

## COVID-19 Reopening Risk Assessment

<b>School Name</b> <b>Stakesby Primary Academy, Whitby</b>	Decide who may be harmed (insert <input type="checkbox"/> ):					
	Student	✓	Contractors	✓	Visitors	✓
Department / Location (if applicable)	Staff	✓	Vulnerable People	✓	Volunteers	✓

**Principles:**

- **Small groups of children**
- **Two adults who stay with group all day**
- **Group ('bubble') operates completely separately from all other groups**
- **Own class area – separate workspaces to enable social distancing**
- **Own resources kept separately from other children**
- **Resources not shared**
- **Entry/Exit via external doors only – fire exits**
- **Use of single toilet for group**
- **Lunch held in classroom – packed lunch only**
- **If anyone shows symptoms, and tests positive, whole bubble isolates**

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 – Hourly – esp 10am and 2pm (all other times already covered)	✓	<ul style="list-style-type: none"> <li>• <b>See red actions</b></li> </ul>	L
		'Catch it, Bin it, Kill it' taught and frequently reminded with all pupils.	✓		
		Robust cleaning of surfaces within buildings- during and at the end of the day, guidance issued to individual academies <ul style="list-style-type: none"> <li>○ including push plates and door handles, switches, buttons, IT equipment prior to every use</li> <li>○ Especially pre 9am, pre morning break, pre lunchtime, post lunchtime, post home time.</li> <li>○ Packed lunches and water bottles from home – wiped down on entry to class, before use, on leaving class at end of day</li> </ul>	✓		
		Government hygiene practices followed by all members of staff within Trust. Displayed in all rooms and public spaces.	✓		

		Self-isolating for those who are immunosuppressed, have pre-existing medical conditions or are of child-bearing capacity <b>Review staff and apply</b>	✓		
		Communications established, regular updates on guidance via messaging, video, email etc. to avoid visiting school <b>Use of Facebook, Class Dojo and Teams</b>	✓		
		Staff aware of identifying symptoms and action to take, flow chart communicated to principals and staff. -- <b>Flow chart displayed in all classrooms, office, Principal's office, staff room</b>	✓		
		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 – <b>all classrooms, back door, front entrance.</b>	✓		
		Provision of signage and information to prevent the unauthorised use of rooms or areas. <b>In place</b>	✓		
		Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances, <b>also close First Aid and Intimate Care and accompanying people showing symptoms to isolation space</b>	✓		
		Substances for cleaning have been risk assessed and communicated to those who use the substances	✓		
		Resources in class not shared, as far as practical <b>Early Years –</b> <ul style="list-style-type: none"> <li>• <b>equipment limited to that which can be cleaned easily</b></li> <li>• <b>equipment split into 3 sets – one out, one being cleaned, one drying and ready (stored separately)</b></li> <li>• <b>bay size reduced to accommodate single child</b></li> <li>• <b>outside play as much as possible – weather permitting</b></li> </ul>	✓		
		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	✓	<b>Principles</b> <b>See red actions +</b> <ul style="list-style-type: none"> <li>• <b>Restricted movement throughout school and kept to certain areas buildings</b></li> <li>• <b>Workers to inform academy at earliest opportunity if they are pregnant</b></li> </ul>	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 <b>In place and reviewed daily</b>	✓		
		Staff encouraged to work from home where possible <b>In place</b>	✓		
		Isolation procedure for those who develop symptoms whilst at work. -- <b>Isolation space will be in the hall for the affected pupil/staff member – remainder of group to stay in class space until collected.</b>	✓		

Restrictions on travelling in place until further notice, non-essential business-related travel not recommended	✓	<ul style="list-style-type: none"> <li>• <b>Review those who are self-isolating because family members are vulnerable</b></li> <li>• <b>Review which staff can continue to work from home</b></li> <li>• <b>Some staff continue ongoing remote learning</b></li> <li>• <b>Review childcare needs of staff</b></li> <li>• <b>Admin, cleaning, kitchen staff continue on rota in line with demand during phased return.</b></li> <li>• <b>Numbers in each space limited by room size adjusted for age of children</b></li> </ul>			
<p>Groups of pupils isolated from each other:</p> <ul style="list-style-type: none"> <li>• Separate class space with no internal access to other groups</li> <li>• Use of fire exits as entry and exit</li> <li>• Access to one set of toilets only</li> <li>• Two adults with group for the day (incl covering lunch)</li> <li>• Adults cover each others' breaks.</li> <li>• Adults access toilets via main entrance of school only</li> </ul>	✓				
Clinically vulnerable people are away from school where practicable	✓				
<p>Admin staff to ensure glass security screens are closed when talking to visitors/ drivers etc.</p> <p>Staff and visitors sign in using new electronic system – iPad to be wiped down regularly – users to sanitise hands prior to using it</p>	✓				
Staff who have underlying health conditions to continue to self-isolate <b>One staff member at present</b>	✓				
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	✓				
<p>Phased return of children to school</p> <ul style="list-style-type: none"> <li>• <b>Staggered start dates</b> <ul style="list-style-type: none"> <li>○ Nursery – Monday 8th June</li> <li>○ Reception – Wednesday 10th</li> <li>○ Y1 – Monday 15th</li> <li>○ Y6 – Monday 22nd</li> </ul> </li> </ul>	✓				
<p>Use of other rooms to support social distancing (phased return children only)</p> <ul style="list-style-type: none"> <li>○ Nursery/Reception – depending on numbers – in Tree House, EY Unit, Computer Suite, Meeting Room – Max Group size 10</li> <li>○ Year 1 – Holly Classroom and Beech Classroom – Max Group size 10</li> <li>○ Year 6 – Oak Classroom, Elm Classroom, Hazel Classroom - Max Group size 9</li> </ul>	✓				
<p>Arrangements for pick up/drop routines – e.g. meet and greet</p> <ul style="list-style-type: none"> <li>• <b>Staggered arrival times:</b> <ul style="list-style-type: none"> <li>○ Vulnerable/Key 8:30 - Top Pedestrian Gate</li> </ul> </li> </ul>	✓				

		<ul style="list-style-type: none"> <li>○ Nursery/Reception 8:45 - Reopened EY Gate</li> <li>○ Y6 – 8:50 - Bottom Pedestrian Gate</li> <li>○ Y1 – 9:00 – Top Pedestrian Gate</li> <li>● Staggered collection times: <ul style="list-style-type: none"> <li>○ Nursery/Reception 3:30pm</li> <li>○ Y6 3:10 pm</li> <li>○ Y1 3:15pm</li> <li>○ Vulnerable/Key 4pm</li> </ul> </li> </ul>			
		<p><b>Social Distancing Arrangements</b></p> <ul style="list-style-type: none"> <li>● Vulnerable/Key – children only onto site – Staff at top gate. Line up at Front Entrance SD. (If second group, send to Beech fire exit – staff present)</li> <li>● Y6 – children only enter site - enter and leave via bottom pedestrian gate. Lines/tape on pavement for SD. Pupils released through gate spaced. Group 1 enter through fire exit to Hazel Class. Group 2 enter through Oak fire exit. Group 3 enter at Elm fire exit. Staff at fire exits. Member of staff at gate</li> <li>● Y1 – children only enter site – enter and leave via top pedestrian gate. Lines/tape on pavement and paths down to corner of Y1 classroom for SD. Group 1 enter through fire exit to Beech Class. (Group 2 enter through fire exit to Holly class. Staff at gate directing.)</li> <li>● Nursery/Reception – children enter site with one adult –via reopened obsolete gate. Marks on EY play area to a release point in middle of EY area- Staff member receives. Direct children to Reception (receiving staff) or Nursery (Staff at normal EY entrance gate then onward to Tree House) . Parents leave via field gate onto footpath on field. (One way system). Staff monitoring for safeguarding/social distancing at field gate – no unauthorised adults coming onto site.</li> </ul>	✓		
		<p><b>Queuing arrangements in place</b></p> <ul style="list-style-type: none"> <li>○ Nursery/Reception – 2m markings on EY outdoor area</li> <li>○ Main School – 2m markings - <ul style="list-style-type: none"> <li>○ Up ramp to back entrance</li> <li>○ Across top balcony space towards Computer suite entrance</li> <li>○ Front of school towards front entrance</li> <li>○ Within classroom spaces</li> </ul> </li> </ul>	✓		
		<p><b>Breaktime arrangements</b></p> <ul style="list-style-type: none"> <li>● All staff have walkie-talkies.</li> <li>● First Aid cover for serious injury to be via office – have a handover using gate next to boiler room. If very urgent – via hall.</li> <li>● Snacks suspended.</li> </ul>	✓		

	<ul style="list-style-type: none"> <li>• Children to provide water bottles – kept apart and sanitised on entry and exit to school</li> <li>• Staggered breaktimes <ul style="list-style-type: none"> <li>○ Nursery/Reception– staff to organise.</li> <li>○ Vulnerable/Key Worker – 9:50am – 10:10am</li> <li>○ Y1 – 10:15 – 10:30am – two groups to liaise to enter and exit playground separately</li> <li>○ Y6 – 10:35 – 10:50 am – three groups to liaise to enter and exit playground</li> </ul> </li> <li>• Distance games encouraged – contact games not.</li> <li>• Areas cordoned off – outdoor classroom, mini-assault course, outdoor stage, Twigloo, Forest schools (unless supervised)</li> <li>• Children will line up SD using markers on playgrounds and paths</li> </ul>		
	<p><b>Lunchtime arrangements</b></p> <ul style="list-style-type: none"> <li>• Lunchtimes to be staggered to facilitate staffing playground with MSAs. <ul style="list-style-type: none"> <li>○ See staffing spreadsheet – School Day Tab</li> </ul> </li> <li>• Each group has same staff throughout the day and week, where possible- staff supervise eating in class – two MSAs on playground to enable staff to have lunch break.</li> <li>• Groups staggered on the playground as for breaktimes</li> <li>• All staff have walkie-talkies</li> <li>• First Aid cover for serious injury to be via office – have a handover using gate next to boiler room. If very urgent – via hall.</li> <li>• For safety and simplicity to avoid cross-contamination of groups in the hall: grab bags and/or packed lunches from home to be eaten in group space. Grab bags delivered to fire exits. Home packed lunches to be wiped on entry to class and before lunch.</li> <li>• Children drink from own water bottles. (Spares available) Sanitised during the day. And on exit home.</li> </ul>		
	<p><b>Toilet Arrangements</b></p> <ul style="list-style-type: none"> <li>• One child in the cloaks/toilet area at a time.</li> <li>• Groups only use their group's toilet.</li> <li>• Scrupulous hygiene to be encouraged.</li> <li>• 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)</li> <li>• (Doesn't apply to Early Years – who have easy access to own toilets – staff to monitor to ensure social distancing)</li> </ul>		
	<p>Pupils to be trained to wipe ipad/laptops before every use</p>	✓	

		One-way systems in place – <b>Early Years entry and exit points onto/off Outdoor area</b>	✓		
		VC conferencing/telephone meetings prioritised	✓		
		Windows and doors opened as much as possible <b>Staff guidance in place</b>	✓		
		AC turned off until further notice, apart from critical ICT areas (server rooms) <b>Done</b>	✓		
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"> <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>	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	✓		

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>18th May 2020</b>	<b>Carried out by:</b>	<b>Roy Gunning</b>	<b>Signature:</b>	<b>Roy Gunning</b>
<b>Date of next review:</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>					