

COVID-19 Reopening Risk Assessment

School Name Keelby 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"> • <i>Restrict movement throughout school and keep to certain areas buildings- Markings for one-way system, clear rotas for groups of children to keep to certain areas, markings of areas made clear</i> • <i>Areas, rooms or buildings to have no unauthorised access- This has been made explicit by temporary signage and information going out to parents prior to reopening.</i> • <i>Continue with current hygiene regimes- designated toilets for each classroom group to use, EY contained in own area and heavily supervised.</i> • <i>PPE equipment and use of cleaning materials all staff made aware prior to reopening (29/05/20)</i> 	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 of 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	✓				

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- designated areas for groups of children, timetabled/staggered entry and exit playtime and lunchtimes. • Workers to inform academy at earliest opportunity if they are pregnant- Meeting (29/05/20) • Review those who are self-isolating because of family members are vulnerable- (shielding letters from staff) • Review which staff can continue to work from home- (No capacity to have any staff working from home unless shielding) • Can staff continue ongoing remote learning?- Yes support team are enabling HL offer to remain • Review childcare needs of staff- Done WB 18/05/20 • Which admin staff do you require on site? Can they provide more effective support from home or are they needed to support the school operation. Office Manager in FT, Finance working from home only in when necessary • Using the 2m rule, review how many children can you have back in the school at any one time-room for Rec, Yr1, Y6 plus Key worker/vulnerable 	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	✓		
		Pregnant workers	✓		
		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	✓				
Windows and doors opened as much as possible	✓				
AC turned off until further notice, apart from critical ICT areas (server rooms)	✓				

				<ul style="list-style-type: none"> Guidance information and any training needed to ensure staff are fully prepared for reopening will be shared during the meeting (29/05/20) also handbook circulated for staff to refer to electronically. Lunch staff to be telephoned prior to coming back into work. Review the current risk assessments for children with SEND/medical conditions to incorporate any changes/guidance. 	
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"> Critical workers have an expectation to support national social distancing guidance Restricted access to school staff- no parents on site, no visitors on site Review signing in/out procedure- staff signing in and out to remain with own card, any maintenance eg water testing/ grounds maintenance needed will be signed in by office staff from other side of glass Review induction procedure Investigate potential for maintenance to be carried out over weekend or out of hours- any planned maintenance done during holiday 	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:	18/05/20	Carried out by:	Annabel Cowling	Signature:	A J Cowling
Date of next review:		Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:	<p>Re opening Action Plan- including cleaning guidelines and rotas</p> <p>Staff actions checklist</p> <p>Behaviour Policy Amendments</p> <p>EYFS Plan</p>				