

**COVID-19 Full Reopening Risk Assessment - Autumn 2020 Update 22.9.2020 Update 25.9.2020**  
**Update 13.11.2020**

School Name <b>Roseberry Academy</b>		Decide who may be harmed (insert ✓):					
		Student	✓	Contractors	✓	Visitors	✓
Whole School – unless stated otherwise		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/sanitising regimes established for staff and children to follow during the day. Staff and children sanitise 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. Schedule obtained from NYCC Cleaning contractors. Procedure in place to clean external equipment and resources before breaktimes. 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). Hand sanitiser is available in the main entrance for use prior to entering other areas of the building.	✓	<ul style="list-style-type: none"> <li>NFA</li> </ul>	L		
	M	Additional hand sanitiser pumps (wall mounted) have been provided in various areas around school building(s). Each classroom has own handwashing provision and sanitiser.	✓	<ul style="list-style-type: none"> <li>Additional handwashing stations will be provided for the duration of the pandemic.</li> </ul>	L		
	M	Visits to school are limited and alternative communications established and prioritised, such as messaging, video, email etc.	✓	<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 (locked down front entrance vestibule).	✓	<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.	✓	<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	COSHH information for hand sanitiser stored in the office	✓	<ul style="list-style-type: none"> <li>Staff to be aware of these in case of reaction or injection</li> </ul>	L		
	M	Checks carried out by line managers to ensure that the necessary procedures and measure 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 certain areas building(s).	✓	• <i>NFA</i>	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.	✓	• <i>NFA</i>	L
	M	Reading books and library books to be placed in a 'holding' box for at least 72 hours when returned to school from home. Staff to implement timetable for receiving book bags into school and changing books (children place the books from their bookbag into the holding box themselves to avoid staff handling possibly contaminated items).	✓	•	
2. Employees or pupils transmitting virus to others	M	Good respiratory hygiene adopted by promoting the 'catch it, bin it, kill it' approach within school. Additional waste bins provided and waste bins with lids in each classroom.	✓	• <i>NFA</i>	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.	✓	• <i>NFA</i>	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 in staffrooms and office.	✓	• <i>NFA</i>	M
	M	Reduced non-essential business-related travel. Use of public transport is not recommended.	✓	• <i>NFA</i>	L
	M	Toilets are cleaned regularly, handwashing regimes are in place, allowing different groups to share toilet blocks. Arrangements are in place to ensure the majority of children's toilets are not shared between bubbles. Ladies' toilet in lower school limited to one person only, with signage.	✓	• <i>NFA</i>	L
	L	Clinically vulnerable people are away from school where a medical practitioner advises. <b>AMENDMENT 13.11.2020</b> CEV and medically vulnerable are away from school where national restrictions, medical practitioner or specific risk assessment indicate or advise.	✓	• <i>NFA</i>	L
	M	Academy maintains distinct groups that do not, where possible, mix. Groups are easily identifiable and in specific parts of the building(s) in case anyone may need to self-isolate.	✓	• <i>Reviewed frequently</i>	L
	M	Smaller groups smaller than the size of a full class have been considered but staffing levels do not allow for this.	✓	• <i>NFA</i>	L
	H	Large gatherings such as assemblies, school concerts or performances are not permitted. Assemblies will be delivered via Teams in classes.		• <i>NFA</i>	L
	M	Implementation of year group sized 'bubbles'. Wherever possible, bubbles will be kept apart - limited interaction, sharing of rooms and social spaces between bubbles wherever possible. Bubbles arranged in 'locations' to enable shut down of areas in the event of an outbreak (this means that some bubbles are slightly above 20% of the whole school NOR)	✓	• <i>NFA</i>	L

M	Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.	✓	• NFA	M
M	Admin staff to ensure glass security screens are closed when talking to visitors or other in academy main entrance.	✓	• <i>Measures in place for the duration of the pandemic.</i>	L
M	Children are in their bubbles for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care (breakfast club/after school clubs).	✓	• NFA	L
M	Staff will make small adaptations to the classroom to support distancing where possible when required. Consideration to seating pupils' side by side and facing forwards, rather than face to face or side on.	✓	• NFA	L
M	Staff spaces and staggered breaks etc are set up and used to help staff to distance from each other.	✓	• NFA	L
M	When timetabling, groups are kept apart and movement around the school site kept to a minimum. Children are not permitted to wander the school to access the Family Mentor / office / first aid etc	✓	• NFA	L
M	Strict protocols for drop off and pick up outlined to parents verbally and in writing – blog, newsletter	✓	• <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 and teaching assistants, where practicable will remain with one group, but can still work across groups if that is needed to enable a full educational offer / carry out break duties/ PPA cover etc. They MUST ensure social distancing. Should a bubble that they have worked within need to self isolate, they will not as long as they have ensured social distancing whilst with the group.	✓	• NFA	L
M	Practicable measures and plans are in place to avoid creating busy corridors, entrances and exits.	✓	• NFA	L
M	Where practicable staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups) are in place.	✓	• NFA	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	<b>NO LONGER APPLICABLE (13.11.2020). ALL FIRE DOORS TO BE CLOSED</b> 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
H	Where employees or children mix with different groups, records available to ensure those who mix within groups are traceable.	✓	•	M
M	Older year groups encourage to walk or cycle home to prevent congestion around school gates and minimise gatherings at home time.	✓	•	M
H	Pupils who are extremely clinically vulnerable are supported in school by a risk assessment that is understood and carries the support of parents.	✓	•	M
H	Parents are asked to disclose any Test and Trace results immediately to the school – on newsletters	✓	•	M

	M	Partial closure contingency plans in place if staffing levels fall below a critical level. Teams will be used for online learning and children of Key Workers would remain in school wherever possible.	✓	• NFA	L
	M	Contact sports are avoided, and alternative sports or PE lessons are planned with plans for ensuring equipment is not shared between bubbles unless cleaned / left for 72 hours.	✓	• NFA	L
	M	Practicable arrangements in place for mealtimes – hot and cold lunches, inc zoned halls, outdoors and classroom use (wet break).	✓	• NFA	L
	M	Visits with an overnight stay are cancelled until further notice. NB The Y6 residential has been rearranged from Sept 2020 to Feb 2021 but could still be cancelled if not safe to go ahead.	✓	• <i>Review inline with HMG guidance</i>	L
	M	Limited meetings, visits and unnecessary contact on Trust premises where possible.	✓	• NFA	L
	M	New/expectant mothers to have specific risk assessment: Pregnant teacher to work in intervention room with small groups or 1:1, maintaining social distancing with door and windows open – not to work in full class environment as per midwife advice.	✓	NFA	L
3. External contractors/providers transmitting virus to employees or students on site	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	PPE is worn by contractor or employee when it's identified on any other risk assessment.	✓	• NFA	L
	M	Procedures are in place to limit or restrict access to parts of buildings i.e. installation of signage and barrier.	✓	• NFA	L
	M	Contractors to be issued or show RAMS to ensure infection prevention is acknowledge and understood.	✓	• NFA	L
	H	External providers coming into school to support will provide a risk assessment, to be ratified by the Academy to ensure adequate control measures are agreed	✓	<i>Reviewed frequently</i>	M
	H	External curriculum activities such as swimming – providers / building owners will provide a risk assessment which will be ratified by the academy to ensure all measures are agreed before publishing on Evolve	✓	<i>Reviewed frequently</i>	M
4. Coming into contact with persons who have possible symptoms	H	When a child is awaiting collection, they are taken to the isolation area in the lower school front main entrance, where they can be isolated behind two access controlled closed doors, next to an external entrance/exit <b>and at least 2m from other people</b> . Supervision is provided for the children whilst awaiting pick up.	✓	• NFA	M
	H	If a child needs to go to the toilet whilst waiting to be collected, they must use the single adult (male) toilet in the lower school corridor. This toilet will then	✓	• NFA	M

		be labelled as out of use and will be cleaned and disinfected before being used by anyone else.			
	H	Flow chart/ procedure issued by ELT and is communicated with all employees within school – copies in staffrooms and office	✓	• NFA	M
	M	Provision of suitable PPE for employees. PPE includes face shields, disposable gloves, aprons and masks. Set in each classroom and office. TA supporting child 1:1 has face shield in case it is needed.	✓	• NFA	M
	M	Communications procedures and arrangements with NHS, local authorities, local health advisors established.	✓	• NFA	L
	M	Prior to any training or where close or physical contact is required, employees will thoroughly wash hands before, during and after training session.	✓	• NFA	L
	M	<a href="#">Covid -19 app QR code poster displayed in main entrance for track and trace signing in. Posters displayed in various locations around site promoting the Covid-19 app for parents and visitors and staff.</a>	✓	• NFA	L
5. Close contact with persons: handling, assisting or training requirements (team teach, first aid etc.)	M	PPE provided: latex free gloves are used where possible if handling or touching is required. Additional PPE (aprons, masks, visors) available In classrooms and office.	✓	• See first aid risk assessment	M
	M	Employees are aware of identifying symptoms and procedure if they believe they may have been in contact with someone with symptoms	✓	• NFA	L
	M	NHS/ELT test and trace flow chart in circulation, employees will inform school if contacted by NHS test and trace.	✓	• NFA	L
	M	Deferral of close contact training will be considered and rescheduled at a later date. Statutory or mandatory training will be prioritised.	✓	• NFA	L
	M	Training provider will issue their own risk assessment and safe system of work prior to any training.	✓	• NFA	L
	M	First aid procedures and risk assessment in place and followed by first aiders.	✓	• See care plans, risk assessments and medical procedures	L
	M	Provider or user will share their own risk assessment and safe system of work prior to use. If user/provider employs less than 5 people, school will make clear expectations, procedures and controls measures prior to use of facilities.	✓	• NFA	L
6. Lettings or use of school facilities during pandemic	M	Provider or user of school facilities will inform school before use, that person(s) haven't been contacted by NHS test and trace or show symptoms.	✓	• NFA	L
	M	Area or room(s) will be thoroughly cleaned during and after use by the user. All touch points will be wiped upon exit of area or room.	✓	• NFA	L
7. Travelling to or for work in motor vehicles or using public transport	M	<b>THIS IS NO LONGER RELEVANT (13.11.2020)</b> Journeys which are shared, employees are encouraged to share with the same individuals and with the minimum number of people at any one time.	✓	• NFA	L
	H	Pupils are encouraged to walk or cycle to work and avoid the use of public transport	✓	• NFA	L

	M	<b>THIS IS NO LONGER RELEVANT (13.11.2020)</b> If car sharing, employees are advised to ensure good ventilation (i.e. keeping the windows open) and face away from each other	✓	• NFA	L
	H	Staff encourage to avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)	✓	•	M
	L	Employees vehicles should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces	✓	• NFA	L
8. Mental health or wellbeing affected through anxiety regarding Covid-19	M	Regular meetings / calls with employees working from home, isolating or shielding	✓	• NFA	M
	M	Discussions with individuals re the possibility they may be affected, employees encouraged to raise concerns	✓	• NFA	L
	L	Employee involvement with completion of risk assessments so that individuals can identify problems and solutions	✓	• NFA	L
	L	Regular updates and guidance provided to all members of staff via Academy or Trust	✓	• NFA	L
	L	Training available for mental health via Flick e-learning	✓	• NFA	L
	L	Staff have access to occupational health advice and counselling	✓	• NFA	L
9. Local infection rate is >50/100,00 – visits to school, trips	M	Visits to school restricted or reduced. Exceptions for government agency visits (including HSE & Fire Authorities) and emergencies are permitted		• <i>Principal to assess priority of need for any visit</i>	L
	M	Coordination of visits with others so there's no more than one person (where necessary) in a school on any one day		NFA	L
	M	Classroom visits to be minimised and restricted to a maximum of 10 minutes. Where classroom layout allows entry should be limited to within 3 metres of the entry point and social distancing maintained		NFA	L
	M	Academy to record which rooms/classes/contacts have been visited		NFA	L
	M	Restrict access or use minimal amount of rooms for visitors		NFA	L
	M	Consideration of the use of Teams meetings where possible		NFA	L
	M	If a confirmed case is associated with any school - visitors not to visit school for 10 days if not essential. A central register will be maintained by academy		NFA	L
	M	Routine and non-essential visits will be rescheduled		• <i>Principal discretion</i>	L
	M	Projects, non-emergency maintenance deferred until rate is below 50		• NFA	L
	M	Staff training at school deferred and use of video conferencing considered		NFA	L
	M	Advise that staff car-sharing to find alternatives		• NFA	L
M	Outdoor/external visits to be assessed on an individual basis and processed through Evolve		• <i>Principal to assess priority of need for any trip</i>	M	
<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.	<b><i>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.</i></b>				
<b>Date of Assessment:</b>	<b>06/07/2020</b>	<b>Carried out by:</b>	<b>Helen Channing</b> <i>H. Channing</i>	<b>Date Review Completed:</b>	<b>7/7/2020</b> <b>2/9/2020</b> <b>22.9.2020</b> <b>25.9.2020</b> <b>13.11.2020</b>
<b>Date of next review:</b> <b>17<sup>th</sup> July 2020</b> <b>7<sup>th</sup> September 2020</b>	<b>All HMG Covid-19 Guidance</b> <b>All academy risk assessments</b> <b>ELT flow charts</b> <b>ELT Guidance</b>				