

COVID-19 Reopening Risk Assessment

| School Name: Laceby Acres Academy | | Decide who may be harmed (insert ✓): | | | | | |
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| | | 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"> Restrict movement throughout school and keep to certain areas buildings Areas, rooms or buildings to have no unauthorised access Continue with current hygiene regimes | 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 | ✓ | | | | | | |
| | H | See section 1 for general control measures | ✓ | | M | | |

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| 2. Employees or pupils transmitting virus to others | | Contingency plans are in place to ensure premises remain open and operational to support the vulnerable and critical workers | ✓ | <ul style="list-style-type: none"> <i>If possible, restrict movement throughout school and keep to certain areas buildings</i> <i>Workers to inform academy at earliest opportunity if they are pregnant</i> <i>Review those who are self-isolating because of family members are vulnerable</i> <i>Review which staff can continue to work from home</i> <i>Can staff continue ongoing remote learning?</i> <i>Review childcare needs of staff</i> <i>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.</i> <i>Using the 2m rule, review how many children can you have back in the school at any one time</i> | |
| | | 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 | ✓ | | |
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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 | ✓ | | | | |
| 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 | H | Restricted meetings, visits and unnecessary contact on Trust premises | ✓ | <ul style="list-style-type: none"> <i>Critical workers have an expectation to support</i> | M |
| | | Minimise, where practicable, minor works by contractors | ✓ | | |

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| employees or students on site | | Non-emergency maintenance has been deferred until further notice / guidance to be issued by Trust | ✓ | <i>national social distancing guidance</i> <ul style="list-style-type: none"> <i>Review signing in/out procedure</i> <i>Review induction procedure</i> <i>Investigate potential for maintenance to be carried out over weekend or out of hours</i> | |
| | | 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. | | | ✓ | • | |
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| Other Hazards Identified | Additional Control Measures to be Put in Place | | | | |
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| Any other foreseeable hazards that are associated with the activities being carried out to be listed here. | <i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i> <i>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.</i> | | | | |
| Date of Assessment: | 13th May 2020 | Carried out by: | S Clapson/L Gale/M Crookes | Signature: | <i>S E Clapson</i> |
| Date of next review: | 19th June 2020 | Carried out by: | S Clapson/L Gale/M Crookes | Date Review Completed: | |
| Also refer to these other relevant risk assessments or safety advice documents: | Enquire Learning Trust's updated Safeguarding Policy | | | | |