



# GREEN LANE PRIMARY ACADEMY



Activity/ Situation	SPRING TERM 2022				
Location	GREEN LANE PRIMARY ACADEMY				
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	
<b>HAZARD(S)</b>	<ul style="list-style-type: none"> <li>✗ Inadequate Cleaning</li> <li>✗ Shared Resources</li> <li>✗ Staffing and Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</li> <li>✗ Site User Becoming Unwell</li> <li>✗ Site User Developing Symptoms</li> <li>✗ Inadequate Hand Washing/Personal Hygiene</li> <li>✗ Inadequate Personal Protection and PPE</li> <li>✗ Visitors, Contractors and Spread of Coronavirus</li> <li>✗ Inadequate Ventilation</li> <li>✗ Fire and Intruder Alarms and Emergencies, Including Lockdown</li> <li>✗ School Activities</li> </ul>				
CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO	N/A
<b>Safety Measures Not Followed</b>					
Year group bubbles suspended	Activities in year groups only to continue where possible. Remote assemblies reintroduced.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children use the same classrooms where possible	Shared areas of the building and site continue to be timetabled. Where classroom areas are shared, cleaning of tables between groups/classes to continue. All occupied spaces to be well ventilated.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are provided with their own pencil case.	To reduce the sharing of equipment, personal pencil cases will be provided.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Consideration given to which lessons or classroom activities could take place outdoors	Timetabling for PE etc. to enable some social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, multiple groups do not use play equipment simultaneously.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered to minimise movement around school	Timetable in place for morning playtime.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunchtime timings and year group rota to resume	Pupils reminded about good hygiene. Pupils must wash their hands before eating. Tables cleaned between year groups. Good ventilation in all dining areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to children who may need additional support to follow these measures	Support from staff in year groups for pupils requiring additional support.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols to remain in place.	One-way circulation to remain in place using Green Lane and St Mary's Walk entrances. Signage in place to reinforce. Staggered home-time reintroduced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms continue to be used where practical.	Y1 and Reception classroom doors used to maintain a steady flow of pupils into and out of the building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working in offices are adequately distanced	Capacity of office space maintained to enable social distancing. Contractors to visit by appointment only. Distance markers in place. Face coverings required. Non-essential visits restricted. Lobby area used to communicate with all visitors to assess need to enter building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of staff using the staffroom is limited and use is staggered to ensure social distancing is maintained	Appropriate configuration of furniture in place. Timetabled morning breaks to minimise number of staff at any time. Additional cleaning during the day – recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings to be worn by staff in communal areas of the building and on the playground at the start and end of the day.	Face masks and visors are available for use by all staff as part of PPE provision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning</b>				
Contracted cleaning hours to continue and appropriate cleaning regimes in place	Cleaning hours and priority cleaning discussed with Middlesbrough Council.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that children are touching are cleaned more regularly than normal	Cleaning materials in all rooms for cleaning of surfaces. Tables to be cleaned at the end of the morning session.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised. Users reminded to sanitise hands before use	Caretaker Plan to include all aspects of waste removal, sanitisation and hygiene	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied during the day where necessary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soap, hand sanitiser and disposable tissues are available in each room for both staff and pupil use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how PE equipment is used ensuring it is appropriately cleaned between groups of children using it	Staff timetable to include cleaning of equipment after use where necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils to wash/sanitise hands before and after using outdoor equipment.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Shared Resources</b>				
Children requested not to bring personal items from home	Information communicated to parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staffing and Spread of Coronavirus to Staff, Children and Families, Visitors and Contractors</b>				
Information communicated to parents	Regular updates sent to parents via the ParentApp. Risk Assessment available on website from start of term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff identified as clinically extremely vulnerable to resume normal working arrangements	Staff Risk assessments reviewed and adjustments made if appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information communicated to staff	Risk Assessment communicated to staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All teaching areas and designated rooms have supplies of PPE	PPE available for all staff and visitors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All occupied spaces are well ventilated and a comfortable teaching environment is maintained	Windows opened to enable a fresh air flow. Rooms assessed to ensure adequate natural ventilation. CO2 monitors to be used to identify where ventilation needs to be improved. (Gov't funded initiative).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 where necessary	Control measures in place which reflect latest government guidance:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• Good hygiene for everyone</li> <li>• Maintain appropriate cleaning regimes</li> <li>• Keep occupied spaces well ventilated</li> <li>• Follow public health advice on testing, self-isolation and managing confirmed cases</li> </ul>			
Home testing for all staff in place and information communicated to NHS website.	Lateral Flow tests available to all staff for home testing twice weekly. Protocols for testing implemented including informing NHS Track and Trace.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Becoming Unwell</b>				
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 latest COVID-19 guidance for households with possible coronavirus infection	<a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. A window should be opened for ventilation.	Medical Room used to isolate any pupil and supervised by staff member from bubble.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Staff member to inform a member of Leadership Team or Office staff if toilet used. Cleaning to be carried out by caretaker or attendant cleaner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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</p>	<p>All recommended procedures are in place. Protocols established when dealing with possible Covid cases.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Cleaning the affected area after someone with symptoms has left will reduce the risk of passing the infection on to other people</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Site User Developing Symptoms</b></p>				
<p>Children, parents, carers or any visitors, are told not to attend or enter the site if they are displaying any symptoms of coronavirus</p>	<p>Protocols communicated to parents</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a child or staff member develops symptoms compatible with Coronavirus, they are sent home and advised to arrange a PCR test. Household members no longer need to isolate.</p>	<p>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. A PCR test should be booked for anyone displaying symptoms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where the child or staff member tests negative, and they are well, they can return to school</p>	<p>School must be informed of test outcomes as soon as they are known</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where the child or staff member tests positive, close contacts should be identified but do not need to isolate.</p>	<p>Close contacts of the positive case do not need to self-isolate, unless they subsequently develop symptoms. Close contacts will be informed and daily LFD tests are recommended.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Routine testing of an individual's temperature is not a reliable method for identifying Coronavirus. Temperature may be taken as a precaution when a child or staff member is presenting symptoms.</p>	<p>If anyone in a household develops Covid symptoms, including a high temperature, they are advised to follow Public Health guidance</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	– arrange a PCR test as soon as possible and isolate until the result is confirmed. Other members of the household do not need to isolate.			
<b>Inadequate Hand Washing/Personal Hygiene</b>				
Staff/pupils/caterers/cleaners etc. will be reminded to wash/sanitise their hands on arrival at the premises, before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities, 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		<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is promoted to maintain good respiratory hygiene			<input type="checkbox"/>	<input type="checkbox"/>
Hand wash with soap and water for a minimum of 20 seconds			<input type="checkbox"/>	<input type="checkbox"/>
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 <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b>	All protocols for hand hygiene established.		<input type="checkbox"/>	<input type="checkbox"/>
Sinks and toilets will be regularly sanitised throughout the day	Cleaning carried out before/after school, and after lunchtime		<input type="checkbox"/>	<input type="checkbox"/>
Hands must be dried properly to prevent infection	Pupils reminded about careful hand-washing and drying		<input type="checkbox"/>	<input type="checkbox"/>


<b>Inadequate Personal Protection and PPE</b>				
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Government guidance is followed and staff instructed on safe wear and disposal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Visitors, Contractors and Spread of Coronavirus</b>				
Visitors and contractors should make pre-arranged appointments where possible. Visitors will be required to follow safety protocols	Appointments should be made via the school office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Parents requiring the office will be able to visit the site via St Mary's Walk. All visitors will be required to wear a face covering before entering the building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement after school is satisfied that all required controls are in place to allow the work to continue safely	This will be managed in liaison with the Site Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to a visit which includes their own controls regarding infection control. Essential works only to be arranged.	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



All spaces ventilated with a flow of outdoor air where possible, whilst maintaining a comfortable teaching environment. CO2 monitors in place to support the management of adequate ventilation.	Windows open in all rooms to allow flow of outdoor air.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	CO2 monitors and tracking sheets in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical ventilation systems to be adjusted to full fresh air	System assessed to ensure ventilation of fresh air is maximised and only fresh air is circulated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All rooms assessed to ensure good ventilation	Site Manager to monitor ventilation. CO2 monitors to be used to identify where ventilation needs to be improved. Readings used to identify rooms which require improved ventilation. DfE guidance implemented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire and Intruder Alarms and Emergencies, Including Lockdown</b>				
All staff and pupils to routinely practice fire and emergency routines, accident/first aid procedures and lockdown procedures. Repeat as necessary.	Evacuation procedures communicated to staff and pupils First Aid protocols in place to manage all injuries which may occur.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are risks adequately controlled with existing and control measures		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>ACTION PLAN</b>		<b>To be actioned by</b>	
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		<b>Name</b>	<b>Date</b>
		J.WALSH	
		E. MCLEAN	
		J.THACKSTONE	
		C.FRENCH	
		J.HUSSAIN	
		G.WAITE	
<b>LOCAL INFECTION RATE WILL BE REVIEWED REGULARLY AS DATA BECOMES AVAILABLE AND MEASURES TO BE STEPPED UP OR DOWN AS DIRECTED BY PUBLIC HEALTH</b>			
<b>WEEKLY REVIEW</b>			
State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Assessor(s):</b>	J.WALSH	<b>Signature(s):</b>	<i>J.Walsh</i>
<b>Position(s):</b>	HEAD TEACHER		
<b>Date:</b>	4.1.22	<b>Review Date:</b>	<b>WEEKLY FROM 4.1.22</b>
<b>Distribution: GOVERNING BODY/ ALL SCHOOL STAFF</b>			
<b>CONTROL MEASURES WILL BE REVIEWED DAILY TO ENSURE RISK LEVELS ARE AS LOW AS REASONABLY PRACTICAL.</b>			

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

POTENTIAL OUTCOME		LIKELIHOOD		POTENTIAL OUTCOME					
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					
				Remote	Unlikely	Possible	Likely	Highly Likely	

**LIKELIHOOD**