

COVID-19 Full Reopening Risk Assessment - Autumn 2020 v2

School Name YARM PRIMARY Academy		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 supplies weekly – BG to hold central store and review during cleaning daily. Cleaning routines will be maintained for the duration of the pandemic. Staff responsibilities to be made explicit to staff during transition meeting in July and again in staff handbook in September. Designated toilet facilities for visitors. Hand washing near main entrance – office staff to oversee. Additional handwashing stations will continue to be promoted for the duration of the pandemic. Classrooms with no water access to have solely designated facilities. These year group provisions will be used throughout the school day only by the designated cohort. Designate toilet blocks. Continue to divide EY bathroom for specific phase use. Make KS1 bathrooms co-ed and suspend use of urinal to ensure Y3 have access to specific toilet facilities. 	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.	✓				
	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.	✓				
	M	Additional handwashing stations and substances have been provided in various areas around school building(s). Each classroom has own handwashing provision.	✓				
	M	To limits visits to school, alternative communications established and are prioritised, such as messaging, video, email etc.	✓				
	M	Staff aware of identifying symptoms and action to take, minimising touch points whilst going to isolation room.	✓				
	M	Posters, and information displayed and made available around building/s regarding Covid-19.	✓				
	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.	✓				
	M	Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances.	✓				
	M	Substances for cleaning have been risk assessed and communicated to those who use the substances.	✓				
	M	Checks carried out by line managers to ensure that the necessary procedures and measure are suitable and sufficient.	✓				
	M	Restricted movement throughout school and where possible groups will keep to certain areas building(s).	✓				
M	Procedures in place for deliveries and collections. Safe areas made available for deliveries.	✓					

	M	Staff encourage to wash hands where practicable when marking of books or when touching on children's items/resources is required.	✓		
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.	✓	<ul style="list-style-type: none"> New swing top bins purchased – regularly emptied & lids cleaned. 	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"> Groups moving in unison and adhering to timetables around playtimes etc. 	L
	M	Educational and care support are provided as normal for pupils who have complex needs or who need close contact care.	✓	<ul style="list-style-type: none"> Review on an individual case by case basis – most complex cases having teams meetings with parents and staff around plans and protocols. 	M
	M	<i>Staff made aware of isolation procedure for those who develop symptoms whilst at work. Flow chart issued by ELT.</i>	✓	<ul style="list-style-type: none"> See appendix 	M
	M	Reduced non-essential business-related travel. Use of public transport is not recommended.	✓	<ul style="list-style-type: none"> Continue use of remote meetings Cancel all planned trips – work within the adapted curriculum to use other means to enrich... 	L
	M	Toilets are cleaned regularly, handwashing regimes are in place, allowing different groups to share toilet blocks.	✓	<ul style="list-style-type: none"> The groups are limited to year groups or in the case of KS1 the key stage. 	L
	L	Clinically vulnerable people are away from school where a medical practitioner advises.	✓	<ul style="list-style-type: none"> Meetings have been held and outcome to be reviewed regularly. 	L
	M	Academy maintains distinct groups that do not, where possible, mix. Groups are easily identifiable in case anyone may need to self-isolate.	✓	<ul style="list-style-type: none"> Reviewed frequently 	L
	M	Where possible smaller groups smaller than the size of a full class will be considered.	✓	<ul style="list-style-type: none"> NFA 	L
	H	Large gatherings such as assemblies, school concerts or performances are not permitted		<ul style="list-style-type: none"> Staff are clear about the changes needed to be made to the timetable/curriculum to facilitate this – alternatives are in place if appropriate. 	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.	✓	<ul style="list-style-type: none"> Timetables, use of hall and outside spaces to be used to support this – contingency plans in place for wet weather – to be reviewed in October ½ term. 	L
	M	Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.	✓	<ul style="list-style-type: none"> NFA 	M

M	Admin staff to ensure glass security screens are closed when talking to visitors or other in academy main entrance.	✓	<ul style="list-style-type: none"> Measures in place for the duration of the pandemic. 	L
M	Children are in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care.	✓	<ul style="list-style-type: none"> Yarm Primary Club will operate in response to guidance. 	L
M	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.	✓	<ul style="list-style-type: none"> NFA 	L
M	Established plans on how shared staff spaces are set up and used to help staff to distance from each other.	✓	<ul style="list-style-type: none"> Staff meetings held in largest classroom space. Whole staff in main hall. Staff training in main staffroom with furniture reconfigured. PPA taken in staffroom. Meeting room phone used as preference. No staff fridge reinstated. 	L
M	When timetabling, groups are kept apart and movement around the school site kept to a minimum.	✓	<ul style="list-style-type: none"> NFA 	L
M	Strict protocols for drop off and pick up outlined to parents verbally and in writing - letters and on display around building exterior.	✓	<ul style="list-style-type: none"> Measures in place for the duration of the pandemic. Some adaptations being reviewed during term 1. 	L
M	Where practicable, the moving of unnecessary furniture out of classrooms to make more space will be considered.	✓	<ul style="list-style-type: none"> Completed in July 20. Unnecessary items disposed of. Others stored. 	L
M	Staff will constantly reinforce social distancing and ensure that children and parents are made aware.	✓	<ul style="list-style-type: none"> This will remain as high profile in all shared areas during term 1 and reviewed into term 2. 	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"> The staff concerned have had meetings around the management of this. 	L
M	Practicable measures and plans are in place to avoid creating busy corridors, entrances and exits.	✓	<ul style="list-style-type: none"> Protocols are tried and tested and will be expanded. 	L
M	Where practicable staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups) are in place.	✓	<ul style="list-style-type: none"> This to be extended to reflect the mealtime offer – to be reviewed regularly. 	L
L	AC periodically used to maintain comfortable temperature levels in rooms and reduce potential heat stress for employees and pupils. AC to remain on for critical ICT areas	✓	<ul style="list-style-type: none"> NA 	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	Temporary fire procedures in place and communicated to all staff; to allow the opening of fire doors and improve ventilation.	✓	<ul style="list-style-type: none"> See Fire Risk Assessment / Temporary Procedure 	M

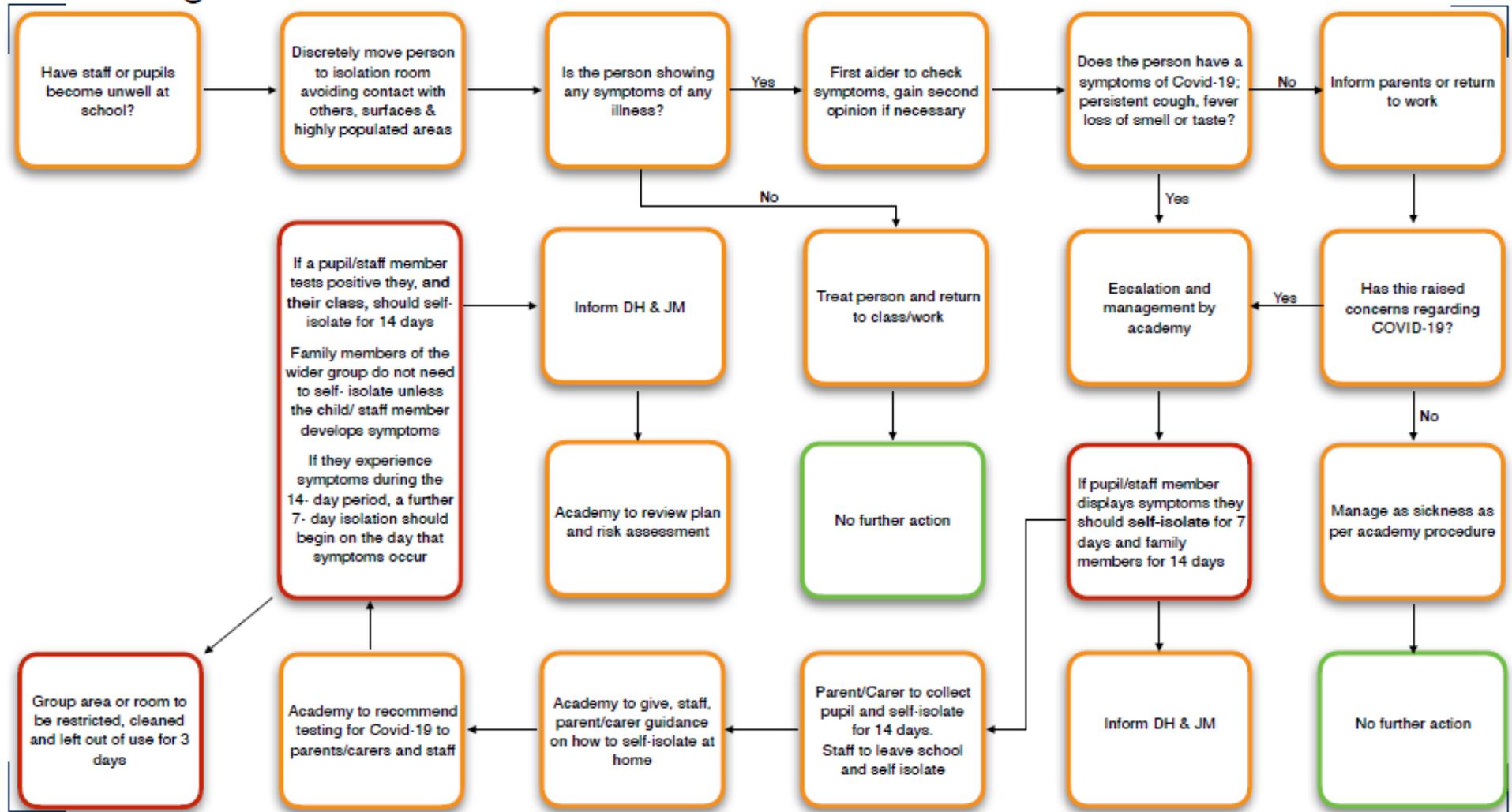
	H	Where employees or children mix with different groups, records available to ensure those who mix within groups are traceable.	✓	<ul style="list-style-type: none"> This is captured within timetabling and will be recorded on a daily basis if there are any changes to this. 	M
	M	Older year groups encourage to walk or cycle home to prevent congestion around school gates and minimise gatherings at home time.	✓	<ul style="list-style-type: none"> Senior staff and site supervisor to continue to support quick dispersal of adults near entrances am & pm. 	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"> As developed through Summer 20. 	M
	H	Parents are asked to disclose any Test and Trace results immediately to the school	✓	<ul style="list-style-type: none"> Letter to determine protocols and responsibilities sent out Summer 20 and reiterated August 20. 	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"> Determined through meetings with DFC (external provider) during summer 20. 	L
	M	Practicable arrangements in place for mealtimes – hot and cold lunches, inc zoned halls, outdoors and classroom use.	✓	<ul style="list-style-type: none"> Timetable in place – to be reviewed regularly and specifically in light of number of meals required. 	L
	M	Booking visits with an overnight stay is cancelled until further notice	✓	<ul style="list-style-type: none"> All existing bookings (including those already rescheduled) have been cancelled and refunds made. Review inline with HMG guidance 	L
	M	Limited meetings, visits and unnecessary contact on Trust premises where possible.	✓	<ul style="list-style-type: none"> 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.	✓	<ul style="list-style-type: none"> NFA 	L
	M	Holidays periods, when staffing is low, and no children are on site are prioritised for planned preventative maintenance.	✓	<ul style="list-style-type: none"> 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.	✓	<ul style="list-style-type: none"> NFA 	L
	M	PPE is worn by contractor or employee when it's identified on any other risk assessment.	✓	<ul style="list-style-type: none"> NFA 	L
	M	Procedures are in place to limit or restrict access to parts of buildings i.e. installation of signage and barrier.	✓	<ul style="list-style-type: none"> NFA 	L

	M	Contractors to be issued or show RAMS to ensure infection prevention is acknowledge and understood.	✓	• NFA	L
	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.	✓	• Specific protocols outlined in staff handbook. The designated isolation room to continue to be maintained for this purpose.	M
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.	✓	• Outside space – first option. If not possible use of the creativity suite can be considered.	M
	H	If a child needs to go to the bathroom while waiting to be collected, they use a separate bathroom if possible. The bathroom is cleaned and disinfected before being used by anyone else.	✓	• Adult bathroom near isolation room has been allocated.	M
	H	Flow chart/ procedure issued by ELT and is communicated with all employees within school.	✓	• Now part of staff handbook.	M
	M	Provision of suitable PPE for employees. PPE includes face shields, disposable gloves, aprons and masks.	✓	• NFA	M
	M	Communications procedures and arrangements with NHS, local authorities, local health advisors established.	✓	• NFA	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.	✓	• NFA	L
	M	PPE provided: latex free gloves are used where possible if handling or touching is required. Additional PPE (aprons, masks, visors) available on request.	✓	• See first aid risk assessment	M
5. Close contact with persons: handling, assisting or training requirements (team teach, first aid etc.)	M	Employees are aware of identifying symptoms and procedure if they believe they may have been in contact with someone with symptoms	✓	• NFA	L
	M	NHS/ELT test and trace flow chart in circulation, employees will inform school if contacted by NHS test and trace.	✓	• As stated in staff handbook.	L
	M	Deferral of close contact training will be considered and rescheduled at a later date. Statutory or mandatory training will be prioritised.	✓	• NFA	L
	M	Training provider will issue their own risk assessment and safe system of work prior to any training.	✓	• NFA	L
	M	First aid procedures and risk assessment in place and followed by first aiders.	✓	• See care plans, risk assessments and medical procedures	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.	✓	• Risk assessments shared with all appropriate parties. Meetings taking place in August to ensure clear understanding in situ.	L

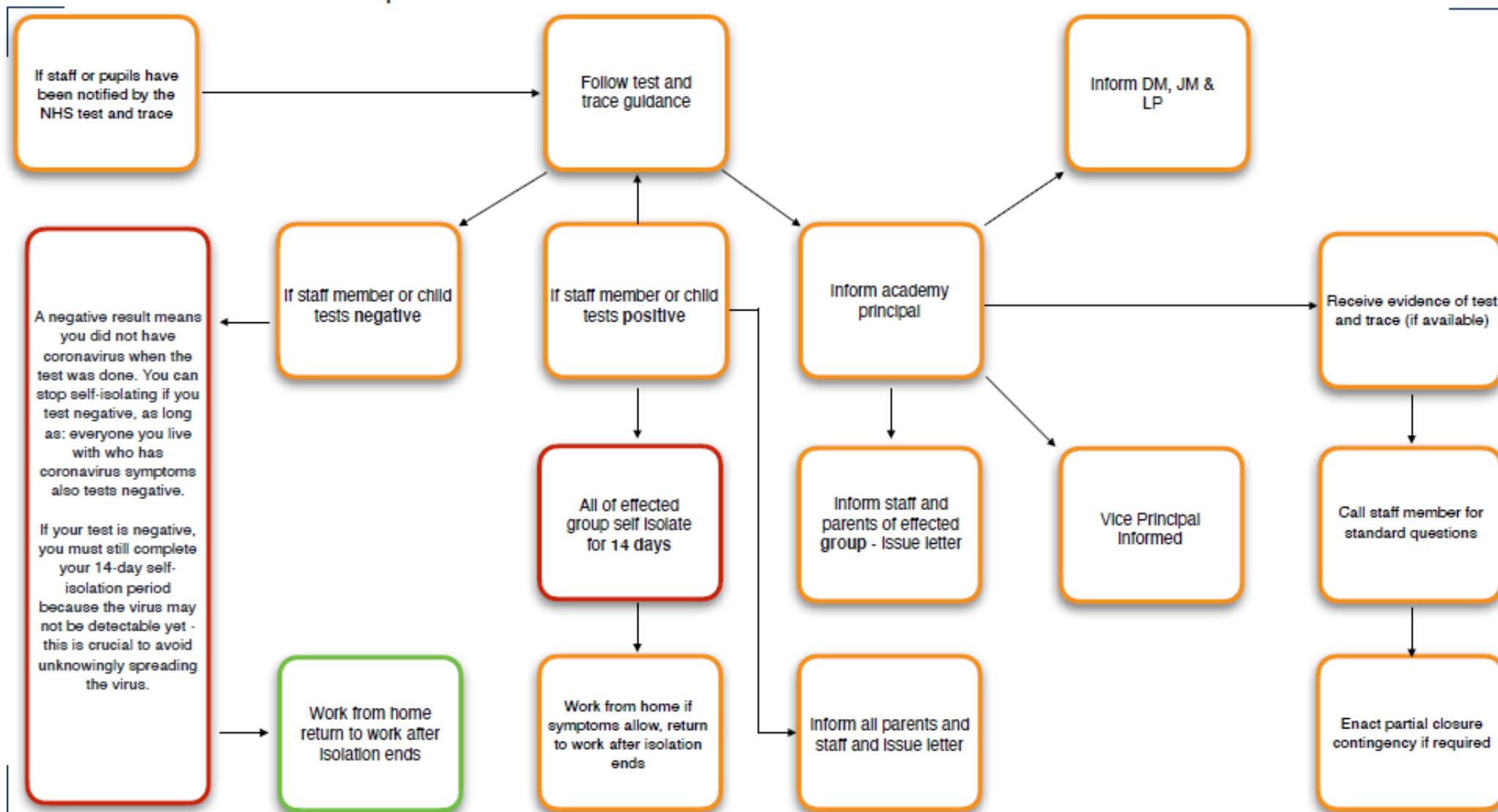
6. Lettings or use of school facilities during pandemic	M	Provider or user of school facilities will inform school before use, that person(s) haven't been contacted by NHS test and trace or show symptoms.	✓	• NFA	L
	M	Area or room(s) will be thoroughly cleaned during and after use by the user. All touch points will be wiped upon exit of area or room.	✓	• NFA	L
	H	Pupils are encouraged to walk or cycle to work and avoid the use of public transport	✓	• NFA	L
7. Travelling to or for work in motor vehicles or using public transport	M	Journeys which are shared, employees are encouraged to share with the same individuals and with the minimum number of people at any one time.	✓	• NFA	L
	M	If car sharing, employees are advised to ensure good ventilation (i.e. keeping the windows open) and face away from each other	✓	• NFA	L
	H	Staff encourage to avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)	✓	• Discussed with staff – alternatives considered. .	M
	L	Employees vehicles should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces	✓	• NFA	L
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>Impulsive behaviours of some pupils with a SEND can increase risk of having close contact with their peers and staff - this to be mitigated by the strategic placement of staff to support and reduce 'flash points'. The established support teams will allow for greater consistency of staff around this group. Any children who have not continued to be with us through lockdown, to have an individual induction plan developed with parents/SENDCo & associated staff with visits to school arranged prior to opening for all. (A high percentage of children with additional needs attended school during lockdown and opportunities were taken to support transition as further mitigation).</p> <p>or having bodily fluids (spittle) being spread across people/areas in school – this to be mitigated by skilful management of situations by well trained, consistent staff. Any team teach incidents to be reviewed by SLT. Cleaning resources to be readily available for staff with a walkie talkie system in place to request any spot or deep cleaning needed. Breakout spaces will continue to be available and their use managed in the first instance by staff using them.</p> <p><i>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.</i></p>				
Date of Assessment:	15/07/2020	Carried out by:	J. Wood B.Graham	Date Review Completed:	* Reflecting changes in regional/national picture.
Date of next review:	All HMG Covid-19 Guidance All academy risk assessments ELT flow charts ELT Guidance				

Appendix

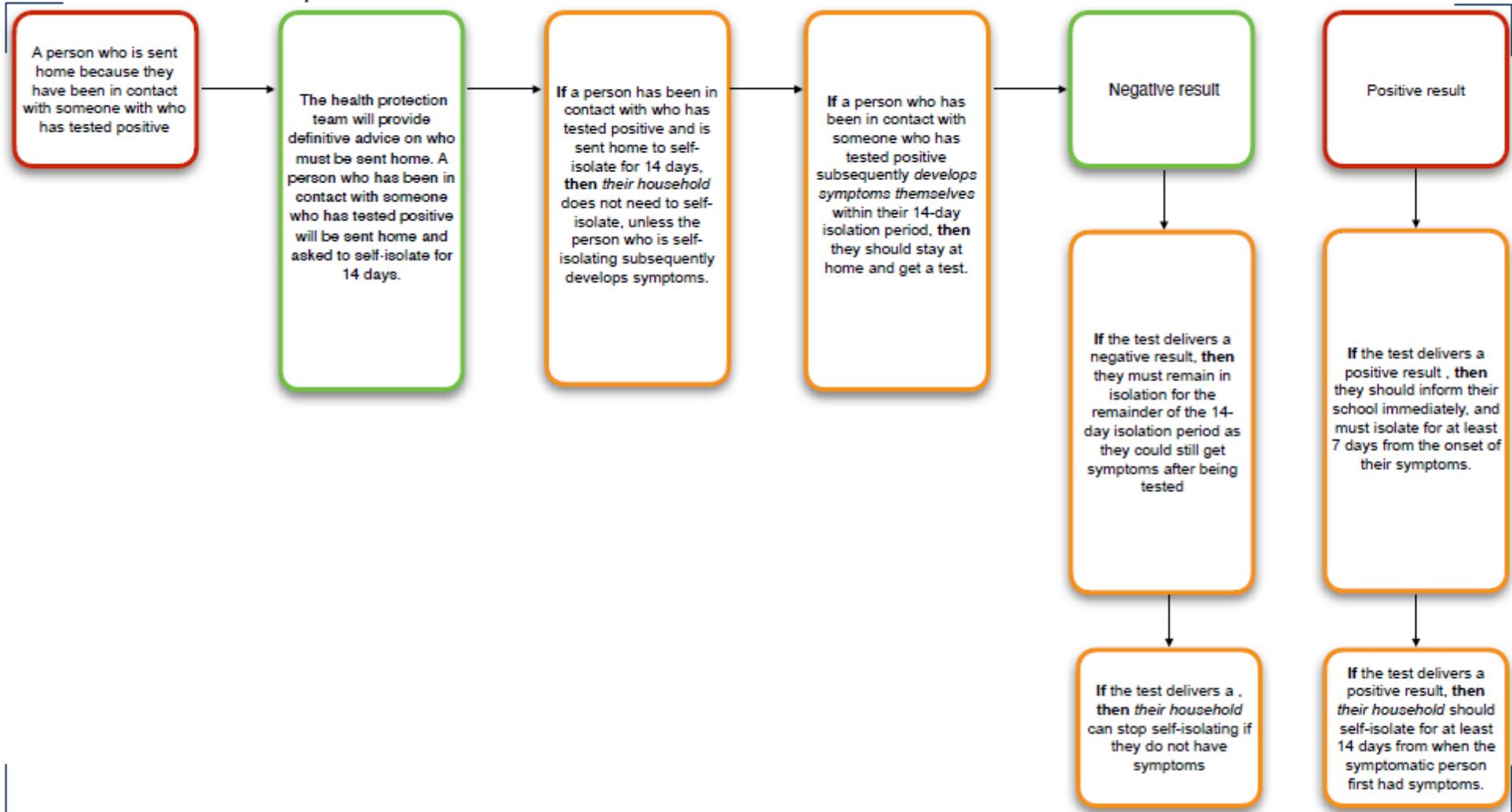
Becoming ill at school - from June 8th



ELT Test and Trace procedure - from June 8th



Contact with a positive case



Test and Trace guidance

