



## **ACADEMY SPECIFIC ADDITIONAL RISK ASSESSMENT**

<b>Task:</b> Re-opening of Academies  <b>Location:</b> Epworth Primary Academy	<b>Assessment Date:</b> March 1 <sup>st</sup> 2021 , Reviewed 21 June 2021  <b>Assessor(s):</b> JPT/SW
<b>Notes:</b> To meet the Government’s aspiration to provide face to face contact for all year groups of the school this risk assessment looks at areas of concern identified. Each Academy specific risk assessment must be read in conjunction with the Trust Wide risk assessment. Any empty cells in the Academy specific control measures column indicate the Trust wide control measures are deemed suitable and sufficient. Please note: this risk assessment should be undertaken in conjunction with the guidance on schools reopening issued by the Department for Education	

What are the hazards /concerns?	Who might be harmed and how?	Risk without control measures	Academy specific control measures	The residual risks		Risk rating
				Li ke li- hood	Se verity	
Staff and students with underlying health issues or those who are shielding	Staff and Students being put at risk due to insufficient control measures in place	Medium	See Trust document and follow National guidance	1	2	2
Classroom sizes	Staff and students will not have adequate social distancing / safe personal space	<i>High</i>	<ul style="list-style-type: none"> <li>• Bubbles created using KS teams</li> <li>• Classrooms cleared of resources not required</li> <li>• Resources cleaned where required</li> <li>• Playground areas to be shared out for each bubble</li> <li>• Children to use a designated section of the playground for their class</li> <li>• Children to be in childcare bubbles limited where possible to their class and parallel class with extension at break time in line with government guidance. Where possible, limit staff movement between rooms</li> <li>• Seating plans in place and followed</li> </ul>	1	3	4

			<ul style="list-style-type: none"> <li>• Children should not be moving around the classroom freely. This should be kept to an absolute minimum.</li> <li>• Staff should either deliver from the front of the class or support children from over their shoulder where ever possible</li> <li>• All none essential furniture removed from rooms</li> <li>• Windows to be opened for at least 5 minutes every hour</li> <li>• Classroom doors to remain open to avoid touch points and improve ventilation</li> <li>• Staff to social distance from each other in classrooms and other communal areas with regular reminders to staff of 2m and what this looks like in briefings and emails (Follow 2 meters for 15 min / 1 meter for 1 min guidance)</li> <li>• Avoid skin to skin contact with others</li> <li>• Where at all possible staff to remain working within their designated bubbles</li> </ul>			
The start and end of the school day	Staff, students and parents/carers congregating at exits and entrances reducing the space for social distancing to be maintained	High	<ul style="list-style-type: none"> <li>• Each childcare bubble to enter the building through a separate door</li> <li>• Staff on hand in the morning to direct parents to correct doors</li> <li>• Staff made aware of entry and exit doors for groups and any changes to these.</li> <li>• Parents not allowed into reception area</li> <li>• Main entrance for staff only.</li> <li>• Breakfast club only in place with advanced book to ensure that tables can be set for keeping bubbles separate</li> <li>• Parents asked to wear masks on site and only allowed on site for drop off and pick up.</li> <li>• Reminder sent out to parents about distancing and masks on a regular basis</li> <li>• One way system in place for parents and children following social distancing guidance.</li> </ul>	1	3	3
Movement around the school	Staff and students being unable to maintain social distancing	High	<ul style="list-style-type: none"> <li>• Separate doors for entry and exit to the building for each bubble</li> <li>• Toilets for each bubble where possible</li> <li>• At the beginning each day, pupils reminded about distancing, practicing walking in extended lines if necessary</li> <li>• Children to have own resources in bubbles on their table/labelled</li> <li>• Resource sharing to be at an absolute minimum and where it needs to happen, wiping or washing to happen prior to sharing</li> </ul>	1	2	2

			<ul style="list-style-type: none"> <li>Lunch times to have lunch staff supervision for each bubble ensuring that each person gets their lunch break.</li> <li>Lunches where possible to be eaten outside or in the classrooms for KS 2. KS1 to stagger time in the hall. Children to wash hands on way out and after eating</li> <li>Staff know classrooms and building and will work wherever possible within their own environments.</li> <li>Rooms will be timetabled to allow for minimal crossing in the corridors</li> <li>Face coverings to be worn by all staff/visitors in communal spaces or where social distancing between staff can't be adhered to.</li> <li>Minimise conversations on corridors</li> <li>Social distancing to be maintain between staff in all areas(2m for 15 / 1m for 1min)</li> </ul>			
Staff rooms and offices	Staff unable to social distance	Medium	<ul style="list-style-type: none"> <li>Mobile phones can be used to call for support should it be required</li> <li>No child to enter an office - Staff to remain at office doors where possible</li> <li>Staff must distance in the staffroom and not move furniture</li> <li>Staff meetings can be held in person, as long as the venue ensures social distancing</li> <li>Staffroom set out to ensure social distancing</li> <li>Computer suite to be used as a second staffroom if required or the outside quad area weather permitting to provide additional space</li> </ul>	1	3	3
Poor communication	Staff, students and parents/carers unaware of procedures implemented	High	<ul style="list-style-type: none"> <li>Bubble check-ins</li> <li>Teams meetings</li> <li>Remote learning policy in place</li> <li>Availability of radios or use of phones</li> <li>Staff meetings where required will be held in the hall to allow for social distancing, they will be streamed on line and where not required they will be cancelled.</li> </ul>	1	3	3
Existing policies such as fire	Staff and students put at risk due to not fit		<ul style="list-style-type: none"> <li>SLT to lead, bubbles to follow to their nearest exit point to normal muster point, where possible ensuring social distance.</li> <li>Current fire policy still applies</li> </ul>	1	4	4

evacuation	for purpose policies					
Changes to bus schedules as a result of COVID-19  The use of public and school transport by pupils poses risks in terms of social distancing	Students unable to get to and from school safely		See Trust level Document. N/a for travel to school. No trips and visits this academic year, so no transport required here	1	2	2
Lone Working	Member of the staff falling ill or having an accident and not being able to summon help	High	<ul style="list-style-type: none"> <li>Paediatric first aider on site when EYFS children in school for bubbles. First aider on site at all other times.</li> <li>SLT on site</li> <li>Staff as normal within school should be aware whenever they are working 1:1 with a child</li> <li>With a range of staff in school lone working should not become a problem</li> </ul>	1	4	4

	due to possible increase in frequency of lone working					
First Aid	Staff dealing with first aid issues and unable to maintain 2m social distance.		<ul style="list-style-type: none"> <li>• First aid room in place, PPE available and to be worn by staff</li> <li>• Paediatric first aiders in school</li> <li>• For an emergency call 999</li> <li>• First aid room not used for any other purpose</li> <li>• First aid room well ventilated at all times</li> <li>• School to follow guidance from local authority and government</li> <li>• First aid room to have enhanced cleaning after a suspected case.</li> </ul>	1	4	4
Cleaning capacity	All site users due to reduced cleaning of surfaces are not undertaken to the standards required		<ul style="list-style-type: none"> <li>• Cleaner on site over lunch for touch points, soap, bins, sanitiser etc.</li> <li>• School sprayed with protection (Defend and Clear) – see Trust Risk Assessment</li> <li>• Wipes in place for using Photocopier and appliances in staffroom for wiping of equipment following usage - i.e fridge, toaster, hot water</li> <li>• Ensure that resources are away so that cleaning can be completed easily and effectively</li> </ul>	1	3	3
Inadequate supplies of soap and hand sanitiser	Staff, students and visitors being unable to carry out sufficient hand washing		<p>See Trust level Document</p> <ul style="list-style-type: none"> <li>• Report any shortages or issues to Office, Cleaning team or Caretaker when seen</li> </ul>	1	3	3
Clothing	Staff and students not wearing clean clothes each day		<ul style="list-style-type: none"> <li>• Children to come to school in PE kit on the days required</li> <li>• Children to wear uniform in line with school policy</li> <li>• Pastoral staff to follow up any concerns about dirty uniform</li> </ul>	2	2	4

	may increase the risk of the virus spreading					
Soft furnishings	Staff and students due to the risk of virus spread on soft furnishings		<ul style="list-style-type: none"> <li>Limited availability of soft furnishings</li> </ul>	2	2	4
Infection transmission	Staff, students (or members of their household) displaying symptoms of Covid-19		<ul style="list-style-type: none"> <li>Child movement out of seats kept to a minimum</li> <li>Breakfast club to be booked and then bubbled in line with school bubbles</li> <li>Any child reported feeling ill to stay at home or sent home. If Covid symptoms arrange test.</li> <li>Resource packs in place for children</li> <li>Hand wash and sanitise in place</li> <li>Classrooms set out in guidance with government guidance</li> <li>Cleaning in line with Trust Document and Government Guidance</li> <li>Staggered lunches</li> <li>Lunches in rooms for Key stage 2</li> <li>Staggered break times</li> <li>Each class to enter school through a separate door.</li> <li>Toilet passes in place</li> <li>Limited access to toilets</li> <li>Minimal resources coming in from home.</li> <li>Infection control advice visit from North Lincs – hand washing and distancing most important.</li> <li>Face coverings to be used on corridors by staff</li> <li>Windows opened for 5 minutes every 30 mins as a minimum. Where no windows door must be opened as often as possible</li> <li>Use of wipes for laptops - (Be careful of water damage on the keyboards)</li> <li>Reduce sharing of resources – clean where used or left for 48 hours following use.</li> <li>Handwashing and sanitisers in place.</li> <li>Staff to continue testing Sun/Wed</li> </ul>	2	2	4

			<ul style="list-style-type: none"> <li>• Photocopier in corridor to be moved to allow greater room to pass.</li> <li>• Staff to make their own drinks</li> <li>• Staffroom set out to ensure social distancing – furniture to not be moved</li> <li>• Computer suite to be used as a second staffroom if required or the outside quad area weather permitting - Chairs labelled for staff usage to ensure social distance.</li> <li>• Staff to ensure 2m social distancing from other staff. Where not possible masks to be worn</li> <li>• Information to be sent out on removal and storage of masks – No chin straps.</li> <li>• Risk assessments requested from any provision where children are dual registered.</li> </ul>			
Medical rooms are not adequately equipped or configured to maintain infection control	Staff and students using the medical rooms		<ul style="list-style-type: none"> <li>• PPE separated in single user packs in medical room.</li> <li>• PPE available in Nursery for changing as required.</li> </ul>	1	3	3
Provision of PPE for staff	Staff not being sufficiently protected		<ul style="list-style-type: none"> <li>• PPE separated in single user packs in medical room.</li> <li>• PPE available in Nursery for changing as required.</li> <li>• Staff to email JTP if running low – JTP to check on supplies in school</li> <li>• Training for staff on use of PPE</li> </ul>	1	4	4
Pupils' behaviour on return	Students being put at increased risk of infection		<ul style="list-style-type: none"> <li>• Letter to parents about behaviour</li> <li>• Lessons on school rules on return to school. Staff and pupils focus on school rules and behaviour policy to be used</li> <li>• Lessons on school rules</li> </ul>	2	2	4



to school does not comply with social distancing			<ul style="list-style-type: none"> <li>Children to be walked from point to point while being monitored</li> </ul>			
Pupils may not observe social distancing / safe personal conduct at break times	Students being put at increased risk of infection		<ul style="list-style-type: none"> <li>Letter to parents about behaviour</li> <li>Seating plans in place for all classes and available on SharePoint</li> <li>Teachers to remind daily about distancing</li> </ul>	2	2	4
Queues for toilets and handwashing	Students risk of non-compliance with social distancing		<ul style="list-style-type: none"> <li>Staff to remind children of distance floor markings available across the school</li> <li>Regular information and guidance given to all children by their class teacher to remind of what should be being done.</li> <li>Toilet passes in place to reduce numbers in toilets</li> <li>Monitoring of queues to ensure high quality behaviour</li> <li>A range of activities should be used to engage children while they are either waiting to go and wash their hands or on returning. Over use of Video/TV should not be the go-to activity in these cases</li> </ul>	2	2	4
Mental wellbeing	Staff and students being affected by the Covid:19 crisis		<ul style="list-style-type: none"> <li>Teams meetings</li> <li>Check ins</li> <li>SLT on site</li> <li>Support help line available</li> </ul>	1	4	4

	and/or due to the loss of family and friends		<ul style="list-style-type: none"> <li>• Sodexo help line available</li> <li>• Open door with staff on concerns</li> <li>• Questionnaires from Trust</li> <li>• Check-ins</li> <li>• Briefings</li> <li>• Removal or shortening of staff meetings where required</li> <li>• Time given back through inset / early closure at the end of half term</li> <li>• Lateral flow testing available for all staff on a weekly basis</li> <li>• No visitors on site unless for direct school improvement or child health/welfare (These should still be virtual where possible)</li> <li>• Weekly updates from CEO</li> </ul>			
Fire evacuation	Staff and students having Insufficient staff knowledge of fire procedures		<ul style="list-style-type: none"> <li>• Fire evacuation procedures not changed</li> </ul>	1	4	4
Statutory compliance	Staff and students working in an unsafe environment		See Trust level Document	1	4	4
Contractors and visitors	Staff and students being put at risk of harm	High	<p>See Trust level Document</p> <ul style="list-style-type: none"> <li>• Visitors limited to bear minimum and must be approved by the Principal</li> <li>• Contractors (unless essential) should not be onsite while children are in the building.</li> <li>• All visitors to sign in and provide a contact number</li> <li>• Use track and trace scan</li> <li>• Wear face coverings</li> <li>• Where possible visitors to the school site during the academy day should be able to provide an LFT result or offered one to complete</li> <li>• All visitors to be accompanied when moving around the academy, both in doors and outside while children are present</li> <li>• Virtual visitors and meetings to remain in place until the summer</li> </ul>	1	3	3

			<ul style="list-style-type: none"> <li>• Visitors in person to school during the school day must either benefit direct school improvement or Health/welfare of the children - where possible these should still be virtual.</li> <li>• Parent meetings etc should remain virtual wherever possible. If a requirement for in-person then these should be conducted outside and away from any children.</li> <li>•</li> </ul>			
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This risk assessment is only to be used when signed and dated.

Signed: 

Date 24/6/2021

Assessment Review Date: At the start of each term, when any new guidance is issued by government and before any more year groups start back

Date assessment review carried out: 21/6/2021

Are existing control measures still satisfactory: Yes

Comments:

Signed JPT (Assessor)

Risk Rating		Rating Action Bands	
LIKELIHOOD	SEVERITY	RATING BANDS & ACTION REQUIRED	
1. Most unlikely	1. Trivial	1-4 Low Risk	Maintain and review control measure
2. Unlikely	2. Slight	5-8 Medium Risk	Improve control measures
3. Likely	3. Serious	9-16 High Risk	Improve controls immediately & consider stopping work
4. Most Likely	4. Major/death		

To establish Risk Rating, multiply "Likelihood" by the "Severity"