

COVID-19 Reopening Risk Assessment

Identified Hazards		Initial Risk Rating	Existing Control Measures (select all that are in place)		✓	Actions / Comments		Residual Risk Rating H/M/L
School Name Stokesley Primary Academy			Decide who may be harmed (insert ✓):					
			Student	✓	Contractors	✓	Visitors	✓
Department / Location (if applicable)			Staff	✓	Vulnerable People	✓	Volunteers	✓
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"> <i>Set times for regular handwashing in place for pupils and staff</i> <i>Hand sanitising units at all entry and exit points</i> <i>Regular cleaning duties in place. Staff cleaning of used equipment. Toilet areas cleaned at set times by Site Supervisor.</i> <i>Posters about handwashing/social distancing around school</i> <i>Audit of staff and pupil medical needs</i> <i>Restrictions of movement around school. One-way systems in place for necessary movement.</i> 	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	✓	<ul style="list-style-type: none"> <i>No assemblies.</i> 	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"> • Lunch sittings to allow for maintained distancing. Lunch delivered to tables • Pregnant staff remain at home • Review which staff must maintain isolation/shielding • Consider minimising number of admin staff on-site • Markers in necessary areas internal and external to site • Review number of pupils to be located in various classrooms and apply to consideration of which rooms to use fro group sizes. 	
		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	✓		
		Staff in critical age range are away from school	✓		
		Pregnant workers are away from school	✓		
		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	✓		M
		Minimise, where practicable, minor works by contractors	✓		

employees or students on site		Non-emergency maintenance has been deferred until further notice / guidance to be issued by Trust	✓	<ul style="list-style-type: none"> • Review signing in/out procedures • Any maintenance to be carried out over weekends 	
		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.			✓	<ul style="list-style-type: none"> • Staggered start and end times allocated to each group • Specified entrance/exit areas 	
			✓		
			✓		

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>Designated area to take first aid cases. PPE equipment provided for designated First aid staff. Staff briefing clarifies all above expectations and procedures</p>				
Date of Assessment:	21/05/20	Carried out by:	SMcF	Signature:	Scott McFarlane
Date of next review:	Weekly Review 28/05/20	Carried out by:	SMcF/LG	Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:	<p>Stokesley reopening plan Governmental Covid-19 guidance</p>				