

## Managing Covid 19 in Schools from January 2021 opening - Risk Assessment - Version 4.05 -

### Section 1 - Pre - opening checks and assessments

Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
1. Building Management / readiness	<b>1.1</b> If your site has been closed over the christmas break inspect the site for :	School is still operational with regular routine building and facilities inspections being undertaken	Facilities and Cleaning Co-or	04/01/2021
	<b>1.1.1</b> Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure	See above	Facilities and Cleaning Co-or	04/01/2021
	<b>1.1.2</b> Damage to the building and fixtures and fittings	See above	Facilities and Cleaning Co-or	04/01/2021
	<b>1.1.3</b> Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...	See above	See above	04/01/2021
	<b>1.1.4</b> Rodent activity and/or infestations - commissioning of pest control may be required	See above	Facilities and Cleaning Co-or	04/01/2021
	<b>1.2</b> Operational checks (to ensure good working order) to be carried out on :			
	<b>1.2.1</b> Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	See above	Facilities Manager, all staff, F	04/01/2021
	<b>1.2.2</b> Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	See above	Facilities Manager, all staff, F	04/01/2021
	<b>1.2.3</b> Emergency lighting	See above	Facilities Manager, all staff, F	04/01/2021
	<b>1.2.4</b> Gas supplies including science laboratories and kitchens	See above	Facilities Manager, all staff, F	04/01/2021
	<b>1.2.5</b> Kitchen equipment	Mechanical ventilation only installed in the main school kitchens at the Boston Spa Site. The ventilation systems at the Woodhouse site are controlled via the BMS (laptop control is located in the Comms room). Facilities or Reception staff check this every school day to ensure correct operation and no flagged faults.	Facilities Manager, all staff, F	04/01/2021
	<b>1.2.6</b> Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	As 1.1.1-Routine inspection schedules are in place at each site with each check logged and signed.	Facilities Manager, all staff, F	04/01/2021
	<b>1.2.7</b> Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy	Hot water supply systems at the Woodhouse site are controlled via the BMS, which laptop control is located in the Comms room. Facilities or Reception staff check this every school day to ensure correct operation and no flagged faults. All staff to report any signs of leaks or incorrect operation of water supply. Weekly flushing to be executed to systems in areas of infrequent use.	Facilities Manager, all staff, F	08/02/2021
	<b>1.2.8</b> Water systems to look for leaks and ensure there is provision of hot water	Regular checks / jobs list updates	Facilities Manager, all staff,	
	<b>1.2.9</b> Windows, doors and gates including electronic gates and doors	See 1.1.1	Facilities Manager, all staff, F	04/01/2021
	<b>1.2.10</b> Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	See 1.1.1	Facilities Manager, all staff, F	04/01/2021
	<b>1.2.11</b> Equipment used on site e.g floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).	See 1.1.1	Facilities Manager, all staff, F	04/01/2021
	<b>1.3</b> Ensure Statutory Inspections are up to date for :	All service schedules and inspections completed as per the usual service, inspection and maintenance contracts. This includes Zurich insurance inspections	Facilities Manager	04/01/2021
	<b>1.3.1</b> Lifts and Lifting Equipment (if the scheduled inspections have not taken place in	All service schedules and inspections	Facilities Manager	04/01/2021
	<b>1.3.2</b> Pressure systems (if the scheduled inspections have not taken place in the last 12	All service schedules and inspections	Facilities Manager	04/01/2021
	<b>1.3.3</b> LEV (if the scheduled inspections have not taken place in the last 14 months);	All service schedules and inspections	Facilities Manager	04/01/2021
	<b>1.3.4</b> Gas Appliances (if the scheduled inspections have not taken place in the last 12	All service schedules and inspections	Facilities Manager	04/01/2021
	<b>1.3.5</b> Fixed wiring (if the scheduled tests required by the regulations have not taken place	Inspection undertaken Summer 2020.	Facilities Manager	04/01/2021

	<b>1.3.6</b>	<b>PAT</b> (if the scheduled tests required by the regulations have not taken place in line	Identified items tested Summer and October	Facilities Manager, Operation	04/01/2021
	<b>1.3.7</b>	<b>Asbestos Management Plan</b> (if the plan has not be re-assessed in the last 12	Up to date	Facilities Manager	04/01/2021
	<b>1.3.8</b>	<b>Sports Equipment</b> (if the scheduled inspections have not taken place in the last 12	This inspection is due to be added to the	Facilities Manager	04/01/2021
	<b>1.3.9</b>	<b>Fixed Outdoor Play Equipment</b> (if the scheduled inspections have not taken place	Contractor inspection schedule in place as	Facilities Manager	04/01/2021
	<b>1.3.10</b>	<b>Tree surveys</b> (if the scheduled inspections have not taken place in the last 12	Ongoing	Facilities Manager	04/01/2021
	<b>1.3.11</b>	<b>Fire Safety</b> : contractor testing of the fire alarm (if this has not taken place in the last	All up to date with scheduled inspections and	Facilities Manager	04/01/2021
	<b>1.4</b>	<b>Cleaning of the premises</b>			04-Jan
	<b>1.4.1</b>	Thorough cleaning is not required if no-one has been into the premises during the	Full cleaning programme carried out prior to	Facilities and Cleaning Co-	04/01/2021
	<b>1.4.2</b>	If the school has been partially opened, then a full deep clean of the premises should	Full cleaning programme carried out prior to	Facilities and Cleaning Co-	04/01/2021
	<b>1.5</b>	<b>Supplies</b>			
	<b>1.5.1</b>	Ensuring you have adequate supplies of hand sanitiser, soap and hand towels /	Hand sanitiser available in	Facilities Manager	04/01/2021
	<b>1.5.2</b>	Ensuring you have adequate supplies of cleaning materials and any identified PPE to	Present ordering system to retain a 3 week	Facilities Manager with the	04/01/2021
	<b>1.5.3</b>	Identify if you have enough hand washing or hand sanitiser 'stations' available so that	Hand sanitiser available in reception and	Facilities Manager	04/01/2021
<b>2. Assessing staff and pupil numbers to assist in plans for partial opening</b>	<b>2.1</b>	Consider phasing the re-opening of the school to allow plans and procedures to be	School reopened to all pupils on	Heads of School	04/01/2021
	<b>2.2</b>	Contact parents / carers of pupils and staff to ascertain if there are any changes to /	Families contacted to gather up to date	Heads of School	6/1/2021
	<b>2.3</b>	Where a child or young person routinely attends more than one setting on a part time	N/A		
	<b>2.4</b>	Consider if it is possible to have all eligible pupils in school at all times dependant on	See 2.1	Heads of School	06/01/2021
	<b>2.5</b>	It is recommended schools limit the number of pupils and staff on site at any one			
	<b>2.6</b>	Consider that staff will be supporting remote learning of pupils and that additional	0	0	0
		<u>Ongoing</u>	Reviewed as part of return to school plan,	Heads of School/TLCOs	w/c 1st Sept then ongoing review
	<b>2.7</b>	Review ratios, rotas, medical and first aid needs on an ongoing basis.			
<b>3.Updating pupil and staff details</b>	<b>3.1</b>	Obtain up to date medical, allergy and emergency contact details from pupils and	Any changes to pupils' needs are	TLCOs, Heads of School,	04/01/2021
	<b>3.2</b>	Re-assess if IPRAs or PBSPs are needed or need to be altered given the altered	Updated by class lead and overseen by	TLCOs, Heads of School,	04/01/2021
	<b>3.3</b>	Staff should be made aware of any / reminded of medical conditions / needs of the	This is continuously reviewed but additional	TLCOs, Heads of School,	04/01/2021
	<b>3.4</b>	Food allergies / intolerances information should be shared with catering staff for staff	This is continuously reviewed but additional	TLCOs, Heads of School,	04/01/2021
<b>4.Assess activities / lessons which can take place</b>	<b>4.1</b>	There is activity / subject specific and shared resources guidance in sections 31 to	Altered		
	<b>4.2</b>	It is still recommended that children and young people limit the amount of equipment			04/01/2021
	<b>4.3</b>	Amend / stagger timetables for activities using halls or classrooms where activities	Ongoing management and review of all	TLCOs	06/01/2021
		<u>Ongoing</u>			
	<b>4.4</b>	Review how pupils and staff are interacting, numbers on site, how equipment is	Reviews take place weekly in consultation	Heads of	Ongoing
<b>5.Information to pupils, staff, parents / carers, visitors and contractors.</b>	<b>5.1</b>	Clear communication with parents / carers is essential from the school and the LA so	Parents contacted on 5/01/2021 to inform	Heads of School/TLCOs	Ongoing
	<b>5.2</b>	All persons likely to come onto the school grounds must be informed they must not	Notices in reception areas. All staff and	Heads of	Ongoing
	<b>5.3</b>	This may be by newsletters, letters, emails, signs etc....	Communication to parents via DoJo,	Principal/Vice-	Ongoing
	<b>5.4</b>	Update behaviour and staff policies to reflect the new rules and routines necessary to	Staff updated as part of systems of regular	Heads of School/Director of	Ongoing