-Opening Guidance All HMG Covid-19 Guidance</p> <ul style="list-style-type: none"> • Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (11/05/20) • Coronavirus (COVID-19): implementing protective measures in education and childcare settings (11/05/20) • Planning guide for primary schools (14/05/20) • Actions for schools during the coronavirus outbreak 				