



Coronavirus (COVID-19)
Risk assessment for September 2020 Opening

Name of school: DISCOVERY ACADEMY

Assessment conducted by: Bev Oldham	Job title: Associate Principal	Covered by this assessment: staff, pupils, parents, visitors and volunteers.
Date of assessment: 14 th July 2020	Review interval: When circumstances change	Date of next review: Sept 2020

Risk rating	Likely impact	Likelihood of occurrence		
		Probable	Possible	Remote
Major	Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
Severe	Causes physical injury or illness requiring first aid.	H	M	Low (L)
Minor	Causes physical or emotional discomfort.	M	L	L

	Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
A	Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body),		Clear guidance will continue to be given to parents and staff to reiterate that anyone who is displaying symptoms, or has tested positive in the last 7 days must not attend the school setting.	Y	Principal SLT Admin	20/7/20 1/9/20	L
			School will communicate the arrangements to all employees and parents prior to the return of additional pupils.	Y	Principal SLT Admin	20/7/20 1/9/20	L
			Where possible contact with parent's or other non-school staff will be conducted remotely, via telephone or video link.	Y	All	20/7/20 1/9/20	
			Staff will be advised to only physically meet with parents or other non-school staff if they are satisfied that doing so is consistent with government advice.	Y	Principal	20/7/20 1/9/20	L
			Staff will be asked to not touch/shake hands with parents.	Y	Principal	20/7/20 1/9/20	L
			Where appropriate Pupil Behaviour Policies will be updated to cover COVID-19 related incidents.	Y	Principal	20/7/20	L
			The majority of staff in education settings will not require PPE beyond what they would normally need for their work, staff will be advised of situations where additional PPE is required.	Y	All	20/7/20	L
B	Bubbles / families		Children will, as far as possible, be placed in consistent groups (bubbles / families).	Y	Principal	20/7/20	L
			Where bubbles / families of a single class can be maintained this is the preferred option.	Y	Principal	20/7/20	L
			Social distancing will be observed wherever possible.	Y	All	20/7/20	L
			Bubbles / families will, as far as possible, be kept apart – any assemblies/collective worship will be limited to one bubble / family at a time.	Y	Principal All	20/7/20	L
			Where it is necessary for the delivery of the school timetable, all teachers and other staff can operate across different bubbles / families.	Y	Principal All	20/7/20	M
			Where this is necessary staff and teachers will, as much as they can, keep a 2m distance from pupils and other staff.	Y	All	20/7/20	L
C	Arrival / leaving school		Guidance will be given to parents regarding transportation of pupils to and from school, and the preferred avoidance of public transport where possible.	Y	Principal Admin	20/7/20	L

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		Staff are asked to arrive before pupils.	Y	Principal	20/7/20 1/9/20	L
		Where necessary school gates will be opened earlier to facilitate this.	Y	FM Staff	1/9/20	L
		Parents will be asked to bring their children to school alone.	Y	Principal	20/7/20	L
		Parents with babies or younger children that do not attend the school will be asked to use a buggy/sling or suitable reings to prevent that child from entering the school building or using play equipment.	Y	Principal	20/7/20	L
		Where possible separate entrances will be used for class groups / bubbles / families.	Y	Principal	20/7/20	L
		Entrances will be supervised by staff encouraging parents to leave children and walk away.	Y	Principal	20/7/20	L
		Staff will discourage loitering by pupils and parents.	Y	Principal	20/7/20	L
		Advice will be sent out at the start of term reminding parents NOT to loiter or liaise direct with teachers.	Y	Principal	20/7/20	L
D	Reception signing in and out (e.g. Staff, visitors and contractors)	Where possible contact with parent's or other non-school staff will be conducted remotely, via telephone, video call or e-mail.	Y	Principal	20/7/20	L
		Parents, visitors, and the general public will not be allowed in school unless by prior arrangement with principal	Y	Principal Admin	20/7/20	L
		Supply staff and peripatetic teachers must keep as much distance as possible from other staff.	Y	Principal	20/7/20	L
		Where volunteers are supporting the school they will remain 2m from pupils and staff where possible and as far as possible will not assist multiple bubbles / families.	Y	Principal	20/7/20	L
		Where possible staff will sign in remotely e.g. from own PC/phone rather than reception.	N			L
		Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at the weekend.	Y	Principal	20/7/20	L
		Works will only be permitted during the school day in an emergency and where the contractor will not come into contact with pupils / school staff e.g. roof leak, boiler failure etc.	Y	Principal FM staff	20/7/20	L

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			Contractors will be met on arrival by site staff e.g. Caretaker and reminded about social distancing before commencing work.	Y	FM Staff	20/7/20	L
			Arrangements for deliveries are in place.	Y	FM Staff Admin staff	20/7/20	L
			Arrival / reception areas have been configured to encourage social distancing.	Y	FM Staff Admin staff	20/7/20	L
			If no screen is already in place school will consider whether a temporary plexi-screen be installed.	Y	FM Staff	20/7/20	L
			Hygiene stations are in place, with instructions to use it, prior to entering the building.		FM Staff	20/7/20	L
E	In Class		Certain activities may not be taught e.g. PE team sports dependent on the advice at the start of term September 2020.	Y	All	24/7/20	L
			Where possible classrooms will be set out so sitting positions are 2 metres apart. If possible pupils will sit at the same desk on consecutive days.	N			
			Where the 2m distance cannot be maintained individuals will be side by side or back to back rather than directly facing and for as short a time period as possible.	Y	All	24/7/20 2/9/20	L
			Unnecessary furniture will be removed from classes to increase space.	Y	All	24/7/20 2/9/20	L
			Where possible windows will be open to aid ventilation.	Y	All	24/7/20 2/9/20	L
			Some classes may be taught outdoors where practicable and weather permitting.	Y	All	24/7/20 2/9/20	L
			Teaching staff should, as far as possible, maintain 2m away from colleagues and pupils, remaining at the front of the class.	Y	All	24/7/20	L
F	Moving around school		The school has identified specific pinch points and pupils will move around these at different times to avoid close proximity.	Y	All	24/7/20 2/9/20	L
			The route of traffic will be identified and marked out on the floor e.g. route dividers for corridors and markers at 2m distance. Where schools have sufficient staircases they will be dedicated either up or down.	Y	FM staff All	2/9/20	L

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		Children will be asked to walk in single file around school.	Y	All	3/9/20	L
		Supervision will be in place to prevent horseplay.	Y	All	3/9/20	L
		Where relevant only 1 person will be permitted in lift at any one time.	Y	All	Ongoing	L
		As far as possible, class groups will be kept together and in the same room negating the need to move around school.	Y	Principal All	3/9/20	L
		Toilet use will be supervised to prevent too many pupils entering at once. One per class at a time	Y	Principal All	3/9/20	L
		Where practicable, teachers will move to different classes rather than the pupils.	Y	Principal All	3/9/20	L
		Communication with teaching staff will be electronically wherever possible.	Y	Principal All	3/9/20	L
G	Lunchtimes/ consumption of food	Clear signage will be provided on hygiene, hand washing and the use of hand sanitizers.	Y	FM staff	20/7/20	L
		Hand washing will be managed before and after eating food.	Y	All	3/9/20	L
		Hand washing will be managed before and after touching/preparing food.	Y	All	3/9/20	L
		Lunch times will be staggered for both pupils and staff.	Y	Principal	20/7/20 3/9/20	L
		Lunch seating areas restricted to the minimum number of pupils per table or considering social distancing measures with no directly face to face seating.	Y	Principal MDA	20/7/20	L
		Any fruit stations will be managed so children do not handle multiple pieces before selecting.	Y	Admin	3/9/20	L
		The bringing of a full personal water bottle each day will be encouraged. Water fountains will be taken out of use. Disposable cups will be provided for all pupils	Y	All	3/9/20	L
H	Office/Support staff	Where feasible and appropriate for members of staff to work from home consideration will be given to this.	N			
		Small offices will be restricted to single occupant use only.	Y	All	20/7/20	L
		Signage will be used to reinforce the message and to advise of areas which should be restricted to one person at a time.	Y	All	20/7/20	L
		Reprographics areas will be restricted to single user where possible.	Y	Admin	20/7/20	L

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I	Vulnerable persons		Extremely clinically vulnerable/clinically vulnerable/vulnerable staff members will be identified and an individual risk assessment will be completed with them to identify any additional control measures for them beyond those in place generally.	Y	Principal All	20/7/20	M
			Individual risk assessments will be carried out for pupils identified as extremely clinically vulnerable, clinically vulnerable, vulnerable or as having behaviours which can increase the risk of transmission of covid-19 (eg spitting or biting)	Y	Principal	20/7/20	M
J	Staff or pupils arriving at school unwell or become unwell whilst in school		They will be sent home and advised to follow the staying at home guidance to self-isolate for at least 7 days and arrange to have a test. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance	Y	Principal	20/7/20 3/9/20	M
			Whilst a child is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door.	Y	Principal All	20/7/20	M
			If possible a window will be opened for ventilation.	Y	Principal All	20/7/20	M
			Where it is not possible to isolate them, staff have been advised to move them to an area which is at least 2 metres away from other people.	Y	Principal All	20/7/20	M
			The area around the person with symptoms will be cleaned and disinfected with standard cleaning products after they have left.	Y	Principal All	20/7/20	L
			Children that need to go to the bathroom while waiting to be collected are told if possible to use a separate bathroom.	Y	Principal All	20/7/20	L
			The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.	Y	Principal All	20/7/20	L
			The school will engage with the NHS test and trace process.	Y	Principal All	20/7/20	L
			A step by step document has been provided by Public Health to assist schools in identifying the correct steps to follow.	Y	Principal All	20/7/20	L
	There is a dedicated Public Health e mail which schools may contact for further advice and clarification on actions to be taken.	Y	Principal All	20/7/20	L		

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K	First Aid		A first aid needs assessment will be completed to determine first aid provision based on the workplace setting, occupants and the hazards and risks that may be present in school.	Y	Principal PFA staff	3/9/20	L
			Staff that hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus will apply for a 3-month extension.	Y	Principal PFA staff	3/9/20	M
			Assistance should be given from a safe distance as far as possible to minimise the time in a shared breathing zone.	Y	PFA staff	3/9/20	L
			When responding to incidents, PPE should be worn by staff if a distance of 2 metres cannot be maintained or if contact is necessary.	Y	PFA staff	3/9/20	L
			The provision of PPE should be determined based on anticipated risk of contamination from respiratory secretions, droplets of blood or other body fluids.	Y	All	20/7/20	L
			After contact with injured persons first aiders are advised to clean their hands thoroughly with soap and water or hand sanitizer at the earliest opportunity. https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm	Y	All	20/7/20	L
L	Educational Visits		Overnight and overseas educational visits will not take place.	Y			
			Non-overnight domestic educational visits will be subject to risk assessment and will consider related government guidance on controlling Covid-19 transmission relative to the visit location/venue.	Y	Principal	Ongoing	L/M
			Pupils will be kept in their consistent bubble / family for the purpose of the educational visits.	Y	All	3/9/20	L
			Visit venues/locations will only be considered where Covid-secure measures are in place.	Y	All	3/9/20	L/M
M	Extra-curricular provision		Any provision will maintain school day bubbles / families or, where this is not possible, small consistent groups.	Y	Principal All	3/9/20	L
			Contact sports will not take place.	Y	Principal PE lead Sports coaches	3/9/20	L

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			Where possible activities will take place outdoors.	Y	Principal PE lead Sports coaches	3/9/20	L
N	Music		Singing, wind and brass playing will not take place in large groups (eg school choirs and ensembles or in assemblies).	Y	Principal Music Lead All	3/9/20	L
			Music lessons will be limited to 15 pupils with social distancing and windows open where possible.	Y	Principal Music Lead All	3/9/20	M
			Playing of instruments and singing will take place outside where possible. Instruments will not be shared.	Y	Principal Music Lead All	3/9/20	L