

# Greenway Academy September 2020 Re-Opening Risk Assessment

This document covers the risk control measures required to be in place ahead of opening to all pupils in autumn term 2020.

The document is based on current (as at 7 August 2020) government guidance:

[Guidance for full opening: schools](#)

[Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)

[Actions for education settings to prepare for wider opening](#)

[Implementing preventative measures in education settings](#)

[Planning guide for primary schools](#)

[Safe working in education settings](#)

Summary of Assumptions:-

All staff will be on-site (for their contractual hours) from 1/9/20

Risk assessments will be completed for staff who are at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically vulnerable and/or who are BAME)

Reasonable adjustments are planned for pupils with EHC plans (e.g. designing approaches to help children with challenging behaviour who may struggle to follow the rules)

Offer built around the size and layout of school premises

Resources are in stock or can order easily (e.g. PPE, soap, cleaning products)

## Approval and Consultation

The Board and LAC have given approval for the re-opening of the school in September to all pupils.

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The Board and LAC recognise the value of consultation with staff representatives in this process.

The following representatives have been part of the consultation:-

- NEU, Staff Governor, UNISON, NASWUT

Each control measure has been RAG in the appropriate colour, to make it clear how prepared the school is for each measure being in place for the autumn term.

- Red: this measure cannot be put in place in our school
- Mauve: this measure isn't in place yet, but can be in place for the autumn term
- Green: this measure is already in place

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
Contact with someone suffering from coronavirus	<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 need to self-isolate under <b>current guidance</b>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <b>testing</b> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. 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> </ul>	<p>Staff will notify Headteacher</p> <p>Parents will notify School Office regarding pupils</p> <p>Anyone falling ill will be placed in the Isolation Room</p> <p>Headteacher</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>1/9/20</p>	<p>Weekly checks of PPE equipment by Caretaker</p>

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		<ul style="list-style-type: none"> <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>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</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> <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 the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p>	<p>DfE/WSCC</p> <p>Headteacher/ MA</p> <p>Caretaker/ Cleaners</p> <p>Office Manager</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p>	<p>Current good practice</p> <p>Kits delivered and stored. Training booked for HT 10/9/20 to administer.</p> <p>School Mini-bus</p> <p>Current Practice</p> <p>Current Practice</p>

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		<p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:               <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	Office Manager	1/9/20	Current Practice
			Headteacher	1/9/20	

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Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Staff have been encouraged to walk/cycle to work</p> <p>Staggered start times and finish times are in place</p> <p>Adequate bike storage around the school site for pupils and staff.</p> <p>Recommendations around helmets been given to pupils and staff</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times, with different groups being given different times</li> <li>• The protocols for minimising adult to adult contact</li> </ul> <p>Each Year Group has dedicated entrance/exits which are used for drop off and pick up. Parents monitor from behind the markings. No parent is allowed to have close contact with staff (see Parent Handbook).</p> <ul style="list-style-type: none"> <li>• That only one parent/carer 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>	Headteacher	1/9/20	<p>Current Good Practice</p> <p>Staff Handbook Parent Handbook</p> <p>See Parent Handbook (September 2020)</p>
		<p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to</p>	Teachers	1/9/20	See Staff Handbook

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		<p>keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>	Teachers	1/9/20	<p>See Parent Handbook</p> <p>See Staff Handbook See Parent Handbook</p>
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. Sanitisers are available at all entrances and exits as well as classrooms and other spaces.</p> <p>Each Year Group Pods has agreed toilet and wash basin facilities</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, after breaks, if they change rooms, 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>Caretaker</p> <p>Teachers Wider Staff Pupils</p> <p>LEO-posters Teachers</p>	In place	<p>Current good practice</p> <p>Children are trained in hand sanitising expectations. Staff are trained in hand washing expectations. School notices at key locations</p> <p>Additional cleaning routines for main toilets See cleaning logs</p>

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		<p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <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 daily.</p>	<p>Caretaker</p> <p>Caretaker</p>		
Spreading infection through contact with coronavirus on surfaces		<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>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> </ul>	<p>Inclusion staff allocated to each Year Group Pod</p> <p>Cleaning Team for wider school after hours</p> <p>LEO/Caretaker for wider school during the day</p> <p>Teachers for classroom equipment with children</p> <p>PE teachers – Sports Equipment</p>	In Place	<p>Current good practice</p> <p>Marking books policy</p> <p>Resource management policy</p>

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		<ul style="list-style-type: none"> <li>Outdoor play equipment</li> </ul> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. Caretaker has cleaning routines in place with cleaning team</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>Cleaned frequently and meticulously, and always between groups using them; or</li> <li>Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens</p>	<p>Play Leaders for Year Group equipment</p> <p>Teachers</p> <p>Caretaker/ Cleaning team</p> <p>PE Team Class teachers Play Leaders</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p>	<p>See Parent Handbook</p> <p>See Cleaning Logs</p> <p>All areas of the school are available and are cleaned daily by cleaning team at least once a day.</p> <p>Marking policy Resources policy</p> <p>Class books have plastic covers and will be cleaned prior to</p>



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		<p>and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <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>handing in to teacher</p> <p>Pupils each have personal resources which are not shared. Pupils will clean equipment at the end of the day.</p> <p>Home learning will be IT based where possible</p> <p>Music rooms for Peris will be cleaned at end of each day – one teacher per day only.</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>		<p>Each pupil will be in a Learning Pod and there will be a Year Group Pod for each year group.</p> <ul style="list-style-type: none"> <li>• Children will be encouraged to socially distance</li> <li>• Desks will be front facing</li> <li>• School Layout divided into Year group localities with no shared spaces</li> <li>• Well-being offer will be based on Year Group Pod</li> </ul>	<p>Headteacher/ HOS/ Teachers Staff</p>	<p>1/9/20</p>	<p>Continuation of good practice</p>

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		<ul style="list-style-type: none"> <li>• Broad curriculum delivered by class teachers</li> <li>• MFL taught in year group classes</li> </ul> <p>Pupils will be kept within a Year Group Pod. Individualised programmes for key pupils will mean cross year group support. Trace and Track/specific risk assessments in place for these pupils.</p> <p>The school will continue to support children adhering to social distancing as pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver</p>	<p>Inclusion Lead</p> <p>All staff</p> <p>Teachers</p> <p>Fiona Chilcott Peripatetic Teachers</p> <p>Chris Gunn PE Team</p> <p>MFL Teacher/</p>	<p>1/9/20</p>	<p>Individualised Learning programmes for specific pupils.</p> <p>SENCo requires to action 1/9/20</p> <p>Risk Assessments in place for BAME group</p> <p>Support staff allocated to year groups to minimise risk</p> <p>Specific timetables and locations for Peri teachers planned. One adult, one day.</p> <p>No whole school assemblies/singing assemblies</p>

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		<p>the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>	Inclusion staff		<p>School Offer in place for MFL and PE</p> <p>Specific timetables and locations for Peri teachers planned. One adult, one day.</p>
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<p>Pupils will be kept in the same Year Group groups at all times each day, and be kept separate from other year groups.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time.</p> <p>Year groups will have allocated external space.</p> <p>Year groups will be allocated specific toilet blocks.</p>	Headteacher/ HOS/ Teachers	1/9/20 Continuation of existing good practice	<p>Year groups plans issued to staff</p> <p>Parent Handbook</p> <p>Staff Handbook</p>

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		<p>Year groups will be allocated specific classroom blocks</p> <p>Main Hall will not be in use.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between year groups and class groups, where possible, do not occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation.</p> <p>Main Hall may be used with permission, if required for curriculum activities. Hall will be cleaned between uses.</p> <p>Main Hall will NOT be used as a dining room.</p> <p>Lunches will be eaten in classrooms,</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Year 6 block have their own toilet and handwashing facilities.</p> <p>Year 3, 4 and 5 have access to Boys and Girls toilet block.</p> <p>Year 3 have additional in class handwashing facilities.</p> <p>Maples has own toilet facilities.</p> <p>Staff use of staff rooms and offices will be staggered and separately allocated spaces to limit occupancy. Staff toilets are unisex to create more options.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to</p>			<p>H&amp;S plan for fence contractors to be agreed</p> <p>Non-emergency work to</p>

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		<p>them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination</p>			<p>be completed outside of school hours</p> <p>Specific contracts have risk assessments ie gardeners</p> <p>No French Trip planned</p> <p>Lodge Hill (Yr 6) moved to Spring 2021</p>
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p>	Head/Caretaker	1/9/20	Pre-opening Visits completed 21/8/20 and 26/8/20
		<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff 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>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>Fire policy updated</p> <p>Doors and windows</p> <p>N/A</p> <p>In place</p> <p>Allocated to specific Year groups</p>	1/9/20	
Spreading infection due		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes</p>	Head Office	1/9/20	Parent Handbook

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to excessive contact and mixing in meetings		<p>meetings with staff, parents/carers, 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>	<p>LAC Clerk</p> <p>Beeches/Limes/Oaks room available</p> <p>Sensory Garden, weather permitting</p>		Staff Handbook
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual risk assessments, where applicable, will be carried out and roles determined.</p>	Finance Officer/ Headteacher	1/9/20	Regular reviews for non-attending staff. No staff meet shielding criteria (26/8/20)