

Academy / School	Lime Academy Larkswood			Assessment No.	2
Site	Larkswood	Location	Chingford, London E4		
Subject of Assessment	Operational risk assessment for school reopening in September to all pupils				
Assessed by	Brendan Plunkett, Lorraine Drewe	Date	09.09.2020	Review date	Ongoing
Details of workplace/activity	Managing the school site during the Covid 19 Pandemic		Persons Affected <i>(Who may be harmed)</i>		
	Managing increasing pupil and staff numbers at school during the Covid 19 Pandemic				
Reopening plan	A full and detailed reopening guide for parents has been written in conjunction with our risk assessment.				



What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Risk level (Very high, high, medium, low)	Action by whom?	Action by when?	Done
<u>Prevention</u>	Staff Pupils Visitors	<ol style="list-style-type: none"> 1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2. clean hands thoroughly more often than usual 3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5. minimise contact between individuals and maintain social distancing wherever possible 6. where necessary, wear appropriate personal protective equipment (PPE) 	<p>Staff supervising the child will have access to PPE.</p> <p>Strict hygiene measures applied across the school:</p> <ul style="list-style-type: none"> • 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 ○ 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 • By the door of each classroom there is a shelf with hand gel and tissues. Underneath the shelf is a lidded bin so that children can discard their used tissue in the bin and use the hand gel immediately afterwards. 	Medium	SLT	01/09/2020	

			<ul style="list-style-type: none">• Every time children and adults pass the access point they will be required to wash their hands• Hand and respiratory hygiene notices are posted around the school and should be followed by all staff• An increased formal cleaning regime is in place, i.e. staff are cleaning equipment more often (keyboards, work surfaces, door handles etc.)• Outdoor playground equipment will be cleaned frequently between uses.• Pupils will only be permitted to bring a coat, lunch box and a book bag to school• Year groups will be kept as separate 'bubbles' and kept apart through staggered break times and lunch times.• One-way systems in place to reduce congestion and contact.• Staff should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres.• Adaptations to the classroom to support distancing where possible, including seating pupils' side by side and facing forwards.• PPE available in each class if necessary to reduce the risk of spreading the virus for higher risk injuries or pupils. These will be replenished as necessary.• Any PPE that has been used must be double bagged before being disposed.• SEND pupils will need specific help and preparation for any changes to routine. Teachers and SENCO will plan to meet				
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			these needs, for example using social stories.				
<u>Response to any infection</u>	Staff Pupils Parents Visitors	<ol style="list-style-type: none"> 7. <u>engage with the NHS Test and Trace process</u> 8. manage confirmed cases of coronavirus (COVID-19) amongst the school community 9. contain any outbreak by following local health protection team advice 	<ul style="list-style-type: none"> • Staff members and parent/carers will be fully informed to ensure that they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team through regular school communication. • School will take swift action when they become aware that someone who has attended school has tested positive for COVID-19 and will contact the local health protection team who will carry out a rapid risk assessment and provide the necessary advice. • A record of pupils and staff in each year group and any close contact that takes place between children and staff in different groups will be kept to support the local health protection team. • SLT to share possible scenarios with staff during staff training. 	Low	SLT All staff Parents/ carers PHE	01/09/2020	
Contingency planning for a further outbreak	N/A	<ul style="list-style-type: none"> • In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. 	<ul style="list-style-type: none"> • See Plan B 	Low	PHE SLT	01/09/2020	
Social Distancing in school	Pupils Staff Visitors	<ul style="list-style-type: none"> • Minimise contact between individuals and maintain social distancing wherever possible 	<ul style="list-style-type: none"> • Year groups will be kept as separate 'bubbles' and kept apart through staggered break times and lunch times. One-way 	Medium	SLT All staff	01/09/2020	

		<ul style="list-style-type: none"> The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. 	<p>systems in place to reduce congestion and contact.</p> <ul style="list-style-type: none"> Staff should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres. Adaptations to the classroom to support distancing where possible, including seating pupils' side by side and facing forwards. 				
Cleaning	<p>Staff</p> <p>Pupils (if not completed to the appropriate standard)</p>	<ul style="list-style-type: none"> Kier are performing a deep clean over the summer holidays. More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <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, 	<ul style="list-style-type: none"> 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 process and PPE to be worn. Outdoor play equipment can be used but will be cleaned regularly. Ensure pupils wash their hands afterwards. Cleaning staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds. A deep clean across the school will take place during the summer break Frequent sanitising of sand and water trays with refreshed sand at regular intervals. Malleable play materials refreshed regularly in EYFS 	Medium	<p>SLT</p> <p>Kier staff & agency</p>	01/09/2020	

		<ul style="list-style-type: none"> ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<ul style="list-style-type: none"> ● Role play items and soft furnishings kept within the bubbles and regularly cleaned. ● Covid-19 cleaning plan in place 				
<u>Lunchtime Catering facilities</u>	Staff Pupils	<ul style="list-style-type: none"> ● Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> ○ Serving food ○ Queuing ○ Different lunch periods 	<ul style="list-style-type: none"> ● See break/lunch time table ● Each year group will have a staggered entry into the lunch hall. ● Food will be plated for pupils by lunchtime staff. ● Cutlery to be placed on tray for pupils by lunch time staff. ● Thorough cleaning of tables between each sitting. ● Staff to sanitise hands before and after helping a child undo packaging if help is needed. Children to be encouraged to try themselves first. 	Medium	Catering staff MDS Kier staff & agency	01/09/2020	
Fire Safety	Staff Pupils Visitors	<ul style="list-style-type: none"> ● Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. ● Ensure all emergency escape routes / doors are fully operational and kept clear. ● Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<ul style="list-style-type: none"> ● Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school. ● During an evacuation staff and children must leave through the nearest fire exit regardless on the one-way system 	Low	SLT Kier staff & agency	01/09/2020	

Access/Egress of school building	Pupils Parents Staff	<ul style="list-style-type: none"> • One-way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. • Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). • Wipes and sanitiser available at both sides of doors. • Increased cleaning of handles and touch plates. • Allocated drop off and collection times 	<ul style="list-style-type: none"> • One-way system in place for entrance and exit to and from school site. • Clear markers on the playground for specific year groups to stand and wait to be collected. • Parents to be reminded about making well informed actions whilst on school grounds e.g. limited time on the playground, and social distancing. • Priority must be given to disabled users and those identified as having health related issues. • Provide relevant guidance to parents on drop off and pick up arrangements. 	Medium	SLT Kier staff & agency	01/09/2020	
First Aid	Pupils Staff	<ul style="list-style-type: none"> • Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. • Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. • Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<ul style="list-style-type: none"> • First aid will be carried out by the adult within the bubble. First aid kits in classroom to be used by that one group. • Additional supplies available within the immediate area to replenish first aid kits when necessary. • PPE available in each class if necessary to reduce the risk of spreading the virus for higher risk injuries or pupils. • Any PPE that has been used must be double bagged before being disposed. • MDAs can carry out basic first aid within their bubbles at lunchtime, using their small first aid kits. These should be replenished at the end of each lunchtime. 	High	SLT SWO All staff	01/09/2020	

Waste	Staff (site and cleaning)	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. Lidded bins at access points to classrooms. 	Medium	Kier staff & agency	01/09/2020	
Break/Lunch times	Pupils Staff	<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	<ul style="list-style-type: none"> See Separate timetable Break times will be staggered and monitored by staff in their bubbles. Each bubble will have their own outdoor space at break at set times. Lunch times will be staggered with each year group bubble having their own zone. 	Low	SLT All staff	01/09/2020	
Staff/Pupils within the shielded group	Staff Pupils	<ul style="list-style-type: none"> Any member of staff or pupil that is within the <u>Clinically extremely vulnerable group</u> must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as <u>clinically vulnerable people</u> e.g. diabetics, those who are <u>pregnant</u>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<ul style="list-style-type: none"> Survey staff to identify those who may be considered within a high-risk category Review and complete all risk assessments regularly Pupil risk assessments carried out and to be reviewed for full opening in September. Make adjustments in line with current guidance 	Medium	SLT	01/09/2020	
Contractors	Visitors Pupils Staff	<ul style="list-style-type: none"> All <u>contractors</u> must provide a suitable and sufficient risk assessment for the activities they carry out which must <u>include covid-19</u>. 	<ul style="list-style-type: none"> Visitors to site – policy in place. Visitors must complete visitor form. Contractors can only enter the site by prior appointment. 	Low	Kier staff & agency SLT	01/09/2020	

		<ul style="list-style-type: none"> All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 					
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property Management (Kier) and appropriate steps are in place to ensure the safety of all building occupants. 	Low	Kier staff & agency SLT	01/09/2020	
Hygiene	Pupils Staff Visitors	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. 	<ul style="list-style-type: none"> Regular ordering and stocktake Raised awareness for all stakeholders Staff inductions Posters Newsletters 	Low	Kier staff & agency	01/09/2020	
Accident reporting Covid-19 incidents	Pupils Staff	<ul style="list-style-type: none"> The Health & Safety Executive have recently updated <u>the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</u> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance, you should contact your competent Health & Safety Adviser. 	<ul style="list-style-type: none"> Build capacity of staff to be trained on use of Evolve and Riddor. 	N/A	SLT	01/09/2020	

Administrative Staff	Staff	<ul style="list-style-type: none"> Staff shift rota to be in place so as to keep social distances and allow school office to function. 	<ul style="list-style-type: none"> Staggered starts for office staff Additional office space provided Layout and use of space reviewed/adapted. Window screens in place between desks Contact reduced in office area – Covid-19 office procedures in place. 	Low	SLT Office staff	01/09/2020	
Personal Protective Equipment	Staff	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<ul style="list-style-type: none"> Weekly stocktake of PPE via SWO. Resend NHS PPE guidance videos to staff 	Low	SLT Kier staff & agency	01/09/2020	
Behaviour	Pupils	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<ul style="list-style-type: none"> Relaunch behaviour policy and C-19 addendum to staff. 	Low	SLT SLG All staff	01/09/2020	
School Staffroom	All staff	<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<ul style="list-style-type: none"> Designated areas for staff Staff to keep within bubbles, unless it deemed necessary for them to move about the school – and remain socially distant (at least 1m) from each other. 	Low	SLT	01/09/2020	

Infection Control	Staff Pupils	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Removal of shared items e.g. utensils 	<ul style="list-style-type: none"> Room with hand gel and tissues. Resources to support sanitisation are kept and stored appropriately Lidded bins 	Medium	Kier staff & agency	01/09/2020	
Equality Impact Assessment	Staff Pupils	<ul style="list-style-type: none"> An equality impact assessment has been completed and can be found with HR 	Available on request via Lime Trust.	N/A	SLT	01/09/2020	
Lack of staff	Pupils Staff	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted 	<ul style="list-style-type: none"> Revisit risk assessments for vulnerable groups – BAME, over 70s, underlying medical conditions, pregnant staff members. Systems in place if staff are unable to attend the setting. Recovery curriculum in place. Plan B in place 	N/A	SLT	01/09/2020	
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Pupils are prohibited from bringing any equipment into the school. They should be 	<ul style="list-style-type: none"> Staff should try and keep their distance from pupils and other staff as much as they can, ideally 2m Staff can move between bubbles whilst maintaining ideally 1m+ distance Adaptations to the classroom to support distancing where possible, including seating pupils' side by side and facing forwards. Behaviour Policy Addendum available on website 	Medium	SLT	01/09/2020	

		provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home.					
Dedicated school transport, including statutory provision	Pupils	<p>It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	N/A	Low	SLT	01/09/2020	
Learning outside the classroom (day trips, etc.)	Pupils Staff	<ul style="list-style-type: none"> • keeping children within their consistent group, and the COVID-secure measures in place at the destination • Schools should also make use of outdoor spaces in the local 	<ul style="list-style-type: none"> • An enhanced Risk assessment to be in place • Other site to have risk assessment in place prior to any trip • LBWF sports coordinator (SG) to provide risk assessments for sports events. 	Low	SLT SLG Teaching staff	01/09/2020	

		area to support delivery of the curriculum.					
Extra-curricular activities (coaches, tutors, after school)	Pupils Staff Visitors	<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. 	<ul style="list-style-type: none"> Sport's coach familiar with safety measures in place and kept fully informed of any changes 	Low	SLT SLG	01/09/2020	
Physical activity	Pupils Staff	<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. 	<ul style="list-style-type: none"> LBWF PE guidance followed by staff PE schedule/timetabled by all bubbles LBWF sports coordinator (SG) to provide risk assessments for sports events. 	Low	SLT T&S staff	01/09/2020	
Signage	Pupils Staff	<ul style="list-style-type: none"> What signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc. 	Signage is in place across the school to remind pupils and staff about social distancing and hand cleaning.	Low	SLT	01/09/2020	

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Handwashing techniques advice can be found [here](#)