GREEN LANE PRIMARY ACADEMY

Activity/ Situation	FULL RE-OPENING OF SCHOOL FROM 1.9.20			
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	☒	☐	☐
Classes with a maximum of 30 pupils per class and desks forward facing, where possible	DfE Guidance actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings	☒	☐	☐
The number of children who use toilet facilities at any one time is limited to ensure social distancing is maintained, where possible	Break/lunch times staggered Pupils allowed to go to toilet during lesson time. Staff supervision	☒	☐	☐
Children use the same classrooms / area of school throughout the day	Pupils taught in year group 'bubbles'	☒	☐	☐

	Other areas of the building and site timetabled			
Pupils allocated own pens/pencils	All equipment stored in personal tray	☒	☐	☐
Children and staff only mix in consistent group or year group "bubble"	Daily timetable for each 'bubble' to ensure social distancing. A record of pupils and staff contact for tracing purposes.	☒	☐	☐
Children remain in the year group `bubble` at all times each day. Different groups are not mixed during the day, or on subsequent days		☒	☐	☐
Teaching Teams are assigned to each year group bubble	Year group teams assigned. PPA and Cover Team will work between year groups.	☒	☐	☐
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	☒	☐	☐
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 and hygiene measures	Pupils reminded about social distancing. Pupils must wash their hands before eating. Tables cleaned between each bubble. Parents reminded about lunchbox hygiene.	☒	☐	☐
Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at reduced capacity where possible	Bubbles will take staggered breaks and lunchtimes - these areas can be shared. Cleaning between bubbles 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 where possible. 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 extended timings for start and end of day.	☒	☐	☐
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 at Green Lane entrance. Signage in place to reinforce protocols at all other entrances.	☒	☐	☐
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 September 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. Year team staff to clean tables and sink at the end of the morning session. 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 Class kits in place Staff timetable to include cleaning of equipment after 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		☒	☐	☐
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 to limit personal items from home	Information communicated to parents – coats, bags,	☒	☐	☐

	packed lunch boxes, water bottles allowed			
Shared materials and surfaces are cleaned and disinfected more frequently and cleaning supplies available in all rooms to do this	All classrooms supplied with cleaning products and PPE	☒	☐	☐
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				
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 (hall/medical room/staffrooms/office)	☒	☐	☐
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	☒	☐	☐
Government guidance and health advice followed	All staff briefed of any updates and changes to safety measures	☒	☐	☐
Engage in NHS Test and Trace process	All staff and parents are aware of how to book a test and be willing to provide details of those they have been in close contact with. Government Guidance: contacts-phe-health-protection-teams	☒	☐	☐
Engage with Local Health Protection Team	Contact made if/when someone has tested positive for Coronavirus. Staff and parents asked to inform school immediately if a positive test result is given.	☒	☐	☐

Site User Becoming Unwell

If anyone becomes unwell with a new, continuous cough, a high temperature or loses a sense of taste or smell, 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 or Butterflies Office 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 their hands thoroughly for 20 seconds after any contact with someone who is unwell	coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	☒	☐	☐
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 year group `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, 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	Hygiene protocols implemented throughout the building and site. Handwashing routines established. Where handwashing is not possible, hand sanitiser will be available. Signage in place throughout the building	☒	☐	☐

The 'catch it, bin it, kill it' approach is promoted		☒	☐	☐
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 Guidance stored in all boxes with PPE	☒	☐	☐
Visitors, Contractors and Spread of Coronavirus				
Visitors to the premises will be asked to adhere to all safety measures	Visitors will be given safety information on arrival and must follow all guidance whilst in the building and on site	☒	☐	☐
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 opened 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, to limit use of door handles and aid ventilation. All fire doors and exit doors must remain closed.	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 the senior designated member of staff and that details of emergency contacts for utilities are readily available	Site Manager to prepare information to be given 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 *so far as is reasonably practicable*	**Name**	**Date**
WEEKLY REVIEW BY LEADERSHIP TEAM AND SITE TEAM TO ENSURE CONTROLS ARE: • **EFFECTIVE** • **WORKING AS PLANNED**	**J.WALSH** **E. MCLEAN** **J.THACKSTONE** **C.FRENCH** **J.HALL** **J.HUSSAIN** **A.DRURY**	**WEEKLY FROM 1.9.20**
GOVERNMENT GUIDANCE FOLLOWED AND PROTOCOLS UPDATED AS NECESSARY		
MIDDLESBROUGH OUTBREAK PLAN IN PLACE		
LOCAL PUBLIC HEALTH ADVICE FOLLOWED		

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): **Position(s):**	**J.WALSH** **HEAD TEACHER**	**Signature(s):**	*J.Walsh*
Date:	**17.7.20**	**Review Date:**	**WEEKLY FROM 1.9.20**

Distribution: GOVERNING BODY/ ALL SCHOOL STAFF

ALL SCHOOL STAFF RETURNING ON 1.9.20 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.

Risk rating	*Action*
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	Less likely to occur

POTENTIAL OUTCOME

LIKELIHOOD