

## Wreake Valley Academy RE OPENING RISK ASSESSMENT

<b>Activities Covered by this Assessment</b>	Re-opening of schools during COVID 19 (24 <sup>th</sup> Aug 2020 onwards) Updated 2 <sup>nd</sup> November 2020		
<b>Location</b>	Wreake Valley Academy	<b>Organisation</b>	Bradgate Ed Partnership

Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers if appropriate

**This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures.**

**Once completed, please ensure final risk ratings are added.**

Every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. As a trust we have worked collaboratively with heads in order to consult on health and safety matters relating to opening. SLT in turn consult with school colleagues, best placed to understand the risks in individual settings.

If a person becomes unwell during the day the school will refer to government guidance found [here](#).

**Attendance:** No one with symptoms should attend a setting for any reason. All children are required to attend. Any children required to continue to shield should have written evidence from their GP. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. Please inform the Trust and discuss scenario prior to informing staff and parents.



It is advised that schools carry out an inspection of the premises before opening and use the Trust documents to record the findings:

- 1.LA Re-Opening Risk Assessment   2.Academy Deep Cleaning Schedule   3.Deep Cleaning for Influenza Risk Assessment   4.BAME Risk Assessment
- 5.BEP Academy Re-Opening Plan   6.COVID Re-Opening Checklist

## Wreake Valley Academy RE OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
<b>Staff exiting cars in staff car park</b>	Staff, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Staff are encouraged to cycle or walk to work.</li> <li>Courtesy when alighting cars to maintain 2m distance (where possible)</li> </ul>	M	M	M	PO to monitor situation and share concerns of inappropriate car park usage.	M	L	L	School	24/8/20	Done 20/8/20
<b>Visitors to site</b>	Staff, pupils, parents/carer, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Visitors to site are restricted.</li> <li>Only visitors with prearranged appointments are allowed on site.</li> <li>Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site.</li> <li>Visitors asked to wash hands before entering school.</li> <li>Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow.</li> </ul>	H	M	H	If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the <a href="#">COVID-19:Guidance for households with possible infection guidance</a> .	H	L	M	Note on website and school gates. Receptionist trained	24/8/20	Done – information sheets to be placed in reception when it is built
<b>Social distancing not being carried out at drop off time.</b>	Staff, pupils, parents/carer, visitors and contractors.	<ul style="list-style-type: none"> <li>Drop off / collection times are staggered.</li> <li>Arrangements for drop off are communicated to staff, pupils and</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Queuing systems and marking on pathways will be in place where traffic is likely to be high.</li> </ul>	H	L	M	School-Staggered start to the	24/8/20	Done 20/8/20

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	<i>Reduced infection control which may result in spread of COVID19</i>	<p>parents/carer in advance.</p> <ul style="list-style-type: none"> <li>Only one parent/carer attends the school.</li> <li>Access to site and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site.</li> <li>Direct access to the pupils allocated classroom is available. i.e. final emergency exits.</li> <li>One-way systems are used around the site, where possible.</li> <li>Signage is installed i.e.</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <ul style="list-style-type: none"> <li>Parents / carers made aware that gathering outside school – <b>keep 1m+ where possible.</b></li> </ul>				<ul style="list-style-type: none"> <li>Year groups given specific outside areas to gather in.</li> <li>Modification to school timetable to reduce movement to 3 times during a school day. Staggered start and end to break and lunch to reduce congestion in the corridors</li> <li>One way systems to be implemented if needed when school moves to the normal timetable</li> <li>Parents to be informed that only one parent to pick up and drop of students</li> </ul>				term. Letter to parents .		
<b>Use of cloakroom/toilet areas</b>	<p>Staff and pupils</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>Pupils <b>are now able to wear school uniforms.</b></li> <li>Handwashing follows guidance for take into account the NHS guidance found on this <a href="#">link</a>:</li> <li>Space out pegs so that coats/ bags</li> </ul>	M	M	M	<p>Martin Budd to organise regular checks of cloakroom/toilet areas at intervals during the day.</p> <p>Check handwashing / coughs and sneezes posters are displayed</p>	M	L	L	<p>School Martin Budd</p> <p>Admin Team</p>	<p>24/8/20</p> <p>24/8/20</p>	<p>Done – additional information</p>

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		aren't touching. • NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. • Monitor toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls), where possible.				after building work is completed						posters to be placed in the foyer once it is built!
<b>Social distancing not being carried out within the classroom.</b>	Staff, pupils, visitors and contractors.	• Arrangements for the day are communicated to staff, pupils and parents/carer.	H	M	H	-Stagger year groups into and out of school. Access to the	H	L	M	School – SLT / Heads	From 24/8/20	Done 20/8/20

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	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Staff and pupils remain in <b>class bubble / Yr group bubbles</b>.</li> <li>Teachers (and other staff) are allocated to a <b>class bubble</b> and remain with their allocated group, as far as possible, during the day and throughout the whole week.</li> <li>The group distance themselves from other groups, where possible.</li> <li>Desks are placed as far apart as possible, <b>forward facing</b>.</li> <li>Surplus chairs stacked and removed from circulation/room.</li> <li>Pupils are allocated a desk and are seated for extended periods / day if possible.</li> <li>Pupils remain in the same classroom throughout the day, where possible.</li> <li>Classrooms are ventilated using natural ventilation (opening windows) or ventilation unit</li> <li>Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</li> </ul>				<p>school canteen staggered</p> <p>Each Year group has been given a designated in door and outdoor area</p> <p>All classrooms arranged with desks facing forwards</p> <p>Seating plans in place for all groups</p> <p>Reduction in movement of students during the school day. Doors and windows (managed by staff in colder weather) to classrooms opened</p> <p>Students and adults to wear masks moving around the building of it they have to be closer than 1 meter (from 2<sup>nd</sup> Nov)</p>				<p>of Year</p> <p>Class teacher</p> <p>SLT</p>	<p>26/8/20</p> <p>26/8/20</p>	<p>Done 20/8/20</p> <p>Done 20/8/20</p> <p>Done 20/8/20</p>

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		<ul style="list-style-type: none"> <li>Pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>Pupils informed that they must use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul>				Students to bring additional warm clothes to wear in lessons						Done 20/8/20  Messages to be reiterated frequently
Sharing equipment	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils do not share equipment, where possible.</li> <li>Pupils given writing implements and forbidden from using other pupil's equipment.</li> <li>Teaching resources are minimized</li> <li>Soft toys and furnishings that are difficult to clean are removed from the classroom before the school reopens.</li> <li>Small, intricate items that are difficult to clean are removed from the classroom before the school reopens.</li> </ul>	H	L	M	Students to bring own equipment to school including apron for DT, calculator and coloured pencils. Teachers to designate group bubble of equipment. Any equipment used by groups sanitised before being used by others in the year group	H	L	M	Class teachers	26/8/20	Arrangements in place and on going

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Social distancing not being carried out at break times	Staff, pupils, visitors and contractors  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Break times are staggered, and timings identified and communicated.</li> <li>Pupils to wash hands before and after eating/drinking.</li> <li>Food is not shared (<b>pupils or STAFF</b>)</li> <li><b>Class groups are</b> maintained and not mixed.</li> <li>Movement around school via a one-way system where possible.</li> <li>Allocation of dedicated areas outside for small groups.</li> <li>Levels of supervision considered, and additional information given to supervisors.</li> <li>Procedures identified when First Aid is required.</li> <li>Activities considered, and the range of equipment reduced to minimise risk.</li> <li>Arrangements for the cleaning of equipment following activities/between <b>class groups</b>.</li> <li>Arrangements for 'wet breaks' considered.</li> <li>Use of toilets to ensure that social distancing is maintained as far as</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Staff observe Social Distancing during break times and minimise movement around school</li> <li>Year groups given designated areas and staggered in and out of the school.</li> <li>Year 7 to enter the site by the side gate separate entrance to avoid contact</li> <li>Students to be given year group zones for break/lunch and wet breaks</li> </ul>	H	L	M	School – Heads of Dept / Heads of Year	24/8/20	Done 20/8/20
						Class teachers escort groups at beginning and end of sessions				Heads of Dept / Heads of Year	26/8/20	
						SLT / HoYs contacted to assist classteachers for first aid and other reasons students may need to leave the classroom				Class teacher	26/8/20	
						Desks, chairs and equipment to be wiped down at the end of each session. Goggles to be fully						

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		practicable, consider how numbers using the facilities will be monitored. <ul style="list-style-type: none"> <li>Hand washing arrangements/use of sanitiser provision.</li> <li>Flexibility on length of breaks</li> <li>How these periods are monitored for effectiveness and how issues are reported.</li> </ul>				sanitised after each use and only to be used once per day Student hands to be sanitised as they leave the classroom and before food  Procedures to be reviewed 28/8/20 and after 10 working days				SLT	28/8/20	
<b>Social distancing not being carried out at lunch time</b>	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose.</li> <li>Hand cleaning facilities to be available upon entering and exiting the hall/dining area.</li> <li>Pupils to enter hall/dining area/classroom within their small groups maintaining social distancing.</li> <li>Tables to be cleaned between group use (<i>e.g. dining tables</i>)</li> <li>Communication with catering provider (External or LTS Catering).</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Catering provider (external provider or LTS) has own risk assessment which is shared with school.</li> <li>Hands are sanitised before Break and Lunch</li> <li>Students to bring packed lunches and to eat in own designated areas</li> <li>Students are able to access the canteen accompanied by a member of the SLT</li> <li>Breaktime Year 10 and 11</li> </ul>				Class teacher	26/8/20	Done 20/8/20





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		<ul style="list-style-type: none"> <li>Layout of tables and areas for hot dinners with numbers calculated to maintain <b><i>the best possible</i></b> social distancing.</li> <li>Procedures for the serving of hot dinners/packed meal to maintain social distancing, including queuing system and floor marking.</li> <li>Cutlery and plates etc. not to be shared.</li> <li>Halls /dining area/ classroom is well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>If hot food provided: <ul style="list-style-type: none"> <li>children demonstrated process for queuing and getting their food.</li> <li>Airplane trays to be used to keep all foods in one place.</li> <li>finished trays to be cleared and stacked by children as normal routine. – Younger children to be guided as appropriate.</li> </ul> </li> <li>If cold packed meal provided:</li> </ul>				<p>Lunchtime Years 7-9. Students eat outside</p> <ul style="list-style-type: none"> <li>Information shared with kitchen staff</li> </ul> <p>Students queue in year groups. Trays are used and then handed back to kitchen staff for sanitising.</p> <ul style="list-style-type: none"> <li>Packed lunches to be picked up from school kitchens. Information to be communicated to parents</li> </ul>				<p>Lunchtime supervisors</p> <p>SLT</p> <p>Kitchen staff</p>	<p>26/8/20</p> <p>Reviews from 14/9/20</p> <p>26/8/20</p>	<p>Done 20/8/20</p>

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		<ul style="list-style-type: none"> <li>- children demonstrated process for queuing and getting their food.</li> <li>- Children bring in packed lunch</li> <li>- Children eat outside observing Social Distancing when weather and temperature allows.</li> <li>- finished bags to be cleared and disposed of by children as normal routine.</li> <li>- Younger children to be guided as appropriate.</li> <li>• If packed lunch from home:               <ul style="list-style-type: none"> <li>- Consider the arrangements for packed lunches. If this is not possible within their own small group in the classroom then is there another area possible.</li> </ul> </li> <li>• Cleaning of tables and chairs/benches completed when children are finished, and food is consumed.</li> <li>• Cleaning regimes to be established for after eating packed lunches, wherever this may be</li> </ul>				<p>and students.</p> <ul style="list-style-type: none"> <li>• Students to consume packed lunches and purchased foods in designated areas</li> <li>• Students consume packed lunches in designated areas</li> <li>• Litter bins to be provided in each designated area. Areas to be swept by premises staff after break and lunch</li> </ul>				<p>Lunch time supervisors</p> <p>Premises staff</p>	<p>26/8/20</p> <p>26/8/20</p> <p>26/8/20</p>	<p>Done 20/8/20</p> <p>Done 20/8/20</p>

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<b>Social distancing not being carried out at pick up</b>	Staff, pupils, parents/carer, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pick up times are staggered.</li> <li>Arrangements for pick up are communicated to staff, pupils and parents/carer in advance.</li> <li>Only one parent/carer attends the school.</li> <li>Egress to schools and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site.</li> <li>Direct egress to the pupils allocated classroom is available. i.e. final emergency exits.</li> <li>One-way systems are used around the site, where possible.</li> <li>Signage is installed i.e.  </li> <li>Parents / carers made aware that gathering outside school at drop off times is to be avoided.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Queuing systems and marking on pathways will be in place where traffic is likely to be high.</li> <li>Staggered end to the school day to disperse students. Students informed to not to wait for other students. Information shared with staff and parents</li> </ul>	H	L	M	School - SLT	26/8/20	Done 20/8/20

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<b>Outdoor play/PE</b>	Staff and pupils  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Sports equipment is cleaned and disinfected between each group of users or not used</li> <li>Teacher / support colleagues ensure social distancing is in place.</li> <li>Only allow one class/group within an outside area any one time.</li> <li>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>Curriculum amended where needed (i.e. Outdoors where possible).</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Manage toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls).</li> </ul>	H	L	M	School SLT Heads of Year Premises Teams	26/8/20	Done 20/8/20
<b>Carrying out 1<sup>st</sup> aid</b>	First Aider Person being treated by the first aider. (Carrying out 1 <sup>st</sup> aid may require the 2mtr social distancing rule to be broken)	<ul style="list-style-type: none"> <li>A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John's ambulance <a href="#">guidance</a></li> <li>If a child presents symptoms of COVID-19 they will be isolated in the medical room/first aid in the electronics room in the design area. The toilet near Martin Budd's office</li> </ul>	H	M	H		H	L	M	School – SLT First Aiders	24/8/20	Done 20/8/20
						Covid First Aid Room – Old						

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	<p>This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>will be used if needed and then locked for cleaning. area away from people and parents called to collect them.</p> <ul style="list-style-type: none"> <li>• If an adult presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents and will be asked to go home and Social Distance as per Gov.uk <a href="#">guidance</a>.</li> <li>• Persons who have symptoms will isolate for 7 days and will not be in school.</li> <li>• The first aider will wash their hands for at least 20 seconds with soap and water.</li> <li>• Nitrile Gloves conforming BSEN455 will be worn to deliver first aid.</li> <li>• Latex gloves will be avoided to remove the risk of allergic reaction.</li> <li>• The first aider will cover any cuts on their hands with waterproof plasters.</li> <li>• The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>• The first aider will avoid touching any</li> </ul>				Electronics Room in Design. Designated toilet – next to the print room						

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		part of a dressing that will come in contact with a wound. <ul style="list-style-type: none"> <li>The first aider will wear goggles conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes.</li> <li>After each first aid treatment is given all equipment and surfaces, including goggles used will be cleaned down using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected.</li> <li>After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin.</li> <li>where possible, all spaces should be well ventilated using natural</li> </ul>										

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		ventilation (opening windows) or ventilation units. In colder weather staff will manage the ventilation by closing some windows. <ul style="list-style-type: none"> <li>prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid.</li> <li>First aiders have been given information on how to correctly don and doff their PPE.</li> <li>No food will be stored or eaten in the medical/first aid room.</li> <li>After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work.</li> <li>There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of</li> </ul>										

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		the building.										
Intimate care	Staff and pupils  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</li> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will <b>not</b> be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li>Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive</li> </ul>	H	M	H	N/A	H	L	M	School		



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Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
		<p>their care in the same way, using the same PPE as they have always done for this task. This PPE may include:</p> <p style="color: magenta;">[delete as appropriate] Gloves / Goggles Apron / Mask / Visor</p> <ul style="list-style-type: none"> <li>If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. The surgical masks used conform to <b>BS EN 14683:2019 Type IIR</b>.</li> <li>After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin.</li> <li>If contact with the unwell child or young person is necessary, then</li> </ul>										

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
		nitrile/latex disposable gloves, a disposable apron and a fluid-resistant surgical 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.										
Social distancing not being carried out during the use of Staff facilities	Staff, pupils, visitors and contractors  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Staff rooms are used dependent on number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible</li> <li>Additional rooms are allocated when numbers impact on not being able to Social Distance in staff rooms.</li> <li>Break times are staggered to reduce numbers in the room.</li> <li>Staff are reminded to wash hands before and after using the staff room facilities.</li> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Use of signs to inform of hand</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Students to have supervised access to water fountains during lesson time</li> <li>Staff room laid out to ensure social distancing</li> <li>Staff meetings to be kept to a minimum and social distancing to be ensured</li> <li>Department Staff Bubbles to be formed</li> <li>Department Bubble Tea and Coffee making facilities can be shared</li> <li>Staff will not use planning rooms</li> </ul>	H	L	M	School	24/8/20	Done 20/8/20
										HoFs	24/8/20	

## Wreake Valley Academy RE OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
		washing prior to entering/using facilities. <ul style="list-style-type: none"> <li>Shared crockery and cutlery is removed and staff use the same equipment as required.</li> <li>Reusable sponges are removed</li> <li>Surfaces are wiped down between use and door handles cleaned</li> <li>Dishwasher is used to clean crockery and cutlery where possible.</li> <li>Water dispenser procedures have been modified to ensure no cross contamination.</li> <li><b>Staff wont share food / snacks.</b></li> </ul>										
<b>Social distancing not being carried out during Catering provision</b>	Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Robust communication links with hot meal provider established.</li> <li>Meeting in preparation of re-opening to confirm operational controls</li> <li>Hand cleaning facilities available upon entering hall and when leaving</li> <li>Procedures established for mealtimes and information communicated to staff and pupils.</li> <li>Pupils' food allergy information is up to date</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Hot meals not to be offered in the first instance</li> <li>Only use packed lunches</li> <li>No additional non school staff used</li> <li>Makes possible tracing easier in the event of COVID situation</li> </ul>	H	L	M	School Kitchen	26/8/20	20/8/20

## Wreake Valley Academy RE OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		<ul style="list-style-type: none"> <li>Delivery arrangements in place for meals not cooked on site to maintain social distancing</li> <li>After service collection arrangements for containers (Communication with provider)</li> <li>Service arrangements</li> <li>Facilities to stagger service times to avoid congestion and contact</li> <li>Staffing required to extend service times (Internal and external staffing)</li> <li>Clearing of dining room following service including equipment used and the cleaning of that equipment including chairs, tables and door handles</li> <li>Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons)</li> </ul>				<ul style="list-style-type: none"> <li>N/A</li> <li>N/A</li> <li>N/A</li> <li>N/A</li> <li>N/A</li> </ul>						
<b>Assembly</b>	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Whole school assemblies/Collective Worship will not take place.</li> <li>Head/teaching staff addresses individual groups, within their classroom.</li> </ul>	M	L	L	Information to be disseminated by SLT visits to classes and Daily Bulletin to be read out by session 3 teachers	M	L	L	School – SLT, Admin staff and	26/8/20	20/8/20

## Wreake Valley Academy RE OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
										class teachers		
<b>Cleaning</b>	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>A detailed cleaning schedule will be implemented throughout the school, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</li> <li>Hard surfaces to be cleaned with soap and water prior to disinfecting.</li> <li>Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected.</li> <li>Extra attention is given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>Hand towels and hand wash are checked and replaced as needed by</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Academy cleaning schedule circulate to support enhanced clean.</li> <li>School will amend cleaning schedules to enhance cleaning within the school day</li> </ul>	H	L	M	Martin Budd	24/8/20	20/8/20

## Wreake Valley Academy RE OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		the Premises Officer and cleaning staff. <ul style="list-style-type: none"> <li>Enhanced cleaning regimes in place for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>Only cleaning products supplied by the school are used.</li> <li>Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used.</li> <li>PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used.</li> <li>Bins for tissues are emptied throughout the day</li> <li>Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip.</li> </ul>										
Carrying out daily building maintenance	Staff and pupils.  <i>Reduced infection control which may result in spread of</i>	<ul style="list-style-type: none"> <li>General maintenance is carried out when the school is closed to staff and pupils. (See Lone Working risk assessment).</li> <li>Only essential maintenance is carried</li> </ul>	M	M	L		M	M	L	Martin Budd	24/8/20	20/8/20

## Wreake Valley Academy RE OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
	COVID19	<ul style="list-style-type: none"> <li>out during school opening hours.</li> <li>Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off.</li> <li>Social distancing is maintained throughout working procedures.</li> </ul>										
Contractors working on site	Staff, pupils, parents/carer, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Contracted work is carried out when the school is closed to staff and pupils.</li> <li>Any documentation required is sent/received prior to the contractor arriving on site.</li> <li>Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences.</li> </ul>	M	M	L		M	M	L	Martin Budd/ Tim Marston	24/8/20	20/8/20
Emergency procedures	Staff, pupils, parents/carer, visitors and contractors.	<ul style="list-style-type: none"> <li>Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building.</li> <li>Emergency evacuations take place</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Display emergency evac procedures in each classroom</li> <li>Trust Estates manager to clarify and review</li> </ul>	H	L	M	School	24/8/20	20/8/20

## Wreake Valley Academy RE OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
	<i>Reduced infection control which may result in spread of COVID19</i>	following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence). <ul style="list-style-type: none"> <li>Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable.</li> <li></li> </ul>				independently <ul style="list-style-type: none"> <li>Well signed Fire Safety point</li> <li>Safeguarding information given to all visitors</li> </ul>						
<b>Use of public transport/school taxis</b>	Staff, pupils, parents/carer, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils are encouraged to cycle or walk to work.</li> <li>Robust communication links established with transport provider.</li> <li>Pupils and staff aware of taxi procedures and follow Social Distancing as appropriate</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Contact with school and public transport providers</li> <li>Information communicated to parents</li> </ul>	H	M	H	Rachae I Boyall / SLT	21/8/20	20/8/20

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

- source: <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>



## Wreake Valley Academy RE OPENING RISK ASSESSMENT

- Hand wash video <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- Guidance for education and childcare settings on how to implement social distancing <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- Source NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- COVID-19: cleaning in non-healthcare settings: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- St. John Ambulance Covid-19: advice for first aiders: <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- Conducting a SEND risk assessment during the coronavirus outbreak: <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- HSE. Talking with your workers about preventing coronavirus: <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

During this activity, what could go wrong resulting in an emergency situation?

1. Child displays symptoms with CV19
2. Child from teaching group who has been sent home becomes confirmed case.
3. Staff becoming ill and self-isolating.

## Wreake Valley Academy RE OPENING RISK ASSESSMENT

How could this emergency situation be prevented / controlled?	<ol style="list-style-type: none"> <li>1. Isolate child until collected.</li> <li>2. All children in that teaching group to be sent home and told to self-isolate for 14 days.</li> <li>3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.</li> </ol>
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	<ol style="list-style-type: none"> <li>1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn.</li> <li>2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording.</li> <li>3. Follow guidance: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> Consider reallocating staff or capacity of school to remain open. Consult Trust on closure and inform LEA.</li> </ol>
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.

Risk Assessor (s) Name(s):	Tim Marston	Risk Assessor(s) Signature (S):		
	Nicola Morland			
	Martin Budd			
Authorised By:		Authoriser Signature:		<b>Initial</b>
Date Conducted:		Date of Next Review:		
		Date of Review:		

## Wreake Valley Academy RE OPENING RISK ASSESSMENT

Date of Review:		
Date of Review:		
Date of Review:		

Potential Severity of Harm	<b>High</b> Death, paralysis, long term serious ill health.	<b>Medium</b>	<b>High</b>	<b>High</b>
	<b>Medium</b> An injury requiring further medical assistance or is a RIDDOR incident.	<b>Low</b>	<b>Medium</b>	<b>High</b>
	<b>Low</b> Minor injuries not resulting in any first aid or absence from work.	<b>Low</b>	<b>Low</b>	<b>Medium</b>
		<b>Low</b> The event is unlikely to happen.	<b>Medium</b> It is fairly likely to happen.	<b>High</b> It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
<b>Low</b>	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.

## Wreake Valley Academy RE OPENING RISK ASSESSMENT

<b>Medium</b>	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
<b>High</b>	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a <b>High</b> , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.