

COVID-19 Reopening Risk Assessment

School Name Yarm Primary		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"> Restrict movement throughout school and keep to certain areas buildings Areas, rooms or buildings to have no unauthorised access – new temporary signage to make this explicit to all Continue with current hygiene regimes – extend number of hand wash stations. Designate toilet blocks Divide EY bathroom for specific phase use. Relocate the regular use cleaning materials and demonstrate to staff how to use them and what to do regarding PPE & debris. (staff meeting 18/05/2020) 	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	✓		
2. Employees or pupils transmitting virus to others	H	See section 1 for general control measures	✓	<ul style="list-style-type: none"> • Restrict movement throughout school and keep to designated areas • Workers to inform academy at earliest opportunity if they are pregnant • Review those who are self-isolating because of family members are vulnerable • Review which staff can continue to work from home once 3 teams system is established... • The 3 teams system will allow for staff to have capacity to continue the remote learning offer... • Review childcare needs of staff • Review what admin staff are required on site -The main issue being manning the electronic gates for deliveries, releasing SLT to do the range of activity they need to... • Using the 2m rule, review how many children can be accommodated – this has been 'checked out' during lockdown and extended to the use of halls & the outdoor learning offer. • Guidance has been shared electronically with all staff as 	M
		Contingency plans are in place to ensure premises remain open and operational to support the vulnerable and critical workers	✓		
		Rotas to minimise staff onsite at any one time whilst ensuring the needs of the children can be met while protecting the safety of children/staff.	✓		
		Staff to work from home where possible once 3 team system has been established.	✓		
		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	✓		
		Rota in place to minimise staff onsite at any one time whilst ensuring the needs of the children can be met while protecting the safety of children/staff.	✓		
		Clinically vulnerable people are away from school where practicable.	✓		
		Admin staff to ensure visitors are communicated with remotely initially.	✓		
		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	✓	<p>it has become available – this will now be reviewed and compiled into a staff handbook for reopening – to be the basis of staff meeting (18.05.2020) – and circulated to all electronically. Meeting with LSA's scheduled for 19.05.2020 to ensure all messages are understood moving forward.</p> <ul style="list-style-type: none"> Review the risk assessments for children with SEND/medical conditions to incorporate any changes/new guidance. 	
		Queuing arrangements in place – 2 mtr markings	✓		
		One-way systems in place around entry into and out of school.	✓		
		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 employees or students on site	H	Restricted meetings, visits and unnecessary contact on Trust premises	✓	<ul style="list-style-type: none"> Critical workers have an expectation to support national social distancing guidance We have restricted the school site to YPS staff/ established Churchill cleaning staff and grounds maintenance – since the start of lockdown. We are currently signing in/out remotely – this has been restricted to grounds maintenance team. Cleaning staff have their own area identified... Review induction procedure Investigate potential for maintenance to be carried out over weekend or out of hours – this has been achieved thus far. Routines have been established for regular deliveries – to minimise time 	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	✓		

				on site and remove direct contact.	
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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 (especially in the key worker cohort) to support and reduce 'flash points'. The establishment of the 3 teams system 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.</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.</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:	15.05.2020	Carried out by:	J.Wood B.Graham	Signature:	<i>Jill Wood</i>
Date of next review:	* Reflecting changes in lockdown/reopening	Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:	<p>See appendices in: Behaviour policy and statement of behaviour principles– Appendix 4 Staff code of conduct Guidance and policy for e-safety Guidance for staff on the use and storage of cleaning equipment Risk assessment for outdoor – specifically use of equipment over playtimes Staff handbook 19/20 – appendix – reopening plan.</p>				