

COVID-19 Reopening Risk Assessment

| School Name Harrow Gate Primary Academy | | Decide who may be harmed (insert ✓): | | | | | |
|--|---------------------|--|---|---|----------------------------|------------|---|
| Whole School – unless stated otherwise | | Student | ✓ | Contractors | ✓ | Visitors | ✓ |
| | | 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"> All handwashing carried out as per year group guidance (outlined in re-opening plan). Cleaning of surfaces to be carried out at regular intervals throughout the day in addition to current hygiene routines. All government guidance is broken down clearly into 'school Covid-19 protocols' and information shared verbally in team briefings prior to staff carrying out their onsite duties. Protocols to be displayed around school. SLT to monitor throughout the day alongside government posters. 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 (outlined at pre-weekly meeting). Hand wash and sanitiser are fixed in all classrooms. Extra products will be available in areas without fixed points - such as KS1 entrance and sports hall. All classrooms will be clearly labelled so all on site can move directly to allocated work space. Isolation Room is clearly labelled and appropriately stocked. | 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 | ✓ | | | | | | |

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| | | | | <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 – these will be clearly labelled. Continue with 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"> If possible, restrict movement throughout school and keep to certain areas buildings. Workers to inform academy at earliest opportunity if they are pregnant. All staff to use 2 team/ 2 week rota to ensure home learning is carried out to a high standard and to allow for staff to cover anyone who may start to show symptoms of Covid-19. Review those who are self-isolating because of family members are vulnerable. 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 also work on 2 team/2 week rota system 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 – this will be stressed in parent protocol. This will minimise the amount of people accessing the building. Advise parent of Y6 child who travels on public transport. Provide a mask for this pupil and ensure that had washing and sanitising is carried out on entrance to the building. Ensure that all staff are of HMG guidance re use of public transport and urge to cycle/walk where possible. | 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 | ✓ | | |
| | | clinically vulnerable people are away from school where practicable | ✓ | | |
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| | | 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 | ✓ | | | | |

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| | | Windows and doors opened as much as possible | ✓ | <ul style="list-style-type: none"> 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 nursery/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 and staggered across empty Y2, Y3 and Y4 classrooms to ensure social distancing of 2m can be adhered to. 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. When moving around school everyone will walk on the left hand side of corridors and transition points. Stickers on hands will be given to younger children. Windows and external doors can be open in each 'in use' classroom safely as external gate will be locked. Using the 2m rule, we can currently accommodate any nursery, Reception, Y1 and Y6 children who wish to attend alongside our current critical worker and vulnerable children. There is currently one classroom in Y3 that cannot be ventilated – this classroom will not be used during Phase 4. | |
| | | 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 and Site Manager will investigate potential | 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 | ✓ | | |

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| | | | ✓ | for maintenance to be carried out over weekend or out of hours. | |
| | | | ✓ | | |
| 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>Impulsive behaviours of some pupils with a SEND can increase risk of having close contact with their peers and staff - this to be mitigated by the strategic placement of staff (especially in the key worker cohort) to support and reduce 'flash points'. The establishment of the 3 teams system will allow for greater consistency of staff around this group. Any children who have not continued to be with us through lockdown, to have an individual induction plan developed with parents/SENDCo & associated staff. or having bodily fluids (spittle) being spread across people/areas in school – this to be mitigated by skilful management of situations by well trained, consistent staff. Any team teach incidents to be reviewed by SLT. Cleaning resources to be readily available for staff with a walkie talkie system in place to request any spot or deep cleaning needed.</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: | 18/05/2020 | Carried out by: | Vicky Galt | Signature: | |
| Date of next review: | | Carried out by: | | Date Review Completed: | |
| Also refer to these other relevant risk assessments or safety advice documents: | <p>Harrow Gate Academy Preparing for Partial Re-Opening Action Plan</p> <p>ELT Partial Re-Opening Guidance</p> <p>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 | | | | |