



GREEN LANE PRIMARY ACADEMY



Activity/ Situation	WIDER OPENING OF SCHOOL FROM 8.6.20				
Location	GREEN LANE PRIMARY ACADEMY				
Persons at Risk	Pupils ☒	Employees ☒	Visitors ☒	Contractors ☒	
HAZARD(S)	✗ Social Distancing Measures Not Followed ✗ Inadequate Cleaning ✗ Shared Resources ✗ Staffing and Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection and PPE ✗ Visitors, Contractors and Spread of Coronavirus ✗ Inadequate Ventilation ✗ Fire and Intruder Alarms and Emergencies, Including Lockdown ✗ School Activities				
CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO	N/A
Social Distancing Measures Not Followed					
For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to	Early Years Foundation Stage Reception pupils only from 22.6.20	☒	☐	☐	
As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so	Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance	☒	☐	☐	
Classes with a maximum of 15 pupils per class and desks spaced 2m apart	DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020 DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings	☒	☒	☐	

	Capacity assessments undertaken for all classrooms. Most rooms have a capacity of 10 pupils.			
The number of children who use toilet facilities at any one time is limited to ensure social distancing is maintained	Break/lunch times staggered Pupils allowed to go to toilet during lesson time. Staff supervision Floor markings in place	☒	☐	☐
Children use the same classroom / area of school throughout the day	Pupils taught in 'bubbles' Other areas of the building and site timetabled	☒	☐	☐
Pupils are seated at the same desk each day	All equipment stored in personal tray	☒	☐	☐
Children and staff only mix in a small, consistent group or "bubble"	Daily timetable for each 'bubble' to ensure social distancing	☒	☐	☐
Children remain in the 'bubble' at all times each day. Different groups are not mixed during the day, or on subsequent days		☒	☐	☐
The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days	One teacher and TA assigned to a group	☒	☐	☐
Consideration given to which lessons or classroom activities could take place outdoors and these to be timetabled	Designated outdoor spaces provided for each 'bubble' Timetabling for PE etc. to ensure adherence to social distancing	☒	☐	☒
Multiple groups do not use play equipment simultaneously		☒	☐	☐
The timetable and selection of classroom/learning environment has been used to reduce movement around the school/outdoor environment		☒	☐	☐
Break times are staggered so that all children are not moving around the school at the same time	Timetable in place	☒	☐	☐
Lunchtime is staggered to maintain social distancing	Pupils reminded about social distancing. Pupils must wash their hands before eating. If the hall is used, enter in 'bubbles' maintaining social distancing. Tables cleaned between each group.	☒	☐	☐

	Lunch may be eaten in classrooms/outdoors ensuring hygiene procedures are followed. Packed lunches only to be provided by catering staff. Packed lunches from home – rigid boxes/disposable bags only.			
Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at reduced capacity	If groups take staggered breaks between lessons, these areas can be shared. Cleaning between groups is necessary.	☒	☐	☐
Consideration given to one-way circulation, or placing distance markers in corridors to keep groups apart as they move through school, where spaces are accessed by corridors	Distance markers used throughout the building. One-way circulation in corridor and entrance areas. Circulation of pupils will be supervised.	☒	☐	☐
Consideration given to children who may need additional support to follow these measures	Support from staff in 'bubble' for pupils requiring additional support.	☒	☐	☐
Drop-off and collection times staggered	Parents to be informed of timings for different year groups to avoid large groups on site at any time.	☒	☐	☐
Parents told that if their child needs to be accompanied to school, only one parent should attend	Siblings should not accompany parents when dropping off or picking up wherever possible. If they have to accompany a parent they must follow social distancing guidelines	☒	☐	☐
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Parents informed of protocols One way circulation introduced using Green Lane entrance only Signage in place to reinforce protocols	☒	☐	☐
Parents informed not to gather at entrance gates or doors, or enter the building (unless they have a pre-arranged appointment, which should be conducted following safely guidance)	Clear information for parents communicated before start date.	☒	☐	☐
External entrances to classrooms are used where practical	Y1 and Reception classroom doors used.	☒	☐	☐

Staff working in offices are adequately distanced	Capacity of office space assessed to maintain social distancing. Reception area to be accessed during designated times only. Contractors to visit by appointment only. Distance markers in place. Non-essential visits minimised. Lobby area used to communicate with all visitors to assess need to enter building.	☒	☐	☐
Numbers of staff using the staffroom are limited and use is staggered to ensure social distancing is maintained	Appropriate configuration of furniture in place. Timetabled breaks to minimise number of staff at any time. Cleaning during the day.	☒	☐	☐
Inadequate Cleaning				
Discuss with cleaning contractors and staff the additional cleaning requirements and agree additional hours to allow for this	Cleaning hours and priority cleaning discussed with Middlesbrough Council.	☒	☐	☐
Surfaces that children are touching are cleaned more regularly than normal	Cleaning materials in all rooms for cleaning of surfaces. Caretaker plan in place for additional cleaning during the day.	☒	☐	☐
Electronic entry systems and keypads are regularly sanitised and where possible after each use	Caretaker Plan to include all aspects of waste removal, sanitisation and hygiene	☒	☐	☐
Bins for tissues and other rubbish are emptied during the day		☒	☐	☐
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary		☒	☐	☐
Soap, hand sanitiser and disposable tissues are available in each room for both staff and pupil use		☒	☐	☐

Consideration given to how PE equipment is used ensuring it is appropriately cleaned between groups of children using it	Only equipment which can be easily cleaned in use	☒	☐	☐
Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children using it	Staff timetable to include cleaning of equipment after use	☒	☐	☐
Unnecessary items, particularly those that cannot be easily cleaned removed from classrooms and other learning environments	Teaching areas assessed and equipment placed in storage	☒	☐	☐
Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed	All items placed in storage	☒	☐	☐
Shared Resources				
Children requested not to bring personal items from home	Information communicated to parents	☒	☐	☐
Shared materials and surfaces are cleaned and disinfected more frequently and cleaning supplies available in all rooms to do this	All rooms supplied with cleaning products and PPE	☒	☐	☐
Staff not to take resources from school to home, including pupil's work		☒	☐	☐
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day		☒	☐	☐
Staffing and Spread of Coronavirus to Staff, Children and Families, Visitors and Contractors				
Children who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home	Information communicated to parents	☒	☐	☐
Staff who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions will continue working from home	Staff Risk assessments undertaken and staff identified to continue working from home	☒	☐	☐
Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued		☒	☐	☒
If a child or staff member lives in a household with someone who is extremely clinically vulnerable they are not expected to attend	Information communicated to parents and staff	☒	☐	☐

If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they should attend		☒	☐	☐
Access to PPE should be available where there is contact with a person showing symptoms of Covid-19.	All teaching areas and designated rooms have supplies of PPE	☒	☐	☐
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after Used tissues to be put in a bin immediately	Staff and pupils reminded of hygiene rules – Catch it/Bin It/Kill It. Message reinforced to pupils by staff Waste bins emptied during the day	☒	☐	☐
Clean clothing daily to minimise the risk of spreading the virus	Information communicated to parents and staff regarding clean clothing.	☒	☐	☐
Site User Becoming Unwell				
If anyone becomes unwell with a new, continuous cough or a high temperature, they must be sent home and advised to follow the COVID-19 guidance for households with possible coronavirus infection	COVID-19: guidance for households with possible coronavirus infection guidance	☒	☐	☐
If a child is awaiting collection, they should be moved to a room where they can be isolated behind a closed door, with appropriate adult supervision. Ideally, a window should be opened for ventilation.	Medical Room used to isolate any pupil and supervised by TA from 'bubble'	☒	☐	☐
If the child needs to go to the toilet whilst waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	TA to inform a member of Leadership Team or Office staff if toilet used. Cleaning to be carried out by caretaker or attendant cleaner.	☒	☐	☐
PPE should be worn by staff caring for the child while they await collection if a distance of 2m cannot be maintained (such as for a very young child or a child with complex needs)	See Inadequate Personal Protection & PPE section	☒	☐	☐
In an emergency, call 999 if the child or staff member is seriously ill, injured or their life is at risk.	Emergency protocols carried out.	☒	☐	☐
If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child/adult subsequently tests positive. They should wash	coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	☒	☐	☐

their hands thoroughly for 20 seconds after any contact with someone who is unwell				
Cleaning the affected area after someone with symptoms has left will reduce the risk of passing the infection on to other people		☒	☐	☐
Site User Developing Symptoms				
Children, parents, carers or any visitors, are told not to attend or enter the site if they are displaying any symptoms of coronavirus	Protocols communicated to parents	☒	☐	☐
If a child or staff member develops symptoms compatible with Coronavirus, they are sent home and advised to self-isolate for 7 days. Household members should self-isolate for 14 days.	All staff and pupils who are attending have access to testing. If any child or adult displays symptoms they must be tested as soon as possible.	☒	☐	☐
Where the child or staff member tests negative, they can return to school and household members can end their self-isolation	School must be informed of test outcomes as soon as they are known	☒	☐	☐
Where the child or staff member tests positive, the rest of their group, or `bubble` should be sent home and advised to self-isolate for 14 days	Other household members of the wider group, do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms	☒	☐	☐
Schools do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying Coronavirus.	If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days)	☒	☐	☐
Inadequate Hand Washing/Personal Hygiene				
Staff/pupils/caterers/cleaners etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking,	Hygiene protocols implemented throughout the building and site.	☒	☐	☐

using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean	Handwashing routines established. Where handwashing is not possible, hand sanitiser will be available.			
The 'catch it, bin it, kill it' approach is promoted	CATCH IT Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.  BIN IT Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.  KILL IT Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.  	☒	☐	☐
Hand wash with soap and water for a minimum of 20 seconds	coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	☒	☐	☐
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION		☒	☐	☐
Sinks and toilets will be regularly sanitised throughout the day	Cleaning carried out before/after school, after break and after lunchtime	☒	☐	☐
Hands must be dried properly to prevent infection	Pupils reminded about careful hand-washing and drying	☒	☐	☐
Inadequate Personal Protection and PPE				
PPE will need to be worn by a member of staff if a child or adult becomes unwell with symptoms of Coronavirus and needs direct personal care until they can return home. Disposable gloves, apron and face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	Adequate PPE is procured and available in all areas of the building. Government guidance is followed and staff instructed on safe wear and disposal	☒	☐	☐
Education settings should use their local supply chains to obtain PPE		☒	☐	☐
Visitors, Contractors and Spread of Coronavirus				

Visitors to the premises will be discouraged and all non-essential visits will be cancelled or postponed. Some meetings will be scheduled remotely.	Appointments must be made via the school office.	☒	☐	☐
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	Parents requiring the office will be able to visit the site via St Mary's Walk from 9.30am-2.30pm.	☒	☐	☐
Contractors to attend by agreement only after school is satisfied that it is essential for the visit to take place and that all required controls are in place to allow the work to continue safely	This will be managed in liaison with the Site Manager	☒	☐	☐
Contractors to provide updated risk assessment prior to a visit which includes their own controls regarding infection control	Time of visits to take place outside of school hours where possible. Ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits are essential requirements	☒	☐	☐
Inadequate Ventilation				
Ventilate spaces with outdoor air	Windows open in all rooms to allow flow of outdoor air	☒	☐	☐
Ensure regular airing with open windows		☒	☐	☐
Keep toilet ventilation in operation as much as possible while building is occupied		☒	☐	☐
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Site staff to manage door safety and cleaning of handles during the day	☒	☐	☐
Fire and Intruder Alarms and Emergencies, Including Lockdown				
All staff and pupils to undergo induction in the fire and emergency routines, accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary as more pupils start.	Evacuation procedures reviewed and communicated to staff and pupils First Aid protocols in place to manage all injuries which may occur.	☒	☐	☐
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by	Site Manager to prepare information to be given	☒	☐	☐

the senior designated member of staff and that details of emergency contacts for utilities are readily available	to all members of the SLT			
24-hour monitoring system in place for alarms security - the monitoring centre to be aware of any new emergency out of hours contact details	All security monitoring arrangements are in place, as previously arranged	☒	☐	☐
Are risks adequately controlled with existing and control measures		Yes ☒		No ☐
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes ☒		No ☐
ACTION PLAN		To be actioned by		
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Date	
DAILY REVIEW BY LEADERSHIP TEAM AND SITE TEAM		J.WALSH E. MCLEAN J.THACKSTONE C.FRENCH J.HUSSAIN A.DRURY	DAILY FROM 1.6.20	
REVIEW W/B 8.6.20 TO EVALUATE THE POSSIBILITY OF A SAFE RETURN FOR Y1 ON 15.6.20			8.6.20	
REVIEW W/B 15.6.20 TO EVALUATE THE POSSIBILITY OF A SAFE RETURN FOR RECEPTION ON 22.6.20			15.6.20	
LOCAL INFECTION RATE WILL BE REVIEWED WEEKLY AS DATA BECOMES AVAILABLE. MONITORING IN COLLABORATION WITH OTHER SCHOOLS IN TS5 AREA.			WEEKLY	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		High ☐	Med ☐	Low ☒
Is such a risk level deemed to be as low as reasonably practical?		Yes ☒		No ☐
Is activity still acceptable with this level of risk?		Yes ☒		No ☐
If no, has this been escalated to senior leadership team?		Yes ☐		No ☐
Assessor(s):	J.WALSH	Signature(s):	J.Walsh	
Position(s):	HEAD TEACHER			
Date:	1.6.20	Review Date:	WEEKLY FROM 1.6.20	
Distribution: GOVERNING BODY/ ALL SCHOOL STAFF				
ALL SCHOOL STAFF RETURN ON 4.6.20 AND WILL BE THOROUGHLY BRIEFED ON THE CONTENTS OF THIS RISK ASSESSMENT.				

ALL SAFETY MEASURES WILL BE EXPLAINED TO ENSURE CONSISTENCY IN ORDER TO REDUCE THE RISK OF INFECTION.

PUPILS WILL BE FULLY INFORMED OF MEASURES ON THEIR RETURN.

<i>Risk rating</i>	<i>Action</i>
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD	
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur
Major	RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence	Likely	
Moderate	RIDDOR reportable over 7 day injury	Possible	
Minor	Minor injury (requiring first aid)	Unlikely	
Insignificant	Minor injury	Remote	

POTENTIAL OUTCOME					
Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely
LIKELIHOOD					