

## COVID-19 Reopening Risk Assessment


School Name: Welholme 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- all areas labelled.</b></li> <li><b>Areas, rooms or buildings to have no unauthorised access signage made to show no entry to areas.</b></li> <li><b>Continue with current hygiene regimes. Wash basin stations allocated to groups of children on entry to school and additional handwashing facilities in each classroom. Sanitising stations on all entry points into school.</b></li> <li><b>Posters around school age appropriate about hand washing routine.</b></li> <li><b>Reminders on classroom smart boards every 30mins to wash hands.</b></li> <li><b>Groups of children allocated classroom and will be given a specific desk.</b></li> <li><b>Children to eat their lunch in their classroom at their own desk. Desk will be</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 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 of 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	✓				

				<p><i>cleaned before and after lunchtime.</i></p> <ul style="list-style-type: none"> <li>• <i>Groups of children allocated specific toilet areas. These areas will be well labelled.</i></li> <li>• <i>Adults allocated specific toilet areas around school.</i></li> <li>• <i>Groups of children allocated to specific areas of the school and playground</i></li> <li>• <i>Packs of classroom equipment allocated to individual children for their use only.</i></li> <li>• <i>Regular staff briefings with different groups of staff to communicate details specific to their role. These have been face to face with staff in school already, VC for other groups, emails.</i></li> </ul>	
2. Employees or pupils transmitting virus to others	H	See section 1 for general control measures	✓	<ul style="list-style-type: none"> <li>• <i>If possible, restrict movement throughout school and keep to certain areas buildings</i></li> <li>• <i>KS2 hall not to be used for assemblies or PE.</i></li> <li>• <i>PE lessons will be outside on field or playground- timetable in place. Non contact activities planned. Staff have PE risk assessment.</i></li> <li>• <i>Staggered start time at beginning of school day and end of day.</i></li> <li>• <i>New entrances into school created to ensure social distancing.</i></li> <li>• <i>Parents to drop off at gate rather than coming into school site. Member</i></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	✓		
		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	✓		
		Clinically vulnerable people are away from school where practicable.	✓		

		Admin staff to ensure glass security screens are closed when talking to visitors/ drivers etc.	✓	<p><i>of SLT to be on the gates/entrances.</i></p> <ul style="list-style-type: none"> <li><i>Workers to inform academy at earliest opportunity if they are pregnant</i></li> <li><i>Review those who are self-isolating because of 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? Staff into 2 groups- school staff and home learning staff- these are adults who have shielding letters.</i></li> <li><i>Review childcare needs of staff. Individual discussions with staff who need flexibility for childcare.</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. 3 members of admin team. Each allocated own office to allow social distancing and rota will be put in place for times they can work from home.</i></li> <li><i>Using the 2m rule, review how many children can you have back in the school at any one time. Each classroom reviewed and number of children in each room depending on size ranging from 10- 14 children.</i></li> </ul>	
		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)	✓		

				<ul style="list-style-type: none"> <li>• <b>Children or staff who may become ill in school will be isolated in room by office until they are collected to go home.</b></li> <li>• <b>Test must be undertaken and child/adult not allowed back in school until we have seen notification that the test was clear.</b></li> <li>• <b>See reopening plan for more details.</b></li> </ul>	
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. Community room allocated to these visitors. The room is accessed through front entrance to school without visitors coming into the main school. It will be cleaned after each visitor.</b></li> <li>• <b>No CIN meetings to be held in school, all CIN meetings will be held by VC</b></li> <li>• <b>Review signing in/out procedure- contactless for staff already. Any critical visitors will be signed I by office staff.</b></li> <li>• <b>Review induction procedure. Some staff returning from maternity leave- have already been invited to regular skype meetings throughout lockdown and this will continue.</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	✓		

				<ul style="list-style-type: none"> <li>• Deliveries when ordered office staff to make clear procedures for delivery.</li> <li>• Items will be delivered to front door and put in rooms and left for 2 days before unpacked.</li> </ul>	
4.			✓	•	
			✓		
			✓		

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>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:  <i>Behaviour of some children with social and emotional needs. Individual risk assessment in place and discussions with their parents.  Behaviour policy updated to reflect new routines and procedures during this period of time.  Principal to have briefings with all staff before school widens opening to pupils to ensure all staff understand the measures put in place to minimise risk. Regular briefings with staff each week to review and update any changes.  <b>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.</b></i></p>				
Date of Assessment:	21.5.20	Carried out by:	Delyse Turrell	Signature:	
Date of next review:		Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:					