



ACADEMY SPECIFIC ADDITIONAL RISK ASSESSMENT

Task: Re-opening of Academies Location: EPA	Assessment ref: CNW Assessment Date: March 1 st 2021 Assessor(s): cw/sw
<p>Notes: 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.</p> <p>Each Academy specific risk assessment must be read in conjunction with the Trust Wide risk assessment.</p> <p>Any empty cells in the Academy specific control measures column indicate the Trust wide control measures are deemed suitable and sufficient.</p> <p>Please note: this risk assessment should be undertaken in conjunction with the guidance on schools reopening issued by the Department for Education</p>	

What are the hazards/concerns?	Who might be harmed and how?	Risk without control measures	Academy specific control measures	The residual risks		Risk rating
				Likelihood	Severity	
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	NA – See Trust level Document and follow National guidance	1	2	2
Classroom sizes	Staff and students will not have adequate social distancing / safe personal space	High	<ul style="list-style-type: none"> Bubbles created using KS teams Classrooms clearer of resources not required or resources moved. Playground areas to be shared out for each bubble Children to use a designated section of the playground for their class Children to be in childcare bubbles limited where possible to their class and parallel class with extension at break time in line with gov guidance. Where possible: Limit staff movement between rooms Children should not be moving around the classroom freely. This should be kept to an absolute minimum. Staff should either deliver from the front of the class or support children from over their shoulder where ever possible age permitting All non essential furniture removed from rooms Windows to be opened for 5 minutes every hour Classroom doors to remain open to avoid touch points Staff to social distance from each other - Remind staff of 2m and what this looks like. Ensure this is reiterated in briefings. Enforce this in staffroom Resources cleaned where required Avoid skin to skin contact with others Follow 2 meters for 15 min / 1 meter for 1 min guidance. Ensure seating plan in place Where at all possible staff to remain working within their designated bubbles 	1	3	4

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"> • Staff on hand in the morning to guide parents to correct doors • Each childcare bubble to enter the building through a separate door • Staff made aware of entry and exit doors for groups and any changes to these. • Parents not allowed into reception area • Main entrance for staff only. • Breakfast club only in place with advanced book to ensure that tables can be set for keeping bubbles separate • Reminder sent out to parents about distancing and masks 	1	3	3
Movement around the school	Staff and students being unable to maintain social distancing	High	<ul style="list-style-type: none"> • Separate doors for entry and exit to the building for each bubble • Toilets for each bubble where possible - Ensure that toilet passes are used in each classroom • Beginning each day with reminder on distancing, practicing walking in extended lines, • Children to have own resources in bubbles on their table/labelled • Resource sharing to be at an absolute minimum and where it needs to happen, wiping or washing to happen prior to sharing • Lunch times to have lunch staff supervision for each bubble ensuring that each person gets their lunch break. • 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 • Staff know classrooms and building and will work where ever possible within their own environments. • Rooms will be timetabled to allow for minimal crossing in the corridors • Face coverings to be worn by all staff/visitors in communal spaces or where social distancing between staff can't be adhered to. • Minimise conversations on corridors • Social distancing to be maintain between staff (2m for 15 / 1m for 1min) 	1	2	2
Staff rooms and offices	Staff unable to social distance	Medium	<ul style="list-style-type: none"> • Mobile phones can be used to call for support should it be required • No child to enter an office - Staff to remain at office doors where possible • Staff must distance in the staffroom and not move furniture • Where staff are required to gather distancing will be put in place. • Staffroom set out to ensure social distancing – furniture to not be moved • Computer suite to be used as a second staffroom if required or the outside quad area weather permitting • 	1	3	3
Poor communication	Staff, students and parents/carers unaware of procedures implemented	High	<ul style="list-style-type: none"> • Whole staff briefings on-line • Bubble checkins • Teams meetings • Remote learning policy in place • Availability of radios or use of phones • 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. 	1	3	3
Existing policies such as fire evacuation	Staff and students put at risk due to not fit for purpose policies		<ul style="list-style-type: none"> • SLT to lead, bubbles to follow their nearest exit point to normal muster point. Where possible ensuring social distance. • Current fire policy still applies 	1	4	4
Changes to bus schedules	Students unable to get		NA – See Trust level Document NA in Primary	1	2	2


as a result of COVID-19 The use of public and school transport by pupils poses risks in terms of social distancing	to and from school safely					
Lone Working	Member of the staff falling ill or having an accident and not being able to summon help due to possible increase in frequency of lone working	High	<ul style="list-style-type: none"> Paediatric first aider on site when EYFS children in school for bubbles. First aider on site at all other times. SLT on site Staff as normal within school should be aware whenever they are working 1:1 with a child With a range of staff in school lone working should not become a problem 	1	4	4
First Aid	Staff dealing with first aid issues and unable to maintain 2m social distance.		<ul style="list-style-type: none"> First aid room in place Paediatric first aiders in school For an emergency call 999 First aid room to be in what was Principal's office with door and windows. School to follow guidance from local authority and government guidance First aid room to be cleaned after a suspected case. 	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"> Cleaner on site over lunch for touch points, soap, bins etc. School sprayed with protection – see trust doc Wipes in place for using Photocopier and appliances in staffroom Ensure that resources are away so that cleaning can be completed easily and effectively Ensure wiping of equipment in staffroom following usage - I.e fridge, toaster, hot water 	1	3	3
Inadequate supplies of soap and hand sanitiser	Staff, students and visitors being unable to carry out		<p>NA – See Trust level Document</p> <ul style="list-style-type: none"> Report any to Office, Cleaning team or Caretaker when seen 	1	3	3

	sufficient hand washing					
Clothing	Staff and students not wearing clean clothes each day may increase the risk of the virus spreading		<ul style="list-style-type: none"> Children asked to wear clean uniform daily Children to come to school in PE kit on the days required Children to wear uniform in line with school policy 	2	2	4
Soft furnishings	Staff and students due to the risk of virus spread on soft furnishings		<ul style="list-style-type: none"> Limited availability of soft furnishings 	2	2	4
Infection transmission	Staff, students (or members of their household) displaying symptoms of Covid-19		<ul style="list-style-type: none"> Child movement out of seats kept to a minimum Breakfast club to be booked and then bubbled in line with school bubbles Any child reported feeling ill to stay at home or sent home. If covid symptoms arrange test. Resource packs in place for children Hand wash and sanitise in place Classrooms set out in guidance with government guidance Cleaning in line with Trust document Staggered lunches Lunches in rooms for Key stage 2 Staggered break times Each class to enter school through a separate door. Toilet passes in place Limited access to toilets Minimal resources coming in from home. Infection control advice visit from north Lincs – hand washing and distancing most important. face coverings to be used on corridors windows opened for 5 minutes every 30 mins- where no windows door must be opened as often as possible use of wipes for laptops - (Be careful of water damage on the keyboards) reduce sharing of resources – clean where used or left for 48 hours following use. Handwashing and sanitiser in place. Staff to continue testing Sun/Wed Photocopier in corridor to be moved slightly to allow greater room to pass. Staff to make their own drinks Staffroom set out to ensure social distancing – furniture to not be moved 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. Staff to ensure 2m social distancing from other staff. Where not possible masks to be worn Information to be sent out on removal and storage of masks – No chin straps. Risk assessments requested from any provision where children are dual registered. 	2	2	4
Medical rooms are not adequately equipped or	Staff and students using the		<ul style="list-style-type: none"> PPE separated in single user packs in medical room. PPE available in Nursery for changing as required. 	1	3	3

configured to maintain infection control	medical rooms					
Provision of PPE for staff	Staff not being sufficiently protected		<ul style="list-style-type: none"> PPE separated in single user packs in medical room. PPE available in Nursery for changing as required. Staff to email CW if running low – CW to check on supplies in school Training for key staff on use of PPE 	1	4	4
Pupils' behaviour on return to school does not comply with social distancing	Students being put at increased risk of infection		<ul style="list-style-type: none"> Letter to parents about behaviour Lessons on school rules on return to school. Staff and pupils focus on school rules and behaviour policy to be used Lessons on school rules Children to be walked from point to point while being monitored 	2	2	4
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"> Letter to parents about behaviour Seating plans in place for all classes and available on sharepoint - https://isleeducationtrust.sharepoint.com/sites/EPA/Shared%20Documents/Forms/AllItems.aspx?viewid=1207aa0a%2Db5bd%2D4150%2Da140%2Daaa770218a64&id=%2Fsites%2FEPA%2FShared%20Documents%2FStaff%2FSeating%20Plans Teachers to remind daily about distancing Lessons on social distancing and expectations on return 	2	2	4
Queues for toilets and handwashing	Students risk of non-compliance with social distancing		<ul style="list-style-type: none"> Staff to remind children of distances floor markings available across the school Regular information and guidance given to all students by their class teacher to remind of what should be being done. Toilet passes in place to reduce numbers in toilets Monitoring of queues to ensure high quality behaviour A range of activities should be used to engage children while they are either waiting to go an wash their hands or on returning. Over use of Video/TV should not be the go-to activity in these cases 	2	2	4
Mental wellbeing	Staff and students being affected by the Covid:19 crisis and/or due to the loss of family and friends		<ul style="list-style-type: none"> Teams meetings Check ins SLT on sight Support help line available Sodexo help line available Open door with staff on concerns Questionnaires from trust Check-ins briefings Removal or shortening of staff meetings where required Time given back through inset / early closure at the end of half term Lateral flow testing available for all staff on a weekly basis 	1	4	4
Fire evacuation	Staff and students having Insufficient staff knowledge of fire procedures		<ul style="list-style-type: none"> EPA fire evacuation procedures not changed 	1	4	4
Statutory compliance	Staff and students		NA – See Trust level Document	1	4	4

	working in an unsafe environment				
Contractors and visitors	Staff and students being put at risk of harm		NA – See Trust level Document All visitors to sign in and provide a contact number Use track and trace scan Wear face coverings Visitors limited to bear minimum and must be approved by the Principal	1	3

This risk assessment is only to be used when signed and dated.

Signed:  Name : S Woolley Date 4/3/2021

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: 19 April 2021

Are existing control measures still satisfactory: Yes

Comments:

Signed _____ C Williamson _____ (Assessor)

Risk Rating Matrix

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"