

## COVID-19 Reopening Risk Assessment

School Name: Springfield 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"> <li><b>Restrict movement throughout school and keep to certain areas buildings</b></li> <li><b>Areas, rooms or buildings to have no unauthorised access</b></li> <li><b>Continue with current hygiene regimes</b></li> </ul>	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 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 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		

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"> <li><i>If possible, restrict movement throughout school and keep to certain areas buildings</i></li> <li><i>Workers to inform academy at earliest opportunity if they are pregnant</i></li> <li><i>Review those who are self-isolating because family members are vulnerable</i></li> <li><i>Review which staff can continue to work from home</i></li> <li><i>Can staff continue ongoing remote learning?</i></li> <li><i>Review childcare needs of staff</i></li> <li><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></li> <li><i>Using the 2m rule, review how many children can you have back in the school at any one time</i></li> </ul>	
		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	✓		
		Clinically vulnerable people away from school where applicable	✓		
		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 for all groups	✓		
		Staggered start and end times for groups of children	✓		
		Staggered playtimes and lunchtimes to ensure social distancing	✓		
		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	✓		
	Both KS1 and Lavenham Road gates open to ensure flow of parents	✓			
	AC turned off until further notice, apart from critical ICT areas (server rooms)	✓			
	Each bubble to have own playground equipment to avoid cross contamination	✓			
	All children to have own personal equipment/stationery to avoid cross-contamination	✓			
	<b>H</b>	Restricted meetings, visits and unnecessary contact on Trust premises	✓		<b>M</b>

3. External contractors/providers transmitting virus to employees or students on site		Minimise, where practicable, minor works by contractors	✓	<ul style="list-style-type: none"> <li>• <b>Critical workers have an expectation to support national social distancing guidance</b></li> <li>• <b>Review signing in/out procedure</b></li> <li>• <b>Review induction procedure</b></li> <li>• <b>Investigate potential for maintenance to be carried out over weekend or out of hours</b></li> </ul>	
		All contractors signed in by office staff	✓		
		Non-emergency maintenance has been deferred until further notice / guidance to be issued by Trust	✓		
		Internal projects to be agreed by the Trust on a case by case basis	✓		
		External maintenance to be agreed by the Trust on a case by case basis	✓		
		Contractors to be issued or show RAMS to ensure infection prevention is acknowledge and understood	✓		

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><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></p>				
<b>Date of Assessment:</b>	<b>19/5/20</b>	<b>Carried out by:</b>	<b>Andy Willett</b>	<b>Signature:</b>	A. Willett
<b>Date of next review:</b>	<b>19/6/20</b>	<b>Carried out by:</b>		<b>Date Review Completed:</b>	
<b>Also refer to these other relevant risk assessments or safety advice documents:</b>	<a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</a> <a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a>				