


COVID-19 Maintaining Provision Risk Assessment - Autumn 2020
Version 8 – 27.11.2020 Changes in blue

School Name Stakesby Primary Academy, Whitby			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 regimes established by academies for staff and children to follow during the day. Staff and children wash hands upon exiting classroom, and entry into building(s) or when returning from outside activities.	✓	<ul style="list-style-type: none"> Review provisions and supplies weekly 	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. Procedure in place to clean external equipment and resources before breaktimes. Cleaning routines will be maintained indefinitely. <ul style="list-style-type: none"> including push plates and door handles, switches, buttons, IT equipment prior to every use Especially pre 9am, pre morning break, pre lunchtime, post lunchtime, post home time. Packed lunches and water bottles from home – wiped down on entry to class, before use, on leaving class at end of day 	✓	<ul style="list-style-type: none"> Cleaning routines will be maintained for the duration of the pandemic. 	L		
	M	Hygiene practices and procedure established for essential contractors and visitors who will be in school building(s). Handing washing will be available in the main entrance prior to entering other areas of the building.	✓	<ul style="list-style-type: none"> NFA 	L		
	M	Additional handwashing stations and substances have been provided in various areas around school building(s). Each classroom has own handwashing provision. <ul style="list-style-type: none"> all classrooms, back door, front entrance 	✓	<ul style="list-style-type: none"> Additional handwashing stations will be provided for the duration of the pandemic. 	L		
	M	To limit visits to school, alternative communications established and are prioritised, such as messaging, video, email etc. <ul style="list-style-type: none"> Use of Facebook, Class Dojo and Teams -- + website 	✓	<ul style="list-style-type: none"> NFA 	L		
	M	Staff aware of identifying symptoms and action to take, minimising touch points whilst going to isolation room. <ul style="list-style-type: none"> Flow chart displayed in all classrooms, office, Principal's office, staff room 	✓	<ul style="list-style-type: none"> NFA 	L		

	M	Posters, and information displayed and made available around building/s regarding Covid-19. <ul style="list-style-type: none"> ○ Displayed in all rooms and public spaces. 	✓	• <i>NFA</i>	L
	M	Provision of signage and information to prevent the unauthorised of use of rooms or areas. Areas, rooms or buildings with no unauthorised access will be clearly labelled.	✓	• <i>NFA</i>	L
	M	Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances.	✓	• <i>NFA</i>	L
	M	Substances for cleaning have been risk assessed and communicated to those who use the substances.	✓	• <i>Check COSHH risk assessments</i>	L
	M	Checks carried out by line managers to ensure that the necessary procedures and measure are suitable and sufficient.	✓	• <i>Monitored daily</i>	L
	M	Restricted movement throughout school and where possible groups will keep to certain areas building(s). <ul style="list-style-type: none"> ○ Pupils to remain in own space – no access to inside of main building ○ Where movement takes place, doors propped open as group moves through to minimise number of touches of doors, handles (internal fire doors do not remain propped open) 	✓	• <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 encouraged to wash hands where practicable when marking of books or when touching on children's items/resources is required.	✓	• <i>NFA</i>	L
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 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. <ul style="list-style-type: none"> ○ Early Years drop off and pick up – One-way system in place across outdoor area. 	✓	• <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.	✓	• <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. <ul style="list-style-type: none"> ○ Each group has exclusive use of one toilet area – one person present at a time Toilet Arrangements	✓	• <i>NFA</i>	L

2. Employees or pupils transmitting virus to others		<ul style="list-style-type: none"> ○ One child in the cloaks/toilet area at a time. ○ Groups only use their group's toilet. ○ Scrupulous hygiene to be encouraged. ○ Break times and lunch times – use own toilets before leaving class area. Maximum time outside will be 30 mins so unless absolute emergency, children don't visit toilet until return. (In absolute emergency, accompanied back to own toilet) ○ (Doesn't apply to Early Years – who have easy access to own toilets – staff to monitor to ensure social distancing) 			
	L	<p>Clinically vulnerable people are away from school where a medical practitioner advises.</p> <ul style="list-style-type: none"> ○ Monitor and review staff /pupils and apply as circumstances change 	✓	• NFA	L
	M	<p>Academy maintains distinct groups that do not, where possible, mix. Groups are easily identifiable in case anyone may need to self-isolate.</p> <ul style="list-style-type: none"> ○ Groups of pupils isolated from each other: <ul style="list-style-type: none"> • Separate class space with no internal access to other groups • Use of fire exits as only entry and exit to teaching spaces. • Access to one set of toilets only • Where staffing allows, two adults with group for the day (incl covering lunch) • .Covered by TA and SLT • Adults access toilets via main entrance/ back entrance of school only 	✓	• Reviewed frequently	L
	M	Where possible smaller groups smaller than the size of a full class will be considered.	✓	• NFA	L
	H	<p>Large gatherings such as assemblies, school concerts or performances are not permitted</p> <ul style="list-style-type: none"> ○ Implementation of School Assemblies through Teams 		• NFA	L
	M	Implementation of year group sized 'groups'. Year groups where possible will be kept apart from other groups. Academy's will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.	✓	• NFA	L
	M	<p>Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <ul style="list-style-type: none"> ○ Early Years – ○ equipment limited to that which can be cleaned easily ○ equipment split into 3 sets – one out, one being cleaned, one drying and ready (stored separately) ○ bay size reduced to accommodate single child ○ outside play as much as possible – weather permitting 	✓	• NFA	M

2. Employees or pupils transmitting virus to others	M	<p>Admin staff to ensure glass security screens are closed when talking to visitors or others in academy main entrance.</p> <ul style="list-style-type: none"> ○ Visitors to communicate with office staff through glass door – admittance to entrance space only if necessary. ○ Staff and visitors sign in using new electronic system – iPad to be wiped down regularly – users to sanitise hands prior to using it ○ Staff to use phone app to sign in and out without touching the ipad (where possible) 	✓	<ul style="list-style-type: none"> • <i>Measures in place for the duration of the pandemic.</i> 	L
	M	<p>Children are in their class groups for the all of the classroom time.</p> <ul style="list-style-type: none"> ○ Specialist staff will enter bubbles (PPA) observing social distancing and strict hygiene between bubbles. ○ Lunchtime staff (MSA and SLT) designated to same group each day to supervise lunches and play. ○ Wraparound care will lead to some mixing – stringent social distancing in place. 	✓	<ul style="list-style-type: none"> • <i>NFA</i> 	L
	M	<p>Academy 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.</p>	✓	<ul style="list-style-type: none"> • <i>NFA</i> 	L
	M	<p>Established plans on how shared staff spaces are set up and used to help staff to distance from each other.</p>	✓	<ul style="list-style-type: none"> • <i>NFA</i> 	L
	M	<p>When timetabling, groups are kept apart and movement around the school site kept to a minimum. –</p> <ul style="list-style-type: none"> ○ all movement to take place externally 	✓	<ul style="list-style-type: none"> • <i>NFA</i> 	L
	M	<p>Strict protocols for drop off and pick up outlined to parents verbally and in writing - letters and on display around building exterior.</p> <ul style="list-style-type: none"> ○ Multiple entrances: <ul style="list-style-type: none"> ○ Top Pedestrian Gate – KS1 ○ Reopened EY Gate – Reception and Nursery ○ Bottom Pedestrian Gate – KS2 ○ Entry period extended <ul style="list-style-type: none"> ○ Gates open from 8:40am – 9am ○ Pavement, School vehicle entrance and bus stop coned off to facilitate space for SD ○ End of day <ul style="list-style-type: none"> ○ All YR – Y6 finish at 3:15pm ○ Teaching staff bring their class to the school gates – SD ○ Staff liaise with each other to ensure no bubbles overlap ○ Beech Class Y2 to exit via single vehicle gate. (thus separating parents picking up for Beech and Holly) from 24th Sept 	✓	<ul style="list-style-type: none"> • <i>Measures in place for the duration of the pandemic.</i> 	L

2. Employees or pupils transmitting virus to others	M	<ul style="list-style-type: none"> ○ Parents entering site (within site fencing) required to wear face covering. ○ To include parents entering the Early Years outdoor area to drop off and pick up youngest children. ○ To include parents/carers picking up or dropping off at school entrance eg medical appointment ○ Signage in place at significant entry points. ○ Also recommended to all adults waiting outside school to drop off or pick up children (not enforceable) 		<ul style="list-style-type: none"> • NFA 	L
	M	<p>Where practicable, the moving of unnecessary furniture out of classrooms to make more space will be considered.</p> <ul style="list-style-type: none"> ○ Furniture to be stored in hall – labelled with class 	✓	<ul style="list-style-type: none"> • NFA 	L
	M	<p>Staff will constantly reinforce social distancing and ensure that children and parents are made aware.</p> <ul style="list-style-type: none"> ○ Children only enter site – under direction of staff ○ Exception – one adult can take EY children onto outdoor area ○ Exception – one adult can accompany very distressed child strictly at the discretion of the academy staff. Accompanying adult to remain outside with child if possible. ○ EY outdoor area has a one-way system in place taking adults out onto the path on the school field (morning and evening) ○ Signage to ensure only one adult enters entrance/office area at a time ○ Limit of two people at a time in the entrance area – use of hall as holding space if a group need to entry or exit.. 	✓	<ul style="list-style-type: none"> • NFA 	L
	M	Teachers, where practicable will remain with one group, but can still work across groups if that is needed to enable a full educational offer.	✓	<ul style="list-style-type: none"> • NFA 	L
	M	Practicable measures and plans are in place to avoid creating busy corridors, entrances and exits.	✓	<ul style="list-style-type: none"> • NFA 	L
	M	<p>Where practicable staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups) are in place.</p> <p>Breaktime arrangements</p> <ul style="list-style-type: none"> ○ All staff have walkie-talkies. ○ First Aid cover for serious injury to be via office – have a handover using gate next to boiler room. If very urgent – via hall. ○ Snacks Reinstated – each snack in a named paper bag delivered to group's inner door by kitchen staff. Staff to wait until kitchen staff have left at safe distance before fetching them in. ○ Children to provide water bottles – kept apart and sanitised on entry and exit to school (go home every day for deep clean and refill) ○ Staggered breaktimes <ul style="list-style-type: none"> ○ Refer to Staffing spreadsheet – School Day tab 	✓	<ul style="list-style-type: none"> • NFA 	L

2. Employees or pupils transmitting virus to others		<ul style="list-style-type: none"> ○ Distance games encouraged – contact games not. <p>Lunchtime arrangements</p> <ul style="list-style-type: none"> ○ Lunchtimes to be staggered to facilitate staffing playground with MSAs. <ul style="list-style-type: none"> ○ See staffing spreadsheet – School Day Tab ➤ Each group has same lunchtime staff throughout the week, where possible. MSA and SLT staff supervise eating in class and then on playground. ○ Groups staggered on the playground as for breaktimes ○ All staff have walkie-talkies ○ First Aid cover for serious injury to be via office – have a handover using gate next to boiler room. If very urgent – via hall. ○ Hot lunches - Lunches delivered to group's inner door by kitchen staff. Individual boxed meals. Staff to wait until kitchen staff have left at safe distance before fetching them in. ○ Home packed lunches to be wiped on entry to class and before lunch. ○ Children drink from own water bottles. (Spares available) Sanitised during the day. And on exit home. 			
	L	<p>AC to remain on for critical ICT areas</p> <ul style="list-style-type: none"> ○ Computer suite – ensure that outside entrance is open to encourage ventilation and air flow 	✓	<ul style="list-style-type: none"> • Measures in place for the duration of the pandemic. 	L
	M	Arrangements for pick up/drop, queuing and one-way systems in place.	✓	<ul style="list-style-type: none"> • Measures in place for the duration of the pandemic. 	L
	M	<p>Temporary fire procedures in place and communicated to all staff; to allow the opening of fire doors and improve ventilation.</p> <p>Fire doors now to remain closed – ventilation effected through windows (exception – IT suite, when AC is in use)</p>	✓	<ul style="list-style-type: none"> • See Fire Risk Assessment / Temporary Procedure 	M
	H	Where employees or children mix with different groups, records available to ensure those who mix within groups are traceable.	✓	<ul style="list-style-type: none"> • 	M
	M	Older year groups encourage to walk or cycle home to prevent congestion around school gates and minimise gatherings at home time.	✓	<ul style="list-style-type: none"> • 	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.	✓	<ul style="list-style-type: none"> • 	M
	H	Parents are asked to disclose any Test and Trace results immediately to the school	✓	<ul style="list-style-type: none"> • 	M
	M	Partial closure contingency plans in place if staffing levels fall below a critical level.	✓	<ul style="list-style-type: none"> • NFA 	L
	M	Contact sports are avoided, and alternative sports or PE lessons are planned.	✓	<ul style="list-style-type: none"> • NFA 	L

	M	Practicable arrangements in place for mealtimes <ul style="list-style-type: none"> Lunches to be eaten in classrooms. 	✓	• NFA	L
	M	Booking visits with an overnight stay is cancelled until further notice	✓	• Review in line with HMG guidance	L
	M	Limited meetings, visits and unnecessary contact on Trust premises where possible.	✓	• NFA	L
	M	New and expectant mothers will have a specific individual risk assessment	✓	• 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
3. External contractors/providers transmitting virus to employees or students on site	H	When a child is awaiting collection, they are taken to an isolation room where they can be isolated behind a closed door. Close to an external entrance/exit. Supervision is provided for the children whilst awaiting pick up. <ul style="list-style-type: none"> Isolation space will be in the hall for the affected pupil/staff member – remainder of group to stay in class space. Pupil or adult with symptoms/suspected Covid to be sat under climbing frame. Accompanying adult in PPE to be stationed with them until collected. Essential movement through hall only whilst pupil/adult is present – with 4 (four) m social distancing observed. On collection, entrance doors to be propped open to minimise contact. Once collected, all surface areas cleaned and air spray used (if available and appropriate) Adult in PPE to move to Visitor's toilet – all PPE into bin bag and sealed. Leave building – go home to shower, change clothes and return. 	✓	• NFA	M

	H	External providers coming into school to support will provide a risk assessment which is ratified by academy to ensure adequate control measures are agreed.	✓	• <i>Reviewed frequently</i>	M
	H	External curriculum activities such as swimming- providers or building owners will provide a risk assessment which is ratified by academy to ensure adequate control measures are agreed and then published on EVOLVE.	✓	• <i>Reviewed frequently</i>	M
	M	<ul style="list-style-type: none"> ○ Visitors entering site (within site fencing) required to wear face covering. ○ To include supply staff or other outside agencies – masks can be removed once in teaching/meeting space – but must socially distance ○ To include parents/carers picking up or dropping off at school entrance eg medical appointment ○ Signage in place at significant entry points. 		• <i>NFA</i>	L
4. Coming into contact with persons who have possible symptoms	H	Alternative rooms are provided, where it's possible to be least 2 metres away from other people. Consideration to sit outdoors is given - if weather permits.	✓	• <i>NFA</i>	M
	H	If a child needs to go to the bathroom while waiting to be collected, they use a separate bathroom if possible. <i>Visitors' toilet in entrance hall.</i> This is then cleaned and disinfected before being used by anyone else.	✓	• <i>NFA</i>	M
	H	Flow chart/ procedure issued by ELT and is communicated with all employees within school.	✓	• <i>NFA</i>	M
	M	Provision of suitable PPE for employees. PPE includes face shields, disposable gloves, aprons and masks.	✓	• <i>NFA</i>	M
	M	Communications procedures and arrangements with NHS, local authorities, local health advisors established.	✓	• <i>NFA</i>	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.	✓	• <i>NFA</i>	L
	M	'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.'	✓	• <i>NFA</i>	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 on request.	✓	• <i>See first aid risk assessment</i>	M
	M	Employees are aware of identifying symptoms and procedure if they believe they may have been in contact with someone with symptoms	✓	• <i>NFA</i>	L
	M	NHS/ELT test and trace flow chart in circulation, employees will inform school if contacted by NHS test and trace.	✓	• <i>NFA</i>	L
	M	Deferral of close contact training will be considered and rescheduled at a later date. Statutory or mandatory training will be prioritised.	✓	• <i>NFA</i>	L

	M	Training provider will issue their own risk assessment and safe system of work prior to any training.	✓	• <i>NFA</i>	L
	M	First aid procedures and risk assessment in place and followed by first aiders.	✓	• <i>See care plans, risk assessments and medical procedures</i>	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.	✓	• <i>NFA</i>	L
	H	<ul style="list-style-type: none"> • Positive handling to be used only in situation where there is no alternative and/or there is potential injury or harm. (ie normal practice). <ul style="list-style-type: none"> ○ If at all possible or practical, PPE to be used. ○ Following positive handling, staff to thoroughly sanitise hands and surfaces touched. ○ CPOMS to be completed as usual – ensure dates and times are accurate to assist potential Track Trace should any party develop symptoms. 		•	
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.	✓	• <i>NFA</i>	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.	✓	• <i>NFA</i>	L
	H	Pupils are encouraged to walk or cycle to work and avoid the use of public transport	✓	• <i>NFA</i>	L
7. Mental health or wellbeing affected through isolation or anxiety about coronavirus	M	Regular meetings or calls with employees/children working from home, isolating or shielding.	✓	• <i>NFA</i>	M
	M	Discussions with individuals about the possibility that they may be affected, employees encouraged to raise concerns.	✓	• <i>NFA</i>	L
	L	Employee involvement with completion of risk assessments so individuals can identify problems and solutions.	✓	• <i>NFA</i>	L
	L	Regular updates and guidance provided to all members of staff via academy or trust.	✓	• <i>NFA</i>	L
	L	Training available for mental health available via Flick learning	✓	• <i>NFA</i>	L
	L	Employees have access to occupational health advice and counselling	✓	• <i>NFA</i>	L
8. Local infection rate is >50/100,000 – 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	✓	• <i>NFA</i>	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	✓	• <i>NFA</i>	L
	M	Academy to record which rooms/classes/contacts have been visited	✓	• <i>NFA</i>	L
	M	Restrict access or use minimal amount of rooms for visitors	✓	• <i>NFA</i>	L
	M	Consideration of the use of Microsoft Teams meetings where this is possible	✓	• <i>NFA</i>	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	✓	• <i>NFA</i>	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	✓	• <i>NFA</i>	L
	M	Staff training at school deferred and use of video conferencing considered	✓	• <i>NFA</i>	L
	M	Advise that staff car-sharing to find alternatives	✓	• <i>NFA</i>	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
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.	<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:	06/07/2020 First Review 30.8.20 Updated 03.09.2020 Updated 08.09.2020 Updated 22.09.2020 Updated 15.10.2020 Updated 04.11.2020 Updated 27.11.2020	Carried out by:	Roy Gunning	Date Review Completed:	Planned for 25 th August 20 Planned for 25 th September 20 Planned for 25 th October 20 Planned for 25 th November 20 Planned for 4 th January 2021
Date of next review:	All HMG Covid-19 Guidance All academy risk assessments ELT flow charts				

	ELT Guidance				
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