

# Greenway Academy

## School reopening: risk assessment

---

This risk assessment is based on current (as at 28 May 2020) government guidance:

- › [Actions for education settings to prepare for wider opening](#)
- › [Implementing preventative measures in education settings](#)
- › [Planning guide for early years and childcare settings](#)
- › [Planning guide for primary schools](#)
- › [Guidance for secondary school provision](#)
- › [Safe working in education settings](#)

The school is offering, based on the staff and space available which keeps children and adults safe in school:-

- › 9 Year 6 Learning Pods for 10 children each
- › 3 Key Worker Offer pods for 10 children
- › 1 additional Year 6 Key Worker pod (Fridays only).

Risk Assessments have been completed (and logged on CPOMS) for all children with complex needs.

The school interior plan has been adjusted to reflect new arrangements (see Notice Board)

The school exterior plan has been adjusted to reflect new arrangements (see Notice Board)

Staff handbook has been reissued, along with parent guidance (see Notice Board)

Policy Updates: Child Protection, Fire, Behaviour for Learning, Exclusions, SEN (see Notice Board)

Staff representation has been involved in the planning, design and implementation of School Life with Covid-19.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official <a href="#">self-isolation guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a>, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>Isolation Room in place</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p>	<p>Headteacher</p> <p>Office Manager</p> <p>Headteacher</p> <p>Caretaker</p> <p>Headteacher/SLT/ School Office Manager</p> <p>Headteacher</p>	<p>1/6/20</p> <p>1/6/20</p> <p>1/6/20</p> <p>1/6/20</p> <p>1/6/20</p> <p>1/6/20</p>	<p>Staff Handbook updated</p> <p>Parent Guide for returning pupils in place</p> <p>PPE equipment available</p> <p>All staff First Aid trained</p> <p>Staff Training for use</p> <p>Space already in Existence from pre-lockdown.</p> <p>PPE equipment located in room</p> <p>Room deep cleaned</p> <p>Used PPE equipment must be double bagged for disposal</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> <li>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home and advised to self-isolate for 14 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p>	<p>Headteacher</p> <p>Caretaker</p> <p>Headteacher</p> <p>Headteacher</p>	<p>1/6/20</p> <p>1/6/20</p> <p>1/6/20</p> <p>1/6/20</p>	<p>School will use Mini bus Deep Clean on return</p>
<p>Contact with coronavirus when getting to and from school</p>		<p>Everyone will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times.</p> <p>For anyone who needs to take public transport, they'll be referred to <a href="#">government guidance</a>.</p> <p>For pupils that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times, with different pupil groups being given different times</li> </ul>	<p>Headteacher</p> <p>SLT</p> <p>Headteacher</p>	<p>1/6/20</p> <p>1/6/20</p> <p>1/6/20</p>	<p>Staff handbook</p> <p>Art therapist – discuss about travelling to work</p> <p>Parent Handbook</p> <p>Staff walk through</p> <p>Invitation letters to parents</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> <li>The protocols for minimising adult to adult contact in place – no visitors, no parents on site, staff roles clearly allocated and minimum staff combinations</li> <li>That only one parent should attend</li> <li>Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.</p>	SLT/Head  Head	1/6/20  1/6/20	Signage Parent handbook  Staff Handbook
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. Hand sinks in some classrooms, corridors and toilets. Hand sanitiser in classrooms and public spaces</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>Clean their hands on arrival, before and after eating, and after sneezing or coughing</li> <li>Be encouraged not to touch their mouth, eyes and nose</li> <li>Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</p>	Caretaker  Staff  Teachers  N/A	1/6/20  Deep cleaning has been undertaken from 25/5/20  1/6/20  N/A	Staff Handbook  Pupil Training Signage  Curriculum Plan Pupil expectations

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>	<p>Caretaker</p> <p>Caretaker Cleaning Team Allocated staff</p>	<p>1/6/20</p> <p>1/6/20</p>	<p>Agreed Cleaning routines</p>
<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Fingerprint scanners</li> </ul> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting.</p>	<p>Caretaker Cleaning Team</p>	<p>1/6/20</p> <p>N/A</p> <p>1/6/20</p>	<p>Routines, policies, procedures have been adapted</p> <p>Sign off sheets in classrooms, toilets and public spaces</p> <p>On-going from current practice which has been in place all of lockdown for Key worker provision</p> <p>On-going from current</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>These items will not be shared between children between washes.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. Cleaning routines have been allocated to ensure the school is cleaned daily. Deep clean on Friday afternoons.</p> <p>Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p> <p>Cleaners to follow going home procedures at the end of each shift</p> <p>Cleaners to use PPE equipment on shift</p>	<p>Caretaker Cleaning Team</p>	<p>1/6/20</p>	<p>practice which has been in place all of lockdown for Key worker provision</p> <p>On-going from current practice which has been in place all of lockdown for Key worker provision</p> <p>Procedures in place from Key Worker provision</p> <p>No shared spaces</p> <p>Orders completed and in place</p> <p>Staff Handbook</p> <p>Staff Handbook</p> <p>Staff Handbook</p>



HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, if this wouldn't be possible, lunch will be brought to pupils in their classrooms.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Year 6 classes have own toilets</p> <p>Year 5 Classes allocated separate toilets</p> <p>Year 4 classes allocated separate toilets</p> <p>Staff use of staff rooms and</p> <p>School Office limited to two adults; no access by staff</p> <p>.</p> <p>Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.</p>	<p>None being used</p> <p>SLT/Teachers/ Staff</p> <p>School Office Manager</p> <p>Staff</p>	<p>1/6/20</p>	<p>Adult toilets now unisex</p> <p>Cleaning rotas in place for daytime</p> <p>Risk Assessment for Office</p> <p>All other non-pod staff are based in Year 3 classrooms/offices</p> <p>SLT in Head Office (2 people only)</p>
<p>Spreading infection due to the school environment</p>		<p><a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff</p>	<p>Caretaker</p> <p>Finance Office</p> <p>Headteacher</p>	<p>1/6/20</p>	<p>As the school has not been closed, all practices and procedures have continued without a</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p>	<p>Teachers</p> <p>N/A</p>		<p>break since 23/3/20.</p> <p>First Aid procedures updated</p> <p>Fire Drill Updated</p> <p>Practice 11am 2/6/20</p> <p>Practice 11am 4/6/20</p>
		<p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	<p>Caretaker</p> <p>Teachers</p>	<p>1/6/20</p> <p>1/6/20</p>	<p>In Situ</p> <p>Planned out and shared with staff</p>
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	Whole staff	1/6/20	<p>Team365 being used as well as Zoom</p> <p>Some meetings being held outdoors</p> <p>Whole staff welcome 8.30am 1/6/20 outdoors</p>
Individuals vulnerable to serious		<p>For everyone who could come into school:</p> <ul style="list-style-type: none"> <li>If they're clinically extremely vulnerable (as defined <a href="#">here</a>), they will continue to learn or work from</li> </ul>	Head	1/6/20	Staff allocated to duties based on their needs and covering their well-

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
infection coming into school		<p>home</p> <ul style="list-style-type: none"> <li>• If they're clinically vulnerable (as defined <a href="#">here</a>) – parents should follow medical advice if their child is in this category, and staff in this category will continue to work from home wherever possible. If these staff members cannot work from home, they will be given a role that allows them to be kept 2 metres away from others wherever possible</li> <li>• If they live with someone who's clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered to and, in the case of children, they're able to understand and follow those instructions</li> </ul>			<p>being (anxiety). Staff questionnaire used to determine concerns</p> <p>Union reps and staff governor involved in decision-making and readiness to open decisions.</p> <p>Staff in building working in separate areas, if requiring to be on-site Review date 12/6/20</p>

