

## COVID-19 Full Reopening Risk Assessment - Autumn 2020 V2

School Name <b>Humberston Cloverfields Academy</b>		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	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.	✓	<ul style="list-style-type: none"> <li>Review provisions and supplies weekly</li> </ul>	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 for class bubbles to use same outdoor equipment for one week- allowing 68 hrs ( from last play Friday to first play Monday before next use by another bubble. Cleaning routines will be maintained indefinitely.	✓	<ul style="list-style-type: none"> <li>Cleaning routines will be maintained for the duration of the pandemic.</li> </ul>	L		
	M	Hygiene practices and procedure established for essential contractors and visitors who will be in school building(s). Handing washing will be available in the main entrance prior to entering other areas of the building.	✓	<ul style="list-style-type: none"> <li>NFA</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.	✓	<ul style="list-style-type: none"> <li>Additional handwashing stations will be provided for the duration of the pandemic.</li> </ul>	L		
	M	To limit visits to school, alternative communications established and are prioritised, such as messaging, phone call, video, email, Dojo, letter drop	✓	<ul style="list-style-type: none"> <li>NFA</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>NFA</li> </ul>	L		
	M	Posters, and information displayed and made available around building/s regarding Covid-19.	✓	<ul style="list-style-type: none"> <li>NFA</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>NFA</li> </ul>	L		
	M	Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances or for intimate care if staff wish to. No masks to be worn by staff or pupils generally.	✓	<ul style="list-style-type: none"> <li>NFA</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>Check COSHH risk assessments</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>Monitored daily</li> </ul>	L		

	M	Restricted movement throughout school and where possible groups will keep to classrooms and use external doors.	✓	• NFA	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.	✓	• NFA	L
2. Employees or pupils transmitting virus to others	M	<b>See section 1 for additional handwashing / hygiene control measures</b>	✓	• NFA	L
	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 labelled for tissues.	✓	• NFA	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.	✓	• NFA	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	Staff made aware of isolation procedure for those who develop symptoms whilst at work. Flow chart issued by ELT.	✓	• NFA	M
	M	Reduced non-essential business-related travel. Use of public transport is not recommended.	✓	• NFA	L
	M	Toilets are cleaned regularly, handwashing regimes are in place, allowing different groups to share toilet blocks.	✓	• NFA	L
	L	Clinically vulnerable people are away from school where a medical practitioner advises if current situation changes.(Sept 2020)	✓	• NFA	L
	M	Academy maintains distinct class groups that do not 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.	✓	• NFA	L
	H	Large gatherings such as assemblies, school concerts or performances are not permitted.	✓	• NFA	L
	H	Library bus and immersive classroom not used at this time	✓	•	
	M	Implementation of class group sized 'groups'. Class 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.	✓	• NFA	L
	M	Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their class group.	✓	• NFA	M
	M	Admin staff to ensure parents remain in entrance porch -phone calls, letter drop or email contact only. Late pupils to be brought to the 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.	✓	• NFA	L
M	Academy will make small adaptations to the classroom to support distancing where possible when required. Seating pupils' side by side and facing forwards, rather than face to face or side on. This will not be maintained for youngest children.	✓	• NFA	L	

	M	Established plans on how shared staff spaces are set up and used to help staff to distance from each other.	✓	• NFA	L
	M	When timetabling, class group “bubbles” are kept apart and any staff move to the groups. Movement around the school site kept to a minimum.	✓	• NFA	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.	✓	• NFA	L
	M	Staff will constantly reinforce social distancing and ensure that children and parents are made aware.	✓	• NFA	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.	✓	• NFA	L
	M	Practicable measures and plans are in place to avoid creating busy corridors, entrances and exits.	✓	• NFA	L
	M	Class groups have dedicated tables at lunchtime which are cleaned before the next group. The school breaktimes and lunchtimes are the same for each classgroup as they have distinct areas separate from other groups.	✓	• NFA	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
3. External contractors/providers transmitting virus to employees or students on site	M	Limited meetings, visits and unnecessary contact on Trust premises where possible.	✓	• NFA	L
	M	Minimise, where practicable, minor project works by contractors. Consideration for out of hours working or weekend work is given. When staffing is low, and no children are on site holidays periods are prioritised for works.	✓	• NFA	L
	M	Holidays periods, when staffing is low, and no children are on site are prioritised for planned preventative maintenance.	✓	• NFA	L
	M	Statutory Inspections are carried out under controlled conditions when contractors need to be on site whilst building is occupied/operating as normal.	✓	• NFA	L
	M	Procedures are in place to limit or restrict access to parts of any buildings	✓	• NFA	L
	M	Contractors to be issued or show RAMS to ensure infection prevention is acknowledge and understood.	✓	• NFA	L
4. Coming into contact with persons who have possible symptoms	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.	✓	• NFA	M
	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.	✓	• NFA	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.	✓	• NFA	M
	H	Flow chart/ procedure issued by ELT and is communicated with all employees within school.	✓	• NFA	M
	M	Communications procedures and arrangements with NHS, local authorities, local health advisors established.	✓	• NFA	L
<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>	29/08/20	<b>Carried out by:</b>	Carole Spruce	<b>Signature:</b>	
<b>Date of next review:</b>	Mid Oct	<b>Carried out by:</b>	Carole Spruce	<b>Date Review Completed:</b>	
<b>Also refer to these other relevant risk assessments or safety advice documents:</b>	<b>All HMG Covid-19 Guidance</b> <b>All academy risk assessments</b> <b>ELT flow charts</b> <b>ELT Guidance</b>				