

## COVID-19 Full Reopening Risk Assessment - Autumn 2020 v4

School Name <b>Harrow Gate Academy</b>		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.	✓	<i>Review provisions and supplies weekly. Posters and rules displayed across school.</i>	L		
	M	Robust cleaning of surfaces within buildings during and at the end of the day, guidance issued to individual academies for recommended cleaning schedule. Procedure in place to clean external equipment and resources before breaktimes. Cleaning routines will be maintained indefinitely.	✓	<ul style="list-style-type: none"> <li><i>Cleaning routines will be maintained for the duration of the pandemic. Protocol for cleaning shared and displayed across the whole school c.</i></li> </ul>	L		
	M	Hygiene practices and procedure established for essential contractors and visitors who will be in school building(s). Hand washing will be available in the main entrance prior to entering other areas of the building.	✓	<ul style="list-style-type: none"> <li><i>NFA</i></li> </ul>	L		
	M	Additional handwashing stations and substances have been provided in various areas around school building(s). Each classroom has own handwashing provision.	✓	<i>Best hygiene will be followed at all times by all children and staff</i>	L		
	M	To limit visits to school, alternative communications established and are prioritised, such as messaging, video, email etc.	✓	<ul style="list-style-type: none"> <li>Communication via Class Dojo and telephone with parents. Face to face meetings must be made via appointments. Essential SEND assessments will be planned and take place in school.</li> </ul>	L		
	M	Staff aware of identifying symptoms and action to take, minimising touch points whilst going to isolation room.	✓	<ul style="list-style-type: none"> <li><i>NFA</i></li> </ul>	L		
	M	Posters, and information displayed and made available around building/s regarding Covid-19.	✓	<ul style="list-style-type: none"> <li><i>NFA</i></li> </ul>	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"> <li><i>NFA</i></li> </ul>	L		
	M	Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances.	✓	<ul style="list-style-type: none"> <li><i>NFA</i></li> </ul>	L		
	M	Substances for cleaning have been risk assessed and communicated to those who use the substances.	✓	<ul style="list-style-type: none"> <li><i>Check COSHH risk assessments</i></li> </ul>	L		
	M	Checks carried out by line managers to ensure that the necessary procedures and measures are suitable and sufficient.	✓	<ul style="list-style-type: none"> <li><i>Monitored daily</i></li> </ul>	L		

	M	Restricted movement throughout school and where possible groups will keep to certain areas building(s).	✓	• <i>NFA</i>	L
	M	Procedures in place for deliveries and collections. Safe areas made available for deliveries.	✓	• <i>Measures in place for the duration of the pandemic.</i>	L
	M	Staff encourage to wash hands where practicable when marking of books or when touching on children's items/resources is required.	✓	• <i>NFA</i>	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.	✓	• Swing lids from bins removed to minimise contact	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.	✓	• <i>NFA</i>	L
	M	Educational and care support are provided as normal for pupils who have complex needs or who need close contact care.	✓	• <i>Review on an individual case by case basis.</i>	M
	M	<i>Staff made aware of isolation procedure for those who develop symptoms whilst at work. Flow chart issued by ELT.</i>	✓	• <i>NFA</i>	M
	M	Reduced non-essential business-related travel. Use of public transport is not recommended.	✓	• <i>NFA</i>	L
	M	Toilets are cleaned regularly, handwashing regimes are in place, allowing different groups to share toilet blocks.	✓	• <i>NFA</i>	L
	L	Clinically vulnerable people are away from school where a medical practitioner advises.	✓	• <i>NFA</i>	L
	M	Academy maintains distinct groups that do not, where possible, mix. Groups are easily identifiable in case anyone may need to self-isolate.	✓	• <i>Reviewed frequently</i>	L
	M	Where possible smaller groups smaller than the size of a full class will be considered.	✓	• <i>NFA</i>	L
	H	Large gatherings such as assemblies, school concerts or performances are not permitted		• <i>NFA</i>	L
	M	Implementation of year group sized 'groups'. Year groups where possible will be kept apart from other groups. Academy's will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.	✓	• <i>NFA</i>	L
	M	Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.	✓	• <i>NFA</i>	M
	M	Admin staff to ensure glass security screens are closed when talking to visitors or other in academy main entrance.	✓	• <i>Measures in place for the duration of the pandemic.</i>	L
	M	Children are in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care.	✓	• <i>NFA</i>	L
	M	Academy will make small adaptations to the classroom to support distancing where possible when required. Consideration to seating pupils' side by side and facing forwards, rather than face to face or side on.	✓	• <i>NFA</i>	L
	M	Established plans on how shared staff spaces are set up and used to help staff to distance from each other.	✓	• <i>NFA</i>	L

	M	When timetabling, groups are kept apart and movement around the school site kept to a minimum.	✓	• <i>NFA</i>	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.	✓	• <i>NFA</i>	L
	M	Staff will constantly reinforce social distancing and ensure that children and parents are made aware.	✓	• <i>NFA</i>	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.	✓	• <i>NFA</i>	L
	M	Practicable measures and plans are in place to avoid creating busy corridors, entrances and exits.	✓	• <i>NFA</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.	✓	• <i>NFA</i>	L
	L	AC periodically used to maintain comfortable temperature levels in rooms and reduce potential heat stress for employees and pupils. AC to remain on for critical ICT areas	✓	• <i>Measures in place for the duration of the pandemic.</i>	L
	M	Arrangements for pick up/drop, queuing and one-way systems in place.	✓	• <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.	✓	• <i>See Fire Risk Assessment / Temporary Procedure</i>	M
	H	Where employees or children mix with different groups, records available to ensure those who mix within groups are traceable.	✓	• PPA timetable set so that tracing staff who have mixed with groups is clear. Children do not mix	M
	M	Older year groups encourage to walk or cycle home to prevent congestion around school gates and minimise gatherings at home time.	✓	• Staggered entry and exit times allow for pinch points to be at a minimum	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.	✓	• Risk assessments for children supported by their health professional. • All staff aware of children and their specific requirements.	M
	H	Parents are asked to disclose any Test and Trace results immediately to the school	✓	• Immediate action on School Dojo and clear lines of communication!	M
	M	Partial closure contingency plans in place if staffing levels fall below a critical level.	✓	• <i>NFA</i>	L
	M	Contact sports are avoided, and alternative sports or PE lessons are planned.	✓	• <i>NFA</i>	L
	M	Practicable arrangements in place for mealtimes – hot and cold lunches, inc zoned halls, outdoors and classroom use.	✓	• <i>NFA</i>	L
	M	Booking visits with an overnight stay is cancelled until further notice	✓	• <i>Review inline with HMG guidance</i>	L
	M	Limited meetings, visits and unnecessary contact on Trust premises where possible.	✓	• <i>NFA</i>	L
	M	New and expectant mothers will have a specific individual risk assessment	✓	• <i>NFA</i>	L
3. External contractors/providers	M	Minimise, where practicable, minor project works by contractors. Consideration for out of hours working or weekend work is given. When	✓	• <i>NFA</i>	L

transmitting virus to employees or students on site		staffing is low, and no children are on site holidays periods are prioritised for works.			
	M	Holidays periods, when staffing is low, and no children are on site are prioritised for planned preventative maintenance.	✓	• <i>NFA</i>	L
	M	Statutory Inspections are carried out under controlled conditions when contractors need to be on site whilst building is occupied/operating as normal.	✓	• <i>NFA</i>	L
	M	PPE is worn by contractor or employee when it's identified on any other risk assessment.	✓	• <i>NFA</i>	L
	M	Procedures are in place to limit or restrict access to parts of buildings i.e. installation of signage and barrier.	✓	• <i>NFA</i>	L
	M	Contractors to be issued or show RAMS to ensure infection prevention is acknowledge and understood.	✓	• <i>NFA</i>	L
	H	When a child is awaiting collection, they are taken to an isolation room where they can be isolated behind a closed door. Close to an external entrance/exit. Supervision is provided for the children whilst awaiting pick up.	✓	• <i>NFA</i>	M
	H	External providers coming into school to support will provided a risk assessment which is ratified by academy to ensure adequate control measures are agreed.	✓	• <i>Reviewed frequently</i>	M
	H	External curriculum activities such as swimming, providers or building owners will provide a risk assessment which will be ratified by academy to ensure measures are agreed and then published on Evolve	✓	• <i>Reviewed frequently</i>	M
4. Coming into contact with persons who have possible symptoms	H	Alternative rooms are provided, where it's possible to be least 2 metres away from other people. Consideration to sit outdoors is given - if weather permits.	✓	• <i>NFA</i>	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.	✓	• <i>NFA</i>	M
	H	Flow chart/ procedure issued by ELT and is communicated with all employees within school.	✓	• <i>NFA</i>	M
	M	Provision of suitable PPE for employees. PPE includes face shields, disposable gloves, aprons and masks.	✓	• <i>NFA</i>	M
	M	Communications procedures and arrangements with NHS, local authorities, local health advisors established.	✓	• <i>NFA</i>	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.	✓	• <i>NFA</i>	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.	✓	• <i>See first aid risk assessment</i>	M
	M	Employees are aware of identifying symptoms and procedure if they believe they may have been in contact with someone with symptoms	✓	• <i>NFA</i>	L
	M	NHS/ELT test and trace flow chart in circulation, employees will inform school if contacted by NHS test and trace.	✓	• <i>NFA</i>	L

	M	Deferral of close contact training will be considered and rescheduled at a later date. Statutory or mandatory training will be prioritised.	✓	• <i>NFA</i>	L
	M	Training provider will issue their own risk assessment and safe system of work prior to any training.	✓	• <i>NFA</i>	L
	M	Team teach strategies will be avoided where possible.	✓	• <i>High risk students have COVID risk assessments and plans for support in the event of a 'crisis'.</i> • <i>Parents involved in risk assessments and agree to plans</i>	
	M	First aid procedures and risk assessment in place and followed by first aiders.	✓	• <i>See care plans, risk assessments and medical procedures</i>	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 controls measures prior to use of facilities.	✓	• <i>NFA</i>	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.	✓	• <i>NFA</i>	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.	✓	• <i>NFA</i>	L
	H	Pupils are encouraged to walk or cycle to work and avoid the use of public transport.	✓	• <i>NFA</i>	L
7. Travelling to or for work in motor vehicles or using public transport					
	H	Staff encourage to avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)	✓	• <i>NFA</i>	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	✓	• <i>NFA</i>	L
8. Mental health or wellbeing effected through isolation or anxiety about coronavirus	M	Regular meetings or calls with employees/children working from home, isolating or shielding	✓	• <i>NFA</i>	M
	M	Discussions with individuals about the possibility that they may be affected, employees encourage to raise concerns	✓	• <i>NFA</i>	L
	L	Employee involvement with completion of risk assessments so individuals can identify problems and solutions	✓	• <i>NFA</i>	L
	L	Regular updates and guidance provided to all members of staff via academy or Trust	✓	• <i>NFA</i>	L
	L	Training available for mental health available via Flick e-learning	✓	• <i>NFA</i>	L
	L	Employees have access to occupational health advise and counselling	✓	• <i>NFA</i>	L
	M	Visits to school restricted or reduced. Exceptions for government agency visits (including HSE & Fire Authorities) and emergencies are permitted	✓	• <i>Principal to assess priority of need for any visit</i>	L

9. Local infection rate is >50/100,00 – visits to school, trips	M	Coordination of visits with others so there's no more than one person (where necessary) in a school on any one day	✓	• NFA	L
	M	Classroom visits to be minimised and restricted to a maximum of 10 minutes. Where classroom layout allows entry should be limited to within 3 metres of the entry point and social distancing maintained	✓	• NFA	L
	M	Academy to record which rooms/classes/contacts have been visited	✓	• NFA	L
	M	Restrict access or use minimal amount of rooms for visitors	✓	• NFA	L
	M	Consideration of the use of Microsoft Teams meetings where this is possible	✓	• NFA	L
	M	If a confirmed case is associated with any school - visitors not to visit school for 10 days if not essential. A central register will be maintained by academy	✓	• NFA	L
	M	Routine and non-essential visits will be rescheduled	✓	• <i>Principal discretion</i>	L
	M	Projects, non-emergency maintenance deferred until rate is below 50	✓	• NFA	L
	M	Staff training at school deferred and use of video conferencing considered	✓	• NFA	L
	M	Advise that staff car-sharing to find alternatives	✓	• NFA	L
	M	Outdoor/external visits to be assessed on an individual basis and processed through Evolve	✓	• <i>Principal to assess priority of need for any trip</i>	M
			•		
<b>Other Hazards Identified</b>	<b>Additional Control Measures to be Put in Place</b>				
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>				
<b>Date of Assessment:</b>	21/09/2020	<b>Carried out by:</b>	Vicky Galt	<b>Date Review Completed:</b>	Update 13.11.2020
<b>Date of next review:</b>					
<b>Other documents for reference</b>	<b>All HMG Covid-19 Guidance</b> <b>All academy risk assessments</b> <b>ELT flow charts</b> <b>ELT Guidance</b>				