

Re-opening Risk Assessment

Academy / School	Lime Academy Larkwood	Assessment No.	8/8
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Site	Lime Academy Larkwood	Location	London		
Subject of Assessment	Managing school functions during the Coronavirus pandemic				
Assessed by	Larkwood SLT	Date	26.2.2021	Review date	Ongoing/weekly
Details of workplace/activity	School staff managing all functions school during the Coronavirus pandemic			Persons Affected (Who may be harmed)	
				All staff, children and visitors	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
1.	Travel to and from school	<ul style="list-style-type: none"> • Staff travel to site alone using car, bike or on foot wherever possible • When using public transport please take reasonable precautions • When travelling at work or between site locations, staff travel alone • Car sharing is not permitted • Where 2m social distancing cannot be achieved, travel to work will not be considered necessary • Pupils and staff have been advised to cycle, scoot or walk to school 	Medium	Any additional staff who have not been on site before 1.6 to be trained/inducted into new procedures.

		<ul style="list-style-type: none"> • Extra secure cycle parking has been installed • Where practicable start and finish times have been amended for groups of pupils to reduce the travel risk. • Families using public transport should refer to the safer travel guidance for passengers 		
2.	Transmitting infection between the home environment and school	<ul style="list-style-type: none"> • Staff should clean their hands on arrival and leaving school at the end of the day • Staff should not share mugs, cutlery or any form of food equipment • Staff should change before entering their house to avoid potential transmission of infection 	Medium	Staff to sanitise their hands on arrival and the final point of exiting the school.
3.	Site access and egress:	<ul style="list-style-type: none"> • Only essential visits to the site are permitted • Alternative site access and egress points are considered in order to enable social distancing • Entry systems that require skin contact (e.g., key codes, push plates, handles etc.) are cleaned and disinfected frequently throughout the day. • Where loading and offloading arrangements on site will allow it, arrangements will be in place to deter drivers entering the building 	Medium	Doors to be cleaned. Doors with keypads to be unlocked.
4.	Front of school/reception contact with visitors and public behaviors which may not be in compliance with social distancing: Potential exposure to those infected with Covid-19.	<ul style="list-style-type: none"> • Only essential visits to the site are permitted • Hand sanitising gel available and used at reception • Reduced mixing of staff on premises • Ensure clear distance of 2 metres in reception areas • Maintenance requests to be raised online or via phone • Personal protective equipment and advice on social distancing provided to those dealing with the public • Personal protective equipment and advice provided on delivering first aid 	High	Staff to watch PPE training Staff must wear PPE equipment if administering first aid or in close contact with a pupil.

5.	Fire : Unable to evacuate safely	<ul style="list-style-type: none"> • All staff are familiar with the evacuation process and where to go in the event of a fire • Contractors advised of fire safety arrangements on arrival • All staff have completed appropriate fire safety training • The school will only open if suitable numbers are trained fire wardens are present on site • All fire alarm testing regimes will remain in place during any school occupation • If required, assembly points will be reviewed, and all occupants trained in new procedures 	Medium	<p>Assembly points reviewed and revised - Fire drill in week 1 with KW children.</p> <p>All staff to be briefed.</p>
6.	Lack of first aid provision : unable to respond to a medical emergency	<ul style="list-style-type: none"> • The first aid needs assessment has been reviewed to ensure the school can still provide the cover needed for the workers present and the activities that they are doing • The first aid needs assessment has been reviewed to ensure the school can still provide the cover needed for any children present • High risk activities prohibited where first aid provision not adequate • First aid kits will be available and replenished regularly • First Aid at Work (FAW), Emergency First Aid at Work (EFAW), Paediatric First Aid (PFA), Emergency Paediatric First Aid (EPFA) certificates that expire on or after 16 March 2020 and cannot access requalification training because of coronavirus may qualify for a 3-month extension. 	Medium	<p>Where Early Years children are in attendance, at least one PFA trained member of staff to be on site.</p> <p>First Aid trained staff to support with additional first aid to pupils/staff that need it.</p>
7.	Toilet facilities	<ul style="list-style-type: none"> • Toilet facilities at any one time is restricted and to 	Medium - High	

		<p>ensure 2 metre distance is maintained between people when queuing</p> <ul style="list-style-type: none"> • Strict hygiene measures are applied throughout the school • Cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush are enhanced 		<p>Cleaning to be conducted via Kier.</p> <p>Children to be made aware of the system.</p> <p>Children may need supervision</p>
8.	Coronavirus - Working in close proximity : Spread of virus	<ul style="list-style-type: none"> • Staff on site will be sufficiently spaced from each other in order to reduce the further spread of Coronavirus, respecting the 2m Rule whilst on site • Where 2m social distancing cannot be achieved, work will be reconsidered • Staff who are in school should stay at home if they are experiencing signs of illness outlined on the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/ • Staff in school must be isolated and sent home if they are in experiencing the signs and symptoms of Covid 19 as given in NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/ or staff have noticed these signs and symptoms • Staff in school must follow the government guidelines given on the NHS site https://www.nhs.uk/conditions/coronavirus-covid-19/ if they are experiencing the signs and symptoms on this site. Follow the school procedures for sickness absence • If an adult has been in contact with any other adults or children and is now displaying symptoms others must follow the guidelines on the NHS website • Staff must check the NHS website daily to look for 	High	<p>Ensure all adults and children use a tissue or their elbow to cough or sneeze and use bins for tissue waste.</p> <p>All staff to have induction on Risk Assessment prior to 1.6.20</p>

		<p>updates and apply this to their practice</p> <ul style="list-style-type: none"> • Flexibility around start and finish times can be agreed to prevent risk • PPE is available to all staff. • When staff come into school, they will be required to wash their hands. We would advise this is done as frequently as possible • Staff should ensure good respiratory hygiene and promote the 'catch it, kill it, bin it' approach. 		
9.	Coronavirus – Premises team maintenance tasks: Spread of virus	<ul style="list-style-type: none"> • Appropriate PPE will be provided, such as sanitising gel which must have 60% or higher alcohol content, gloves, masks • PPE will be worn and removed as per training e.g. disposable or washing-up gloves and aprons for cleaning • All PPE will be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • Hands should be washed regularly with soap and water for 20 seconds after removing gloves, aprons and other protection used whilst cleaning. • All tools, communication devices such as radios used will be cleaned with soap and warm water (except electrical items) or a sanitiser which must have 60% or higher alcohol content • Staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds • Measures will be taken to ensure minimal contact with contractors where possible e.g. by ensuring work areas are unlocked and available unless there is a specific lone working risk identified in which case social 	Medium	

		distancing rules will apply		
10.	Premises staff working alone on site: illness, accidents, lack of contact and supervision.	<ul style="list-style-type: none"> • Contact procedures are agreed, e.g., when the lone worker has safely left the site, a text message is sent to an agreed contact by a specific time • Employees who may work alone are provided with training in safe working procedures • A specific lone working risk assessment has been carried out, high risk work is avoided, including work on electrical equipment, work at height, confined space entry etc. 	Low	
11.	Legionella	<ul style="list-style-type: none"> • Regular routine maintenance will continue as normal including weekly flushing of all infrequently used outlets and controls/recommendations from the latest water management risk assessment • If regular maintenance cannot be fulfilled then additional control measures will be introduced, such as locking showers or removing shower heads (if applicable) to prevent aerosol generation 		
12.	Staff or students are asymptomatic carriers of the Covid-19 virus	<p>Staff in primary schools will be encouraged to use home testing kits twice per week</p> <p>These controls are in addition to all the other controls already put in place to protect staff and pupils from potential infection.</p> <ul style="list-style-type: none"> • Staff not undertaking the regular testing, will need to have higher levels of management supervision to monitor they are following the controls in this risk assessment, due to up to one third of infectious people being asymptomatic 	Low	
13.	Coronavirus - Working in close proximity with		High	

	contractors/maintenance staff: Spread of virus			
14.	Coronavirus – cleaning tasks: Spread of virus	<ul style="list-style-type: none"> • Enhanced cleaning regimes are in place in communal areas to touch points <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. • Cleaning staff are advised to follow Government advice on social distancing to protect themselves and staff • Cleaning staff will wear appropriate PPE while carrying out their duties and avoid hand to face contact throughout • PPE will be worn and removed as per training • Cleaning staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds. • If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours, then undergo a thorough clean. • Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct 	High	Kier update on enhanced cleaning to be finalised.

		<p>process and PPE to be worn.</p> <ul style="list-style-type: none"> • Consider whether any outdoor play equipment should be used and if so, ensure pupils wash their hands afterwards. • All toys and objects which cannot be easily cleaned after use should be put away i.e. soft toys, cushions, rugs, sand tray and playdough. • All toys and resources should be cleaned before the next group of children use them or at the end of the school day. • Where doors can be safely left open, they should be to reduce contact/need to touch surfaces. • Where possible, occupied room windows should be open. • Air-conditioned rooms need to be set at full fresh air. If they cannot be adjusted, they must be switched off. 		
15.	Breaks and access to canteens/rest areas:	<ul style="list-style-type: none"> • Break and rest times are staggered in order to reduce congestion and contact • Surfaces that are touched regularly, e.g., kettles, refrigerators, microwaves, are frequently cleaned using standard cleaning products • Enhanced cleaning measures of drinking water tap mechanisms should be in place • Hand cleaning facilities or hand sanitiser are made available at the entrance to any room where people eat and should be used by staff when entering and leaving the area • A distance of 2m should be maintained between users. • Any tables used are cleaned between each use • Staff are encouraged to bring their own food 		<p>Cleaning products to be placed in communal areas – safely.</p> <p>Staff informed to use other areas (including outdoors) during breaks.</p>

		<ul style="list-style-type: none"> • Staff are instructed to stay on site and avoid using local shops • Crockery, eating utensils, cups etc. are washed and dried between use. 		
16.	Lack of hygiene : risk of cross infection/contamination of COVID-19	<ul style="list-style-type: none"> • Strict hygiene measures are applied throughout the school, i.e., as per Public Health England advice on washing hands more often and for 20 seconds, using soap and water or hand sanitiser when: <ul style="list-style-type: none"> ○ Coming into school or arriving home ○ Blowing nose, sneezing or coughing ○ Visiting other places ○ Eating or handling food ○ Visiting the toilet ○ Performing medical or care routines with children after wearing latex gloves • Hand sanitiser, which must have 60% or higher alcohol content, is available to all staff and should be used • Hand and respiratory hygiene notices are posted around the school and should be followed by all staff • Any staff experiencing Covid-19 symptoms will be required to leave the site immediately and advised to follow NHS guidance • If the person experiencing Covid-19 symptoms is a visitor/contractor, their organisation will also be contacted • The workplace will be decontaminated following Government advice 'Cleaning in Non-Health Care Settings' https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 	High	<p>Regular curriculum sessions on good hygiene.</p> <p>Share sec 15 with Kier.</p>

17.	Contaminated workplace: A person catches Covid-19 due to contaminated surfaces.	<ul style="list-style-type: none"> • An increased formal cleaning regime is in place, i.e. staff are cleaning equipment more often (keyboards, work surfaces, door handles etc.) • Hand sanitisers have been placed in the workplace • Extra hygiene measures (handwashing etc.) are enforced • Multi-use hand towels are not used to dry hands • Respective information has been provided to staff • Incidents reported as per school procedure and under RIDDOR as per Government guidance 	High	Kier update on enhanced cleaning to be finalised.
18.	Cleaning school areas after known Covid-19 case: Exposure to Covid-19 fluids or residue.	<ul style="list-style-type: none"> • School should be closed down with no access for 72 hours where at all possible • Where not possible, guidance and personal protective equipment (apron, gloves etc) should be provided • All building users advised re monitoring their own health, reporting of symptoms and self-isolating 	High	Kier update on enhanced cleaning to be finalised.
19.	Maintaining Health & Safety standards with reduced staff on site: Machinery is left running with no skilled support available to manage its use, Increased number of incidents due to lack of supervision or relaxed standards, Breach of H&S legislation,	<ul style="list-style-type: none"> • Use technical/premises team staff to close down machinery safely • Close as many buildings/areas as possible and prevent entry • Line managers to ensure H&S guidance is still followed for those left on site • Monitor any areas/buildings that may be prone to malicious behaviour • High risk work is risk assessed to ensure suitable controls are in place • Lone working is avoided for high-risk work including work on electrical equipment, work at height, confined 	N/A	

		space entry.		
20.	Planning to avoid close working	<ul style="list-style-type: none"> • Social distancing guidelines must be maintained and if not possible, work must not continue • Work will be planned and organised to avoid crowding and minimise the risk of spread of infection • Staff who are unwell with symptoms of Coronavirus (Covid-19) must not travel to or attend school • Tasks will be rearranged to enable them to be done by one person, or by maintaining social distancing 2m Rule measures • Face to face contact will be avoided • Stairs will be used in preference to lifts • Site meetings will only take place if absolutely necessary, attendees should be at least two meters apart from each other and room should be well ventilated/windows open to allow fresh air circulation 	Medium	
20 a	Lack of staff resources increases risk from Covid-19	<ul style="list-style-type: none"> • Staff have been asked to work as flexibly as possible. Managers have discussed and agreed any changes before they have been put in place. • The school has reviewed existing practices and have used the DfE's workload reduction toolkit. • Staff have been made aware of the DfE range of resources, including case studies to support remote education and help address workload. <p>Reference will be made to the Education Endowment Foundation (EEF) guidance on making the best use of teaching assistants to help primary and secondary schools.</p>	Low	
21.	Social distancing in school	<ul style="list-style-type: none"> • Classrooms should accommodate up to 15 pupils and 1 	Medium	Staff will be paired

		<p>teacher and have been planned following DfE guidance implementing protective measures in education and childcare setting.</p> <ul style="list-style-type: none"> • Class furniture placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved. • Secure any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination. 		<p>up for safeguarding and well-being purposes including staggering break times.</p>
22.	Waste	<ul style="list-style-type: none"> • Waste bins placed in key strategic positions both in school buildings and in external areas that are in use so that waste materials can be deposited of on a daily basis. • PPE must be worn when undertaking this activity 	Medium	
23.	Peripatetic / supply staff and visitors increase risk of Covid-19	<ul style="list-style-type: none"> • All peripatetic and supply staff have confirmed they are not suffering any Covid-19 symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) before arriving on site. • LFD tests provided to regular visits • Records of peripatetic and supply teachers are kept for 21 days after their arrival and will be available for any Test and Trace purposes. <p>The DfE guidance will be followed, including keeping children safe in education.</p>	Low	
24.	Accident reporting Covid-19 incidents	<ul style="list-style-type: none"> • If there is a possibility of actual exposure to the Covid-19 virus, as a result of a work activity, the school is to report it to the Health and Safety Executive as per the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) 	Low	<p>KF to share reporting information with SLT – evolve.</p>

25.	Behaviour	<ul style="list-style-type: none"> • Staff/Pupil behaviour and cooperation is crucial to implementing all the controls outlined in the RA • School will carry out inductions to inform staff and pupils of the changes. 	Medium -High	BP to obtain and share addendum to go with school behaviour policy
26.	Mental health pressure of those remaining on site: sickness absence due to stress, increased fear and anxiety among those left.	<ul style="list-style-type: none"> • Practice and promote staff/team distancing and good hygiene • Line Managers will regularly review welfare of staff and monitor any anxiety levels • 2 MHFA trained staff available. • Heath Assured employee assistance programme and telephone counselling service is available to staff. Well-being tools are being shared with staff regularly, so staff have access to variety of tools <ul style="list-style-type: none"> ○ PHE support children and young people's mental health and wellbeing, and Good Thinking ○ Being active see the Association for Physical Education, Youth Sport Trust & Sport England. ○ PHE and the NHS Every Mind Matters and Good Thinking campaigns to help take action to look after mental health and wellbeing. ○ A training module, teaching about mental wellbeing, can improve teacher confidence in talking and teaching about mental health and wellbeing. ○ The Education Support Partnership provides a free helpline for 	High	<p>Daily briefing with all staff and notes provided to those that are unable to attend.</p> <p>Wellbeing strategy to be maintained.</p>

		<p>school staff and targeted support for mental health and wellbeing.</p> <ul style="list-style-type: none"> The school has an employee assistance provider 		
27.	Pupil behaviour increased risk of Covid-19	The behaviour policy has been updated to reflect the requirements of minimising Covid-19 spread and have been made available to pupils and parents before the start of term		Low
28.	Students' behaviour in alternative provision may increase risk of Covid -19	Where appropriate, separate risk assessments are undertaken for each pupil/class/year groups to ensure all are protected. The results of the assessments are integrated into the daily operation of the school		Low
29.	Exposure to Covid-19 during educational visits	The school will follow in the government Schools Coronavirus Operational Guidance for safe the provision of educational visits.		Low
30.	Exposure to Covid-19 during PE	PE Staff and pupils - The school will follow in the government Schools Coronavirus Operational Guidance for safe the provision of PE and any team sports.		Low
31.	Exposure to Covid-19 during music, dance and drama	The school will follow in the government Schools Coronavirus Operational Guidance for safe the provision music, dance and drama.		Low
32.	Extra-curricular activities increase risk of Covid-19	The school will follow in the government Schools Coronavirus Operational Guidance for safe the provision of extra-curricular and wraparound activities.		Low

ACTION PLAN (Additional Control Measures Required/Recommended Actions)	
Hazards and Risks	Recommended Actions

Please note:

*Following assessment if no further actions are assessed to be required please mark an **X** in the “Further Actions” box. If, however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.*

Any further actions identified should be completed before the assessed task is carried out.