

**COVID-19 Risk assessment summary**

This risk assessment summary provides an overview of the significant findings of the detailed risk assessment (using the risk assessment template) undertaken in line with the Compliance Code for Educational Settings and government guidance. The risk assessment considers a single hazard of COVID-19 and identifies the control measures that are in place for the setting to reduce the risk of transmission to staff, pupils and visitors, as low as is possible in line with community risk levels. [The measures provided below are examples from the risk assessment template, settings should adapt, delete or add to these as appropriate to reflect your specific control measures and the areas where they apply]

<b>Setting:</b> Greenpark Academy <b>Assessor Name:</b> Jill Graver <b>Manager Name:</b> Lisa Cook	<b>Assessment Date:</b> 2/3/ 21 <b>Review Date:</b> 12/ 4 / 21
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Area of risk	Control Measures in place	By whom	Date Completed
Positive case bringing COVID-19 into the setting	<ul style="list-style-type: none"> <li>No-one entering the setting if they or anyone in the household/care bubble are symptomatic or awaiting test results.</li> <li>Limiting visitors to the site to only essential and by appointment including out of setting hours where possible</li> <li>Contact records are in place for Track and Trace</li> <li>Staff, pupils and parents know what the main symptoms are. Staff and pupils will go home if they develop symptoms</li> <li>We have a room available for someone who develops symptoms to wait to be collected. These are the second classroom.</li> </ul>	JG/RJ	March 2021
Exposure to numerous people while in the setting increasing transmission risk	<ul style="list-style-type: none"> <li>Applying bubbles/groups to limit the number of contacts (including staff), these are kept as small and as consistent as possible. We arrange bubbles by N, reception/Y1/Y2, Y3/4, Y5/6 and staff remain within these groups as much as possible.</li> <li>Increased hand washing and sanitising.</li> <li>Reducing shared resources</li> <li>Large gatherings are avoided, such as assemblies</li> <li>Movement around school is kept to a minimum.</li> <li>Staggered breaks and lunchtimes</li> <li>Dining hall surfaces sanitised between groups.</li> <li>Shared staff space – distancing in place, minimising the use of the staffroom.</li> <li>Communal facilities such as toilets are managed to reduce group mixing by – there are no communal toilets for children, these are specific to bubbles.</li> <li>Emergency evacuation arrangements have been reviewed and amended to support the maintaining of bubbles/groups by – evacuation doors are by bubbles only.</li> </ul>	JG/RJ	March 2021
Direct person to person transmission	<ul style="list-style-type: none"> <li>Classrooms are arranged to provide as much space as possible, with desks facing forward as much as possible. ‘Doing this where you can, even some of the time, will help.’</li> <li>Teachers remain at the front of the class and maintain 2m distance from pupils as much as possible. Where this is not possible they work side on to the pupil not face to face, including during practical lessons such as PE and sciences.</li> <li>Staff spaces such as offices, reception areas and staff rooms are organised to maintain distance. Staff encouraged not to take breaks in groups in the staffroom.</li> <li>All other space is also arranged in the same way to enable distances to be maintained – bubbles remain within their own area of school and the playground/field.</li> <li>Activities are undertaken outside where possible. PE lessons outside prioritised. Can be indoors with appropriate ventilation and equipment being cleaned between groups. Handwashing and sanitising in place.</li> <li>Ventilation is increased as much as possible by windows being open. Vents to be activated when needed (School have been in touch with manufactures of vent system which confirm that it conforms to covid requirements.)</li> <li>Lifts are not shared to and from school.</li> <li>Lockers and coat hook areas are managed to prevent close contact. Bubbles have own cloak areas.</li> <li>Play equipment is assigned to bubbles.</li> </ul>	JG/RJ	March 2021

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	<ul style="list-style-type: none"> <li>Tissues and bins are readily available across the site to encourage good respiratory hygiene.</li> <li>Background and accompanying music sound levels and group activities are arranged to prevent unduly raised voices to prevent shouting/loud singing – avoid singing activities unless forward facing, windows open and not loud voices.</li> <li>The use of changing rooms is reduced as much as possible through asking pupils to attend school in their PE Kit.</li> <li>Practical subjects have been reviewed and arranged to maintain distance between participants where possible.</li> <li>Bike rack use is managed to reduce close contact – staggered drop off and pick up to reduce congestion.</li> <li>The catering provision has been altered to reduce queuing, maintain bubbles, limit movement and maintain distancing.</li> <li>Adults, staff and visitors to wear face coverings where social distancing is not possible, e.g. during parent/visitor meeting and including out on the playground greeting children/parents each morning/afternoon.</li> <li>PPE is used by staff in the following circumstances: when carrying out intimate care, first aid or when dealing with someone who has developed symptoms during the day and has to be isolated until collected.</li> </ul>		
Surface transmission (including equipment)	<ul style="list-style-type: none"> <li>General cleaning and disinfection is undertaken daily.</li> <li>Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas</li> <li>Touch points have been identified and regularly cleaned and disinfected throughout the day including door handles, chair backs, shared equipment/items, taps.</li> <li>Staff are provided with disinfectant and cloths to disinfect contact points in between teaching sessions.</li> <li>Pupils are issued with their own resources.</li> <li>The number of resources taken/brought from home is limited to lunchbox and bags.</li> <li>E-books issued so no books are sent home.</li> <li>Hand sanitiser is provided throughout the site and everyone is encouraged to use it regularly including on entering/leaving the site, before and after eating/drinking, between activities, before and after sharing resources, after removing a face covering.</li> <li>Handwashing is supervised as necessary for all children each morning, break, lunch and end of day.</li> <li>Bins are large and swing top/covered so are emptied at the end of each day.</li> </ul>	JG/RJ	March 2021
Staff and pupil health increasing the risk of transmission	<ul style="list-style-type: none"> <li>An individual risk assessment has been undertaken for staff identified as at increased risk and measures agreed with them to reduce the risk.</li> <li>Individual support plans for pupils have been reviewed and altered to account for COVID-19 transmission risks.</li> </ul>	JG/RJ	March 2021
Staff and pupil mental health and well-being due to anxiety or increased pressure	<ul style="list-style-type: none"> <li>Staff mental health and well-being has been assessed and measures are in place to support including management support, the use of an Employee Assistance Programme and staff have been alerted to the Norfolk Support Scheme.</li> <li>Arrangements are in place to support pupil mental health and well-being through PATHS and Thrive.</li> </ul>	JG/RJ	March 2021
Educational Visits increasing the risk of contact with others and therefore transmission	<ul style="list-style-type: none"> <li>No educational visits are currently taking place other than forest school where a risk assessment has been completed separately.</li> </ul>	JG/RJ	March 2021
Extra Curricular Activities increasing the risk of transmission with others and therefore transmission	<ul style="list-style-type: none"> <li>Breakfast club will be re-established from 15.3.21. This will be strictly on a booking system, with a drop off time between 8.00 and 8.15. Children will remain within their bubble during breakfast club.</li> <li>After school clubs will not take place during the spring term. This will be reviewed after Easter.</li> </ul>	JG/RJ	March 2021
Lack of awareness of the control measures and requirements (the need	<ul style="list-style-type: none"> <li>Posters are used to communicate messaging on distancing, hand hygiene, staying at home when ill, catch it bin it kill it.</li> <li>Changes made to the site to accommodate control measures are signposted and communicated.</li> <li>Information is provided in writing to staff, pupils and parents on measures in place and expectations via Teams, staff</li> </ul>	JG/RJ	March 2021

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for information, instruction and training)	<p>meetings and the staffroom notice board (staff), during registration, lessons and virtual assemblies (children), by e-mail, school website, Dojo, Facebook and text message for parents.</p> <ul style="list-style-type: none"> <li>• All staff undertake E-learning on COVID-19 and have received specific instruction regarding their role and the controls measures.</li> <li>• Visitors are provided with instructions on site rules and expectation.</li> <li>• Pupils are instructed on good handwashing technique.</li> <li>• Where face coverings are used staff are instructed in safe and hygienic use.</li> <li>• Where PPE is used staff receive training and instruction on safe and hygienic use.</li> </ul>		