

COVID-19 Reopening Risk Assessment

School Name- Humberston Cloverfields Academy		Decide who may be harmed (insert ✓):					
		Student	✓	Contractors	✓	Visitors	✓
Department / Location (if applicable) St Thomas Close Humberston		Staff	✓	Vulnerable People	✓		
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	Follow all HMG, HSE and Trust direction.	✓		L		
		Handwashing regimes established for staff and children to follow during the day	✓				
		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 Continue with current hygiene regimes.	✓				
		Self-isolating for those who are shielding and have a doctors letter or are pregnant.	✓				
		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 of use of rooms or areas	✓				
		PFA and FAW available in school at all times.	✓				
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	✓						

2. Employees or pupils transmitting virus to others		Checks carried out by line managers to ensure that the necessary procedures are being followed	✓.	<ul style="list-style-type: none"> Workers to inform academy at earliest opportunity if they are pregnant Review those who are self-isolating because of family members are vulnerable
		See section 1 for general control measures	✓.	
		Contingency plans are in place to ensure premises remain open and operational to support the vulnerable and critical workers	✓.	
		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	✓.	
		clinically vulnerable people are away from school where practicable	✓	
		Admin staff to ensure deliveries are left in the conservatory and only bring in when deliverer has left.	✓.	
		Food deliveries to be made via compound entrance and not through school hall.	✓.	
		Guidance issued on travelling to and from work, including public transport.	✓.	
	H	Phased return of children to school as per Government direction	✓.	
		Children and staff allocated into groups to form a teaching "bubble" with no more than 15 pupils in each group. Smaller groups for Early Years.	✓.	
		Use of other rooms to support social distancing (phased return children only)	✓.	
		Lunch to be taken in classroom at pupils own desk, after being cleaned down.	✓.	
		A parent to bring child into playground and wait for indication to move forward with their child following line markings. Children dismissed in the same way. Year 6 to be dismissed individually and to follow markings, keeping 2 m apart. Parent carpark closed	✓.	
		Queuing arrangements in place – 2 mtr markings	✓.	
		Use of external doors rather than moving internally	✓.	
		No pupils sent to the office, internal phones used for messages/ Minor First Aid in classrooms.		
		VC conferencing/telephone meetings prioritised	✓.	
		Windows and doors opened as much as possible	✓.	
	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	Pupils and adults with possible symptoms are isolated/ go home immediately. Staff should self- isolate for 7 days or if they live with someone with symptoms should self- isolate for 14 days	✓.	<ul style="list-style-type: none"> Critical workers have an expectation to support national social distancing guidance 	L
		Staffing shortages should be notified to Lauren and Darren			
		Restricted meetings, visits and unnecessary contact on Academy premises	✓.		
		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	✓.				

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>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</p> <p>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.</p>				
Date of Assessment:	13-05-20	Carried out by:	Carole Spruce	Signature:	Carole Sprucr
Date of next review:	15-5-20	Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:	Safeguarding Policy Enquire guidance docs DFE docs Travel & PPE guidance				